

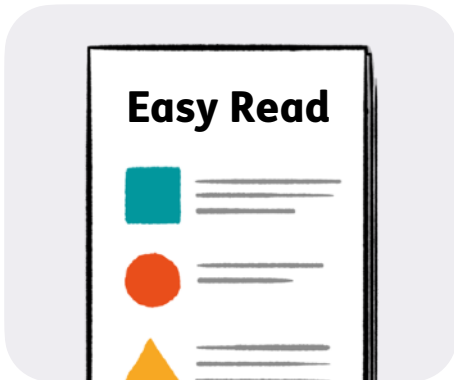


**Easy
Read**

Keeping adults safe



Easy Read

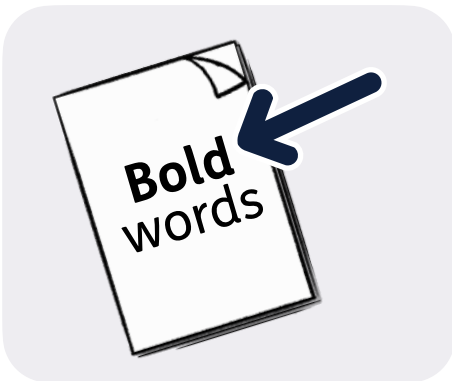


This is an Easy Read version of some information.

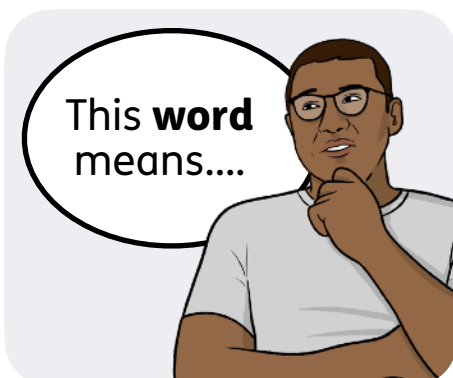
It uses easier words and pictures.



Some people may still want help to read it.



Some words are **bold** to show they are important.



We explain bold words if they are hard to understand.

What is in this booklet

About this booklet4

Safeguarding5

How we will work.....11

Dealing with problems24

Checking our rules.....26

Find out more.....27

About this booklet



We are The Football Association,
called The FA for short.



We are in charge of football in
England.



We want everyone to be able to
safely take part in football.



This booklet explains how we will
make sure that all adults can stay
safe.

Safeguarding



Safeguarding means keeping people safe.



We have safeguarding rules.

They help to keep adults safe when they take part in football.



Everyone must follow our safeguarding rules while they take part in football.

6 rules for safeguarding



We have 6 important ideas that help us think about safeguarding:



1. People should make their own choices about how they stay safe.



2. It is better to make changes to keep everyone safe before something goes wrong.



3. We should try to make the smallest changes we can to keep everyone safe.



4. We should support people who need the most help.



5. We should work together with local communities to find the best ways to keep them safe.



6. We should be clear about who is in charge of safeguarding.



Some people are in charge of safeguarding for their football organisation.



But everyone should think about how they can follow our safeguarding rules.

People should be able to:



- Tell us what they think about our safeguarding rules.



- Understand how to tell us if there is a problem and someone is not safe.

To help adults stay safe, we will:



- Work with them to decide what is best for them.



- Make it easy to speak up if someone breaks our safeguarding rules.



- Deal with any problems quickly.



- Keep checking how we work.

Making choices



Everyone should be able to make choices for themselves about their lives.



We use an idea called **person-centred safeguarding**.

This means that we support people to make choices for themselves about staying safe.



We listen to what is important to each person.



This helps us support them to make choices that are right for them.

How we will work



Every organisation that runs football must write guides explaining how they will work.



The guides should explain:

- Who is in charge of safeguarding.
- The rules that everyone must follow.
- Plans to keep people safe.



The guides should also explain:



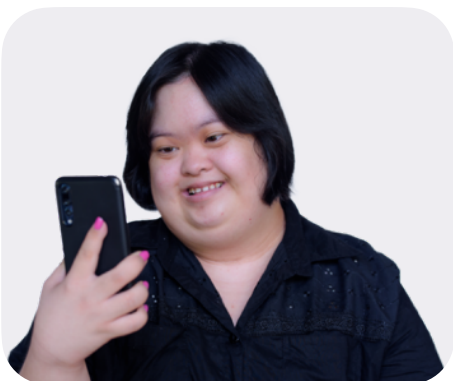
- The rules for taking photos and videos of people.



- The rules for how people can make choices for themselves.



- The rules for different places where footballers go, like the changing rooms.



- How to talk to others, including over the internet.

The guides should also give:



- Advice for people who work on their own.



- Advice for disabled people and people who need support to stay healthy.

Finding new staff and volunteers



Football organisations should think about safeguarding when they find new staff.

They should:



- Explain that all staff must follow safeguarding rules.



- Check that all new staff are who they say they are.



- Be fair to everyone who applies for a job.

Football organisations should also:



- Find out if new staff did well at their old jobs.



- Train new staff about safeguarding.

DBS checks



People who work or volunteer with children or adults **at risk** may need a **DBS check**, depending on their job.



At risk means someone might need help and support to stay safe and well.



A **DBS check** looks at whether someone has been in trouble with the police.

The organisation should use these checks to help keep everyone safe.

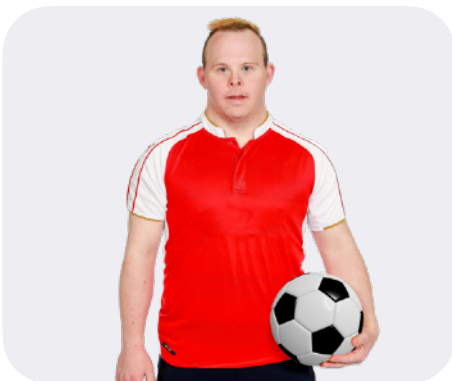
Training



All people who work or volunteer in football should get training about keeping everyone safe.



This training should be right for their jobs.



The training will also include information about working with at risk adults.

Keeping information private



If someone says that they are worried that they are not safe, information will only be shared with people who need to know to help keep them safe.



We should only tell others if the person says we can.

We might need to share information without the person saying we can if:



- It is not safe to ask the person first.



- We think someone is in big danger.



- We think that the person is being forced to say something.



- We need to tell the police and stop a crime.

We might also need to share information without the person saying we can if:



- The person cannot make the choice for themselves to say we can.



- The person who is hurting others needs care and support.



If you are not sure about what to do, you can email our safeguarding team:

Safeguarding@TheFA.com

Working with other organisations



We will work with other organisations to keep people safe.



This includes:

- The police.



- Health services, like the NHS.



- Local councils.

Behaving well



Every adult should be treated with respect.



Everyone who takes part in football must behave well towards each other.



If someone does not behave well, they may be in trouble.

People who are in charge



Some people who work in sport are in charge of children.

Anyone who is under 18 years old is a child.



They must not do anything sexual with children.



Adults can have relationships with other adults if they both agree to and want to.



If one adult is in charge of another adult a relationship may not be safe.

Dealing with problems



If you are worried that an adult is not safe, you should tell the person in charge of safeguarding.



They will decide what to do.



If you are not sure what to do, you can ask our safeguarding team.

You can email us at:

Safeguarding@TheFA.com



If someone is in danger right now, call 999.



Football organisations should follow our rules to deal with problems.



If someone has behaved badly towards another adult, we will do our best to help deal with it.



We will help to deal with problems even if they happened a long time ago.



If you think that we have not dealt with a problem, you can tell our safeguarding team or the police.

Checking our rules



We will keep checking our rules.



This will help us to make sure they are helping people.



We will check them every 3 years.

Find out more



You can look at our website here:
www.TheFA.com

This Easy Read booklet was produced by easy-read-online.co.uk
The booklet includes images licensed from Shutterstock.