



GUIDANCE NOTES NO:

**10.3**

# **SAFEGUARDING ADULTS: POLICY AND PROCEDURES' TEMPLATE**

**FOR CLUBS & LEAGUES WITH OPEN-AGE ADULT TEAMS**

Version: 1.2

Published: OCTOBER 2026



**FOR ALL**

# FOR CLUBS WITH OPEN-AGE ADULT TEAMS

## INTRODUCTION

This policy and procedures document outlines what safeguarding adults is and how we actively safeguard adults in open-age adult football.

Our safeguarding children policy (i.e. for those under the age of 18) is covered in a separate document.

### 1.

Football Club endorses and adopts The FA's Adult Welfare and Safeguarding in Affiliated Football Policy and Procedures.

### 2. Inclusive culture

We commit to ensuring our club is inclusive and provides a safe and positive experience for all members of the community. We expect everyone in the club to share this commitment.

### 3. Definition of an adult at risk

An adult at risk is a person aged 18 or over who:

- Has need for care and support; and
- Is experiencing, or at risk of abuse or neglect, and;

- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

This definition recognises that: The risk of harm can fluctuate so someone who is an adult at risk may not always have been and may not always continue to be;- Having a disability does not automatically mean a person is an adult at risk.

### 4. Our commitment to safeguarding adults

Adult safeguarding means protecting the adult's right to live in safety, free from abuse and neglect. We recognise we all have a responsibility to safeguard adults who are experiencing, or are at risk of, abuse and neglect and expect everyone in our club to share our commitment to this.

### 5. Safer recruitment

We endorse and adopt The FA's safer recruitment guidelines for working with adults. When we recruit new people to work or volunteer at the club, we will:

- Specify what the role is, what tasks are involved and the skills and experience required to do the role;

- Interview applicants to explore their experiences, skills and motivation;
- Where possible involve players in this process;
- Check relevant qualifications;
- Invite them to stay for a session and try out the role, whilst supervised;
- Ensure new staff or volunteers are welcomed and given an induction into safeguarding in our club, including knowing how and when to contact the Club Welfare Officer (CWO) for Adult Disability Teams/Open-Age Teams;
- If we have concerns about the appropriateness of an individual who has approached us to become part of our club, we seek advice from the County FA Designated Safeguarding Officer (CFA DSO);
- Ensure anyone working with-U18s has the necessary DBS Checks<sup>1</sup>.

### 6. Named safeguarding person

We have appointed a CWO in line with The FA role profile, person specification and safer recruitment guidance. The CWO sits on our committee, works to ensure that safeguarding adults is everyone's responsibility and is the first point of contact for any adult safeguarding concerns.

<sup>1</sup>A DBS (Disclosure and Barring Service) Enhanced Criminal Record Check with a check of the Children's Barred List tells The FA if a person is barred, or has relevant convictions, cautions or other information that must be risk assessed.

# FOR CLUBS WITH OPEN-AGE ADULT TEAMS (CONT'D)

## 7. Training

We ensure those who are required to complete The FA's free 'Safeguarding Adults' or 'Player Welfare in Open-Age Football' online courses do so. We encourage everyone in the club who works or volunteers with adults to complete both courses.

| Roles                                         | SAFEGUARDING REQUIREMENTS FOR CLUBS WITH OPEN-AGE ADULT DISABILITY TEAMS |                            |                              |                        |                       |                                                                                      |
|-----------------------------------------------|--------------------------------------------------------------------------|----------------------------|------------------------------|------------------------|-----------------------|--------------------------------------------------------------------------------------|
|                                               | FA DBS Check                                                             | Safeguarding Adults Course | Safeguarding Children Course | Welfare Officer Course | Player Welfare Course | First Aid Course                                                                     |
| Club Secretary                                |                                                                          | Recommended                |                              |                        | Recommended           |                                                                                      |
| Club Chair                                    |                                                                          | Recommended                |                              |                        | Recommended           |                                                                                      |
| Club Treasurer                                |                                                                          | Recommended                |                              |                        | Recommended           |                                                                                      |
| Club Welfare Officer (Including Assistants)   | Mandatory<br>(If U18s in Open-Age Teams)                                 | Mandatory                  | Powerchair ONLY              | Powerchair ONLY        | Recommended           |                                                                                      |
| Other Committee Roles                         |                                                                          | Recommended                |                              |                        | Recommended           |                                                                                      |
| Team Manager/Coach (Including Assistants)     | Mandatory<br>(If U18s in Open-Age Teams)                                 | Mandatory                  | Powerchair ONLY              |                        | Recommended           | (If England Football Accredited, one per team)<br>Mandatory<br>Otherwise Recommended |
| Team Medic/First Alder (Including Assistants) | Mandatory<br>(If U18s in Open-Age Teams)                                 | Mandatory                  | Powerchair ONLY              |                        | Recommended           | Recommended                                                                          |

| Roles                                         | SAFEGUARDING REQUIREMENTS FOR CLUBS WITH OPEN-AGE ADULT TEAMS |                       |                                           |                            |                                                                                      |
|-----------------------------------------------|---------------------------------------------------------------|-----------------------|-------------------------------------------|----------------------------|--------------------------------------------------------------------------------------|
|                                               | FA DBS Check                                                  | Player Welfare Course | Safeguarding for Committee Members Course | Safeguarding Adults Course | First Aid Course                                                                     |
| Club Secretary                                |                                                               | Recommended           |                                           |                            |                                                                                      |
| Club Chair                                    |                                                               | Recommended           |                                           |                            |                                                                                      |
| Club Treasurer                                |                                                               | Recommended           |                                           |                            |                                                                                      |
| Club Welfare Officer (Including Assistants)   | Mandatory<br>(If U18s in Open-Age Teams)                      | Mandatory             |                                           | Recommended                |                                                                                      |
| Other Committee Roles                         |                                                               | Recommended           |                                           |                            |                                                                                      |
| Team Manager/Coach (Including Assistants)     | Mandatory<br>(If U18s in Open-Age Teams)                      | Mandatory             |                                           |                            | (If England Football Accredited, one per team)<br>Mandatory<br>Otherwise Recommended |
| Team Medic/First Alder (Including Assistants) | Mandatory<br>(If U18s in Open-Age Teams)                      | Mandatory             |                                           |                            | Recommended                                                                          |

# FOR CLUBS WITH OPEN-AGE ADULT TEAMS (CONT'D)

## 8. Appropriate behaviour

We acknowledge that coaches and others may be in a relationship of trust to the adults in open-age adult football with whom they work. For this reason, coaches and others are advised not to engage in intimate or sexual relationship with those adults. Should such a relationship develop the CWO must be informed and seek guidance from the CFA DSO.

## 9. Reporting

Safeguarding adults can be complex, so our CWO will seek guidance and advice whenever necessary from our CFA DSO. We will follow the framework below around reporting:

- Whenever possible, we will discuss any safeguarding concerns with the adult to establish their views and wishes before reporting.
- Whenever safe to do so, the adult will be advised that information about poor practice or abuse will be shared with the CWO.
- No-one in our club will keep safeguarding concerns to themselves and everyone must report welfare, lower-level and abuse concerns, to the CWO.

- We will take all reports seriously, including non-recent reports.
- If there are concerns that might be about abuse, the CWO will report the concern to the CFA DSO within 24 hours and follow their advice.
- In an emergency, club members will contact the Police, call an ambulance or seek advice from local adult services. Advice from the statutory agency will be followed. In these circumstances the CWO must be informed and they will report this incident to the CFA DSO as soon as possible and within 24 hours;

If we cannot contact the CFA DSO, the safeguarding team at The FA can also be contacted via [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com).

## 10. Action

We will take action at club level in line with The FA's safeguarding children and adult policies and club complaints procedures, to address code of conduct breaches, poor-practice, lower-level concerns, repeated or serious misconduct. We acknowledge that incidents may be classed as a disciplinary offence which will be dealt with under The FA's Disciplinary Procedure and may also result in a referral to The FA's Safeguarding Case Management Team, Disciplinary or

Integrity Teams and/or Statutory Agencies including the police, Local Authority and the Disclosure and Barring Service (DBS).

## 11. Whistleblowing

If you feel a safeguarding concern hasn't been responded to appropriately, you can escalate it internally by emailing [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com), or you can seek advice externally from:

The police or local children's or adults' services

The [NSPCC Whistleblowing Advice Line](#) if your concern relates to someone under-18

The [Protect Advice Line](#) if your concern relates to an adult.

## 12. Key contacts

Our CWO:

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Our CFA DSO:

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Local adult services team :

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Out of hours phone: \_\_\_\_\_

# FOR LEAGUES WITH OPEN-AGE ADULT TEAMS

## INTRODUCTION

This policy and procedures document outlines what safeguarding adults is and how we actively safeguard adults in open-age adult football.

Our safeguarding children policy (i.e. for those under the age of 18) is covered in a separate document.

### 1.

League endorses and adopts The FA's Adult Welfare and Safeguarding in Affiliated Football Policy and Procedures.

### 2. Our expectations

League expects every club associated with our League to have a Safeguarding Adults policy and a Club Welfare Officer (CWO) - (Open Age Teams or Adult Disability Teams).

### 3. Inclusive culture

League commits to ensuring football is inclusive and provides a safe and positive experience for all members of the community. We expect everyone in the League to share this commitment.

## 4. Definition of an adult at risk

An adult at risk is a person aged 18 or over who:

- Has need for care and support: and
- Is experiencing, or at risk of abuse or neglect, and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

This definition recognises that: The risk of harm can fluctuate so:

- Someone who is an adult at risk may not always have been and may not always continue to be;
- Having a disability does not automatically mean a person is an adult at risk.

## 5. Our commitment to safeguarding adults

Adult safeguarding means protecting the adult's right to live in safety, free from abuse and neglect. We recognise we all have a responsibility to safeguard adults who are experiencing, or are at risk of, abuse and neglect and expect everyone in our League

to share our commitment to this.

## 6. Safer recruitment

We endorse and adopt The FA's safer recruitment guidelines for working with adults. When we recruit new people to work or volunteer at the league, we:

- Specify what the role is, what tasks are involved and the skills and experience required to do the role.
- Interview applicants to explore their experiences, skills and motivation.
- Check relevant qualifications.
- Ensure new staff or volunteers are welcomed and given an induction into safeguarding in our League and what's required of our clubs.
- If we have concerns about the appropriateness of an individual who has approached us to become part of our League or any of our clubs, we seek advice from the County FA Designated Safeguarding Officer (CFA DSO).
- We recognise that the relevant DBS Check should be undertaken for anyone working in regulated activity with under-18s.

## 7. Named safeguarding person

We have appointed a League Welfare Officer (LWO) for Adult Disability Teams/ Open-Age Adult Teams in line with The FA's role profile and person specification. The LWO sits on our committee and works to ensure safeguarding adults is everyone's responsibility in our League. We actively encourage all our Clubs to appoint a Club Welfare Officer (CWO) for Adult Disability Teams/Open-Age Teams.

## 8. Training

We strongly encourage everyone who works or volunteers in the League and in our Clubs to complete The FA's free 'Safeguarding Adults' and 'Player Welfare in Open-Age Football' online courses to develop an understanding of adult welfare and safeguarding concerns.

# FOR LEAGUES WITH OPEN-AGE ADULT TEAMS (CONT'D)

## 9. Reporting

Safeguarding adults can be complex. Where necessary we will seek advice from the CFA DSO. No-one in our League or Clubs should keep adult welfare and safeguarding concerns to themselves. Everyone must report poor practice, lower-level and abuse concerns in accordance with their club policy and procedures. As a League we will respond appropriately to concerns of abuse or neglect that might indicate an adult is at risk.

## 10. Whistleblowing

If you feel a safeguarding concern hasn't been responded to appropriately, you can escalate it internally by emailing [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com), or you can seek advice externally from:

- The police or local children's or adults' services
- The **NSPCC Whistleblowing Advice Line** if your concern relates to someone under-18
- The **Protect Advice Line** if your concern relates to an adult.

## 11. Key contacts

Our LWO:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Our CFA DSO:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Local adult services team:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Out of hours phone: \_\_\_\_\_





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