



GUIDANCE NOTES NO:

**10.1**

# **SAFEGUARDING ADULTS IN OPEN- AGE ADULT DISABILITY FOOTBALL**

**FOR CLUBS AND LEAGUES**

Version: 1.1  
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**FOR ALL**

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**Safeguarding is everyone's responsibility – you are not alone.  
Help and support is always available. Read on to find out more.**

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All The FA Guidance Notes referred to in this document are available by [clicking here](#).

# THANK YOU FOR EVERYTHING YOU'RE DOING TO KEEP FOOTBALL SAFE

We know a huge amount of work already goes into making open-age adult disability football a safe and positive experience for all.

So we want to start by acknowledging that work and thanking everyone who plays their part. Without you, a lot of people wouldn't be able to enjoy football.

We also recognise that awareness of safeguarding adults has grown, so it's important The FA offers you some support and guidance in this area.

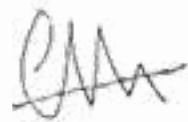
That's why we've put together a set of templates and supportive documents with a free online training module, together with some calls to action.

A lot of the content will already be familiar to those of you who have a professional safeguarding background, a family history of caring, a lived experience of disability, or whose work means you've received safeguarding training. Coaches and others who have taken FA safeguarding children courses will find many skills and much knowledge is transferable to work with adults.

Even if safeguarding adults is new to you and your club/league, you're not alone. Every County FA and professional club has a Designated Safeguarding Officer – that's someone with particular responsibility for safeguarding adults. The FA at Wembley has a safeguarding team who manage cases and apply regulatory actions.

But we know it's only by working with clubs and leagues that safeguarding will be put into everyday practice at the game's grassroots. So please, take the time to read this document, and the templates and guidance on The FA.com. Please then reflect what your club/league could do to further safeguard adults.

As we're sure you'll agree, vigilance on all aspects of safeguarding is a never-ending journey. The role of The FA is to provide an ongoing roadmap for that journey.



**Greg Clarke**

Chairman, The Football Association



# SECTION 1: WHAT YOU NEED TO KNOW

## 1.1 DEFINITIONS OF KEY TERMS

### ADULT AT RISK

In 2014 the Care Act changed the words 'vulnerable adults' to 'adult at risk'. This is someone who is over 18 and:

- Has needs 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.

Being an adult in disability football does not make a person an 'adult at risk'. The term 'adult at risk' only applies when all three factors above occur together. Usually being 'at risk' is a temporary situation until the person is safe again.

It's not just players who could be adults at risk. It could also be coaches or referees, staff or other volunteers.

\*'Care and support needs' includes people who have physical or mental health conditions or impairments.

### SAFEGUARDING ADULTS

'Safeguarding adults' means protecting an adult's right to live in safety, free from abuse and neglect.

In open-age adult disability football 'safeguarding adults' means creating safe environments and responding when an adult is at risk. This includes:

- Adopting best practice and creating an inclusive, safe and positive environment;
- Ensuring coaches and others in positions of power understand their responsibilities and respect clear boundaries in relationships;
- Ensuring everyone knows how and when to report concerns about an adult at risk;
- Swift and appropriate action when an adult might be at risk;
- Whistle-blowing if a safeguarding concern is not properly addressed.

### BEST PRACTICE, POOR PRACTICE AND ABUSE

These expressions are open to interpretation and challenge, but these are the definitions used in this document.

**Best practice** describes the types of behaviours and actions that create a safe, enjoyable and inclusive environment. It includes working together to ensure respect, appropriate support and a place where everyone is encouraged to make their own decisions and choices.

**Poor practice** includes any behaviour that ignores Codes of Conduct, infringes an individual's rights and/or reflects a failure to fulfil the expected standards of care. Failure to challenge poor practice can lead to an environment where abuse is more likely to happen or continue.

**Abuse** is defined as a violation of an individual's human and civil rights by any other person or persons. It includes acts of commission (such as an assault) and acts of omission (such as neglect). Abuse may be a single act or omission or a series of acts or omissions.

## 1.2 THE FA'S SAFEGUARDING ADULTS POLICY

The FA's Safeguarding Adults Policy applies across the game to anyone over 18. It commits The FA to responding appropriately to any allegations or suspicions of abuse or neglect.

To start bringing the Safeguarding Adults' policy to life, The FA is working with clubs and leagues with open-age adult disability teams and asking them to:

- Take some simple steps to create safer places; and
- Take action to safeguard any adults at risk.

To see The FA Safeguarding Adults' policy and regulations, see **Guidance Notes: 1.8. [Click here.](#)**

## 1.3 HELP AND SUPPORT ARE AVAILABLE

Even if safeguarding adults is new to you and your club/league, you're not alone. Every County FA and professional club has a Designated Safeguarding Officer – that's someone with particular responsibility for safeguarding, while The FA at Wembley has a safeguarding team who manage cases and apply regulatory actions.

Not sure who your County FA Designated Safeguarding Officer (DSO) is? [Click here](#) for a list of all County FAs – then visit the relevant website to find the name and contact details of the DSO.

# SECTION 1: WHAT YOU NEED TO KNOW

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## 1.4 16/17-YEAR-OLDS IN OPEN-AGE ADULT DISABILITY FOOTBALL

Every affiliated football club that involves under-18s must ensure appropriate safeguarding are in place.

The FA Safeguarding Children Policy applies wherever under-18s play. This means that where there are under-18s in open-age adult teams the club/league must adopt a Safeguarding Children Policy and as ensure those working with 16/17-year-olds have a DBS Check.

To find out who needs a DBS Check, how to manage this process and where to find a policy template for safeguarding children in adult open-age football please read [Appendix 5](#) to this document: A Guide for Clubs with 16/17-year-old Players.

There is further specific guidance on working with under-18s in adult open-age disability football in [Guidance Notes 10.7: Best Practice in Open-age Adult Disability Football](#). [Click here](#).

The FA is currently reviewing the DBS Check position of people working with players over 18 in open-age adult disability football. Further information will be provided in due course.



# SECTION 2: WHAT YOU NEED TO DO

Clubs and leagues with open-age adult disability teams are asked to take the following seven steps:

- 1. Adopt and adhere to The FA's club/league 'Safeguarding Adults Policy and Procedures';**
- 2. Appoint a Welfare Officer (Adult Disability Teams) and add their name to the Whole Game System;**
- 3. Identify the coach/manager and assistant coaches/managers and ensure this data is recorded on the Whole Game System;**
- 4. Communicate the policy and procedures;**
- 5. Encourage volunteers and staff to complete the free, online FA Safeguarding Adults course;**
- 6. Review the best-practice guidance and identify any steps that could be taken to strengthen existing safeguards;**
- 7. Manage poor practice and report any concerns that an adult is at risk, following the guidance provided.**

Guidance notes and templates are available to support every step.

Following the above steps will help safeguard everyone by:

- Reassuring everyone that your club or league takes safeguarding adults seriously;
- Protecting everyone by providing a more aware and safer environment;
- Informing and empowering people to recognise and report safeguarding adult concerns.

Why not discuss safeguarding adults at the next committee meeting and use the Action Plans in this document to check progress?

**[Click here for Appendix 1:](#)**

Club Action Plan;

**[Click here for Appendix 2:](#)**

League Action Plan.

**Please note:** These steps are not mandatory in the 2019/20 season, but some may be in the future.

## STEP 1:

**ADOPT AND ADHERE TO THE FA'S CLUB/LEAGUE 'SAFEGUARDING ADULTS POLICY AND PROCEDURES'**

There are differences between the policies and procedures for safeguarding children and safeguarding adults. These differences include:

- The rights of adults to make their own choices and decisions;
- Developing a culture that involves adults and consults them on all decisions affecting them;
- Laws, government guidance, and football regulations.

Because of these differences, a Safeguarding Adults policy must stand separately to a Safeguarding Children policy.

If your club or league has 16/17-year-olds in open-age disability football teams, a separate Safeguarding Children Policy is required. Please read **Appendix 5** to this document for more information: A Guide for Clubs with 16/17-year-old Players.

These templates are to support you:

- **[Guidance notes 1.4: Safeguarding Children: Policy and Procedures – Template;](#)**
- **[Guidance Notes 10.5: Safeguarding Adults: Policy and Procedures – Template.](#)**

## STEP 2:

**APPOINT A WELFARE OFFICER (ADULT DISABILITY TEAMS) AND ADD THEIR NAME TO THE WHOLE GAME SYSTEM**

Every club and every league with an open-age adult disability team should appoint a Welfare Officer (Adult Disability Teams).

The Welfare Officer (Adult Disability Teams) is the person who champions adult safeguarding. In clubs they are the first point of contact for any safeguarding concerns. Appointing a suitable person is a task for the committee.

There are three Guidance Notes to help you:

- **[Guidance Notes 5.2: Welfare Officers' Code of Conduct;](#)**
- **[Guidance Notes 10.2: Appointing a Welfare Officer \(Adult Disability Teams\);](#)**
- **[Guidance Notes 10.8: Safer Recruitment of Volunteers in Open-age Disability Football.](#)** This includes a Volunteer Application form.

# SECTION 2: WHAT YOU NEED TO DO

After the committee has appointed a Welfare Officer (Adult Disability Teams):

- The Secretary, existing Club or League Welfare Officer (youth) or assistant secretary should add the post-holder details on the Whole Game System (WGS). This will ensure the County FA can invite the post-holder to network meetings, let them know about new resources and share useful information. It also gives County FAs named people to work with if there are safeguarding adult concerns.
- Ensure the Welfare Officer (Adult Disability Teams) completes the free online FA 'Safeguarding Adults' course. When the course is finished, a record will upload against the person's Football Association Number (FAN).

There are Guidance Notes to help you:

- [Guidance Note 10.4: How to Access the free, online Safeguarding Adults course](#)
- [Guidance Note 10.5: Adding a Club Welfare Officer \(Adult Disability Teams\) Whole Game System.](#)

Does the Club Welfare Officer (Adult Disability Teams) require a DBS Check?

Where there are 16/17-year-olds in open-age adult disability teams, a DBS Check must be requested for the Club Welfare Officer (Adult Disability Teams). To find out how to manage this process, please read **Appendix 5** to this document: A Guide for Clubs with 16/17-year-old Players.

The FA is currently considering the circumstances in which DBS Checks may be, required for people working with adults (over-18s) in open-age disability football. Further guidance will be provided in due course.



# SECTION 2: WHAT YOU NEED TO DO

## STEP 3:

### IDENTIFY THE COACH/MANAGER AND ASSISTANT COACHES/MANAGERS AND ENSURE THIS DATA IS RECORDED ON THE WHOLE GAME SYSTEM'

Add the names of coaches and managers working in adult disability teams to Whole Game System. They do not have to have any coaching qualifications to be named as the coach/team manager but if they are working with under-18s they need a DBS Check.

For more about DBS Checks for those working with under-18s, please read [Appendix 5](#) to this document: A Guide for Clubs with 16/17-year-old Players.

## STEP 4:

### COMMUNICATE THE POLICY AND PROCEDURES

Everyone needs to know what a policy and procedure means for them. Consider:

- Describing the main points at meetings;
- Making use of any digital platforms to share the information

- Reviewing the easy-read documents (see below) and considering if they are useful in your environment. Easy-read is a format designed by and for adults with learning disabilities
- Making sure everyone knows who the Welfare Officer (Adult Disability Teams) is and how and when to contact them;
- Being clear that adults' will be involved in safeguarding actions concerning them;
- Ensuring new starters are made aware of the policy and procedures.

[See Guidance Notes 10.9, 10.10, 10.11 and 10.12](#) for an 'Introduction to easy-read' and templates for: 'Keeping our club safe, fun and for everyone', an editable 'Stay safe and enjoy football' poster and The FA's 'Respect Code of Conduct'.

## STEP 5:

### ENCOURAGE VOLUNTEERS AND STAFF TO COMPLETE THE FREE, ONLINE FA 'SAFEGUARDING ADULTS' COURSE

Designed for volunteers and staff, some players, carers, personal assistants and others might also like to complete this course. It's there to help everyone have a shared understanding of safeguarding adults in open-age adult disability football. It's

free and can be taken on mobile devices so please encourage all staff and volunteers to complete it.

When the course is finished, a record will upload against the person's Football Association Number (FAN).

The Chairman, Secretary, Assistant Secretary and Club Welfare Officer (Adult Disability Teams) can view which members have completed their 'Safeguarding Adults' course by using the Whole Game System portal safeguarding screen. For assistance on using WGS please contact your County FA.

[See Guidance Notes 10.4: How to access the 'Safeguarding Adults' online course.](#)

## STEP 6:

### REVIEW THE BEST-PRACTICE GUIDANCE AND IDENTIFY ANY STEPS THAT COULD BE TAKEN TO STRENGTHEN EXISTING SAFEGUARDS

When best practice is discussed and promoted it's easier to identify and challenge poor practice and abuse.

As every adult disability provision is different discuss the guidance in your committee, reflect on your current safeguards and identify any enhancements you could make.

Where new practices are adopted make sure everyone knows what they are and the reasons for them. And don't forget to talk new starters through any guidance.

[See Guidance Notes 10.6: Best practice in Safeguarding Adults.](#)

## STEP 7:

### MANAGE POOR PRACTICE AND REPORT ANY CONCERNS THAT AN ADULT IS AT RISK, FOLLOWING THE GUIDANCE PROVIDED

Safeguarding adults can be complex as adults must be involved in the processes and their views fully considered.

Club Welfare Officers (Adult Disability Teams) can seek advice from the County FA Designated Safeguarding Officer.

Not sure who your County FA Designated Safeguarding Officer (DSO) is? [Click here](#) for a list of all County FAs – then visit the relevant website to find the name and contact details of the DSO.

# SECTION 2: WHAT YOU NEED TO DO

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Professional club's Community Trust/ Foundations and professional clubs themselves will have internal reporting processes.

Some organisations may have reporting pathways that relate to other work they do (for example, day centres). Despite this, any safeguarding concern in football must be reported to the County FA Designated Safeguarding Officer (DSO).

A referral form can be used to contact the County FA and report concerns. A referral form is available in [Guidance Notes 2.2: Safeguarding Referral Form – Affiliated Football. Click here.](#)

## 7.1 Raising awareness:

Everyone on the committee should review [Guidance Notes 10.7: Recognising and responding to Adult Safeguarding Concerns](#) and [Appendix 4](#) to this document: Categories and Indicators of Adult Abuse.

The free online FA Safeguarding Adults' course will help develop confidence in recognising and reporting concerns.

## 7.2 Managing poor practice:

The committee should support the club/ league Welfare Officer (Adult Disability Teams) to address poor practice. If necessary, seek advice from the County FA Designated Safeguarding Officer.

## 7.3 Reporting abuse:

Anything that may be abuse must be referred to the County FA Designated Safeguarding Officer. In an emergency call the emergency services. Local adult services can give advice out of hours.

There is an affiliated football referral form (see below) that can be used to refer to the County FA Designated Safeguarding Officer, or you can email or call them.

## 7.4 Whistle-blowing:

Every committee member must make themselves aware of whistle-blowing. Whistle-blowing is an important and accepted practice. No-one should feel guilty about using it. It allows anyone to report if they feel a safeguarding concern has not been properly managed. To whistle-blow, either email: [safeguarding@TheFA.com](mailto:safeguarding@TheFA.com) or call The FA on **0800 169 1863**.

### In relation to this section, see:

- [Guidance Notes 2.2: Safeguarding Referral Form – Affiliated Football.](#)
- [Guidance Notes 10.7: Recognising and responding to Adult Safeguarding Concerns.](#)
- [Appendix 3](#) to this document: Reporting Flowchart.
- [Appendix 4](#) to this document: Categories and Indicators of Adult Abuse.

**Safeguarding is everyone's responsibility – you are not alone. Help and support is always available.**

# APPENDIX 1: CLUB ACTION PLAN

Here's a Safeguarding Adults' action plan for clubs with adult disability teams.

ACTION	SUPPORT TOOLS	TICK WHEN COMPLETE
<p>Appoint a Club Welfare Officer (Adult Disability Teams) (They will require a DBS Check if there are under-18s in the open-age adult disability teams)</p>	<ul style="list-style-type: none"> <li>• <a href="#"><u>Guidance Notes: 10.2: Appointing Club and League Welfare Officers (Open-age Adult Disability)</u></a></li> <li>• <a href="#"><u>Guidance Notes 10.8: Safer Recruitment of Volunteers in Open-age Disability Football.</u></a> This contains a Volunteer Application form</li> <li>• <a href="#"><u>Guidance Notes 5.2: Welfare Officers' Code of Conduct.</u></a></li> <li>• <b>Appendix 5</b> to this document: <b>A Guide for Clubs with 16/17-year-old Players.</b></li> <li>• Section 3 of the safeguarding Guidance Notes on TheFA.com: <a href="#"><u>Safer Recruitment and DBS Checks</u></a></li> </ul>	
<p>Add the post-holder's details on the Whole Game System (WGS)</p> <p>Add the names of other coaches and managers to the Whole Game System</p> <p>Identify who works with under-18s in open-age adult disability football and needs a DBS Check</p>	<ul style="list-style-type: none"> <li>• <b>Appendix 5</b> to this document: <b>A Guide for Clubs with 16/17-year-old Players.</b></li> <li>• Section 3 of the safeguarding Guidance Notes on TheFA.com: <a href="#"><u>Safer Recruitment and DBS Checks</u></a></li> </ul>	
<p>Ensure the post-holder completes the free, online FA 'Safeguarding Adults' course</p>	<ul style="list-style-type: none"> <li>• <a href="#"><u>Guidance Notes 10.4: How to access the 'Safeguarding Adults' online course</u></a></li> </ul>	
<p>Adopt a 'Safeguarding Adults Policy and Procedures'</p>	<ul style="list-style-type: none"> <li>• <a href="#"><u>Guidance Notes 10.5: Safeguarding Adults: Policy and Procedures' Template</u></a></li> </ul>	

# APPENDIX 1: CLUB ACTION PLAN (CONT'D)

ACTION	SUPPORT TOOLS	TICK WHEN COMPLETE
Communicate the policy and procedures through the club	<ul style="list-style-type: none"> <li>Use <a href="#">Guidance Notes 10.9, 10.10, 10.11 and 10.12</a> if you need to communicate in an 'Easy Read' format.</li> </ul>	
Encourage volunteers and staff to complete the free, online FA Safeguarding Adults course	<ul style="list-style-type: none"> <li><a href="#">Guidance Notes 10.4: How to access the 'Safeguarding Adults' Online Course</a></li> </ul>	
Review existing practices and strengthen practice as necessary	<ul style="list-style-type: none"> <li><a href="#">Guidance Notes 10.6: Best Practice in Open-age Disability Football</a></li> </ul>	
Manage poor practice and report any concerns that an adult is at risk following the guidance provided	<ul style="list-style-type: none"> <li><a href="#">Guidance Notes 2.2: Safeguarding Referral Form – Affiliated Football</a></li> <li><a href="#">Appendix 3: Reporting Flowchart</a></li> <li><a href="#">Appendix 4: Categories and Indicators of Adult Abuse</a> (also contained in Guidance Notes 10.6)</li> <li><a href="#">Guidance Notes 10.7: Recognising and Responding to Adult Safeguarding Concerns</a></li> </ul>	

We realise this may seem like a lot of work, but we also know some disability clubs and leagues have been asking for guidance and have already taken many steps to safeguard adults.

This document and the others in Section 10 are here to support your processes. But don't forget help and advice is always available from your County FA.

# APPENDIX 2: LEAGUE ACTION PLAN

Here's a 'Safeguarding Adults' action plan and checklist for leagues.

ACTION	SUPPORT TOOLS	TICK WHEN COMPLETE
Appoint a League Welfare Officer (Adult Disability Teams) (They will require a DBS Check if there are under-18s in the open-age adult disability teams)	<ul style="list-style-type: none"> <li>• <a href="#">Guidance Notes: 10.2: Appointing Club and League Welfare Officers (Open-age Adult Disability)</a></li> <li>• <a href="#">Guidance Notes 10.8: Safer Recruitment of Volunteers in Open-age Disability Football.</a> This contains a Volunteer Application form</li> <li>• <a href="#">Guidance Notes 5.2: Welfare Officers' Code of Conduct.</a></li> </ul>	
Enter the post-holder's details on the Whole Game System (WGS)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
Ensure the post-holder completes the free, online FA Safeguarding Adults course	<ul style="list-style-type: none"> <li>• <a href="#">Guidance Notes 10.4: How to access the 'Safeguarding Adults' online course</a></li> </ul>	
Adopt a League 'Safeguarding Adults Policy and Procedures'	<ul style="list-style-type: none"> <li>• <a href="#">Guidance Notes 10.5: Safeguarding Adults: Policy and Procedures' Template</a></li> </ul>	

# APPENDIX 2: LEAGUE ACTION PLAN (CONT'D)

ACTION	SUPPORT TOOLS	TICK WHEN COMPLETE
Communicate the policy and procedures through the club	<ul style="list-style-type: none"> <li>Use <b>Guidance Notes 10.9, 10.10, 10.11 and 10.12</b> if you need to communicate in an 'Easy Read' format.</li> </ul>	
Encourage volunteers and staff to complete the free, online FA Safeguarding Adults course	<ul style="list-style-type: none"> <li><b>Guidance Notes 10.4: How to access the 'Safeguarding Adults' Online Course</b></li> </ul>	
Review existing practices and strengthen practice as necessary	<ul style="list-style-type: none"> <li><b>Guidance Notes 10.6: Best Practice in Open-age Disability Football</b></li> </ul>	
Manage poor practice and report any concerns that an adult is at risk following the guidance provided	<ul style="list-style-type: none"> <li><b>Guidance Notes 2.2: Safeguarding Referral Form – Affiliated Football</b></li> <li><b>Appendix 3: Reporting Flowchart</b></li> <li><b>Appendix 4: Categories and Indicators of Adult Abuse</b> (also contained in Guidance Notes 10.6)</li> <li><b>Guidance Notes 10.7: Recognising and Responding to Adult Safeguarding Concerns</b></li> </ul>	

We realise this may seem like a lot of work, but we also know some disability clubs and leagues have been asking for guidance and have already taken many steps to safeguard adults.

This document and the others in Section 10 are here to support your processes. But don't forget help and advice is always available from your County FA.

# APPENDIX 3: REPORTING FLOWCHART

This is a generic flowchart detailing the process for reporting safeguarding adults concerns in grassroots football. Professional clubs' Community Trusts/Foundation running open-age disability teams should follow the relevant professional league reporting procedures.

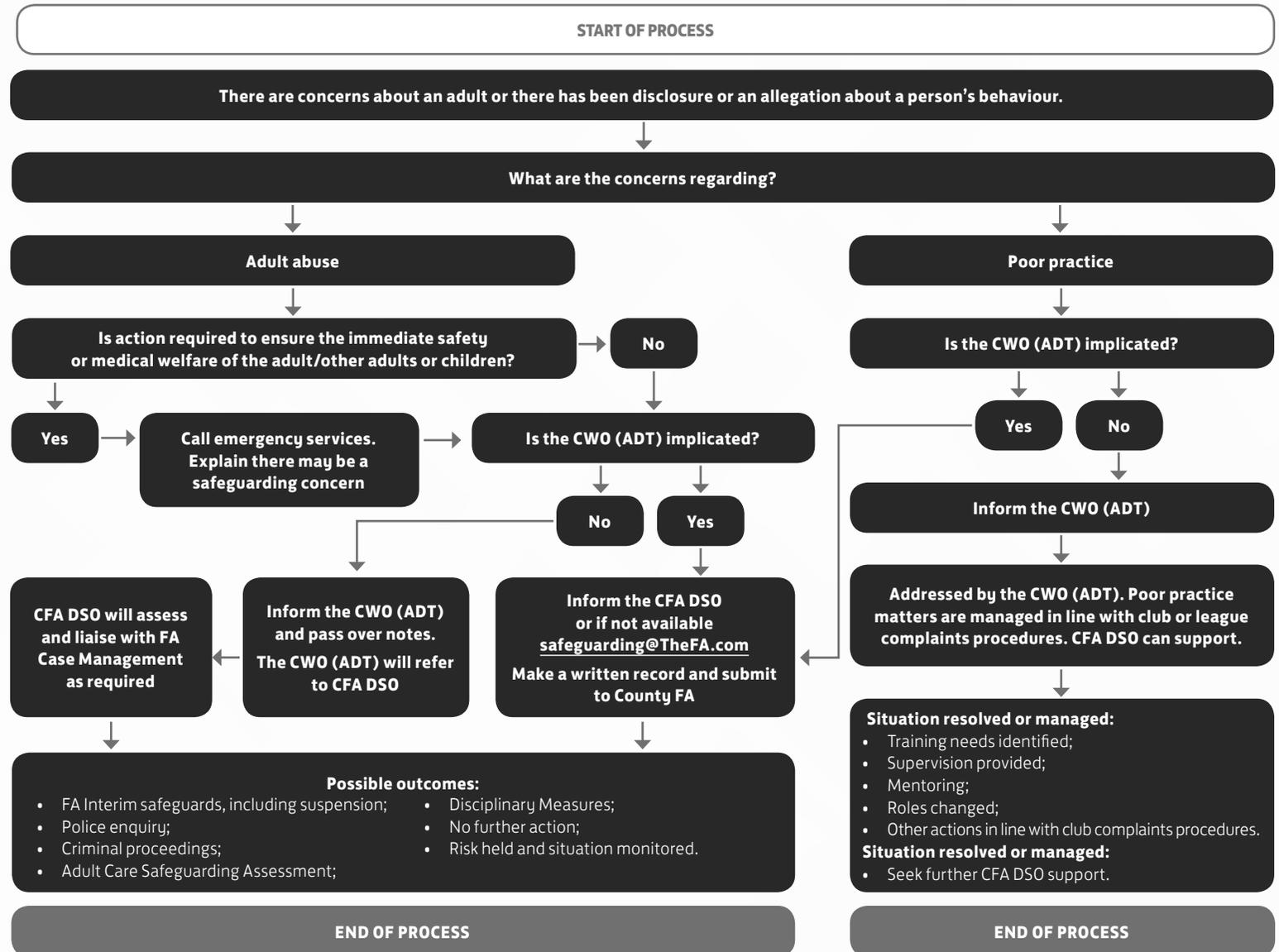
Adults should be involved and their views and wishes considered at every point.

In an emergency and the CFA DSO and their deputy are not available, contact the Police, call an ambulance or seek advice from local adult services.

CFA DSO = County FA Designated Safeguarding Officer

CWO (ADT) = Club Welfare Officer (Adult Disability Teams)

In an emergency and the CFA DSO and their deputy are not available contact the Police, call an ambulance or seek advice from local adult services.



# APPENDIX 4:

## CATEGORIES AND INDICATORS OF ADULT ABUSE

The Care Act, 2014 recognises 10 types of abuse. Some of these categories are the same as those used in relation to children and others are unique to adults. What matters is to recognise and pass on any concerns.

NO.	CATEGORIES	INDICATORS OF ABUSE AND BEHAVIOURS THAT MIGHT BE SEEN IN FOOTBALL. THESE MIGHT ALSO BE DISCLOSED BY A PERSON OR REPORTED BY SOMEONE.
1	<b>Self-neglect</b> – not looking after own personal hygiene, health or surroundings or hoarding.	Football might notice: <ul style="list-style-type: none"> <li>• Poor personal hygiene, need for dental care or glasses;</li> <li>• Consistently dirty playing kit;</li> <li>• Untreated medical conditions.</li> </ul>
2	<b>Domestic abuse</b> – including psychological, physical, sexual, financial and emotional abuse. Includes so called 'honour'-based violence.	Football might notice: <ul style="list-style-type: none"> <li>• A person is withdrawn, fearful or anxious when a carer or partner or family member comes to collect them;</li> <li>• Lack of money for drinks/kit;</li> <li>• Bruising, grip marks or other signs of physical harm.</li> </ul>
3	<b>Discriminatory abuse</b> due to race, gender or disability or any of the other protected characteristics of the Equality Act, 2010.	In football we might: <ul style="list-style-type: none"> <li>• Hear 'jokes' about disability or other discriminatory comments;</li> <li>• Become aware of discriminatory language on or offline;</li> <li>• See mocking behaviour;</li> <li>• Be told about discriminatory behaviour.</li> </ul>
4	<b>Organisational abuse</b> – including neglect or poor practice in a care setting	In football we might: <ul style="list-style-type: none"> <li>• Hear a player describe conditions where they live e.g. being forced to go to bed at a specific time, missing medication or not having choices about what and when they eat;</li> <li>• Notice a player has deteriorated in health or wellbeing after moving to a different establishment.</li> </ul>
5	<b>Physical abuse</b> – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. This might happen in football or elsewhere	In football we might become aware of settings with: <ul style="list-style-type: none"> <li>• Regular over training, lack of breaks;</li> <li>• Punishment such as intentionally hitting or kicking a player.</li> </ul> In football we might see: <ul style="list-style-type: none"> <li>• Bruising, repeated injuries, fearfulness, anxiety or fear.</li> </ul>

# APPENDIX 4: CATEGORIES AND INDICATORS OF ADULT ABUSE (CONT'D)

NO.	CATEGORIES	INDICATORS OF ABUSE AND BEHAVIOURS THAT MIGHT BE SEEN IN FOOTBALL. THESE MIGHT ALSO BE DISCLOSED BY A PERSON OR REPORTED BY SOMEONE.
6	<b>Sexual abuse</b> – adults with care and support needs can consent to sexual activity but can still be abused. This includes sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and rape.	In football we might : <ul style="list-style-type: none"> <li>• Become aware of someone demanding sexually explicit pictures from a player.</li> <li>• Hear a player comment on behaviours they don't like from other adults or young people.</li> <li>• Notice or hear about sexually inappropriate behaviours</li> </ul> Adults can be sexually exploited so be aware of strangers collecting people, alcohol abuse and fearfulness.
7	<b>Financial or material abuse</b> – including theft, fraud, internet scamming or coercion in relation to an adult's financial affairs or arrangements.	In football we might become aware of: <ul style="list-style-type: none"> <li>• Someone demanding a player buys them a ticket for a game for example.</li> <li>• A player who is unable to afford subs or new kit, appears to be hungry or report being unable to pay rent.</li> <li>• An adult reporting loss of money, loans they can't repay or that their belongings have been taken.</li> </ul>
8	<b>Neglect</b> – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of medication, food or heating.	In football we might notice: <ul style="list-style-type: none"> <li>• Medical conditions are untreated.</li> <li>• A person is consistently underweight and hungry.</li> <li>• Players who don't receive drinks, rest and shelter at training and games</li> <li>• Medication is out of date.</li> </ul>
9	<b>Emotional or psychological abuse</b> – this could include: threats of harm or abandonment, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.	In football we might notice: <ul style="list-style-type: none"> <li>• A coach or manager threatening a player with physical harm or persistently blaming a player for poor performance.</li> <li>• Harassment after the game</li> <li>• Bullying behaviours.</li> </ul> We might be told about cruelty or punishment at home.
10	<b>Modern slavery</b> – slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.	A person may work long hours but be without money or food or living in very poor conditions. They may not be getting health care. They are likely to be afraid. Modern slavery does happen and adults with care and support can be forced into this position or trafficked from abroad.

# APPENDIX 4: CATEGORIES AND INDICATORS OF ADULT ABUSE (CONT'D)

You should also be aware of the following behaviours, which are not in the Care Act:

**Bullying** – Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. This imbalance of power can be between players, not just from staff and volunteers It can happen face-to-face or through cyberspace, and comes in many different forms.

**Cyber-bullying** – using technology to bully people.

**Forced marriage** – a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. The Anti-social Behaviour, Crime and Policing Act 2014 makes it a criminal offence to force someone to marry. The adult may report gifts of gold jewellery, planned trips abroad or disclose anxiety about an event.

**Mate crime** – is when vulnerable people are befriended by people who then take advantage of them. This is sometimes called 'fake friends'. It may not be an illegal act but still has a negative effect on the individual.

**Cuckooing** – is an expression used when the adult's home is used for criminal purposes.

**Radicalisation** – the aim of radicalisation is to attract people to a cause, inspire new recruits and embed extreme views. Vulnerable individuals may be targeted. This may be direct through a relationship, or through social media. There is a free online course provided by the government (see link below) which covers the 'Prevent' programme.

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

Sometimes concerning behaviours that might be indicators of abuse could be due to other things.

Other causes may include a medical condition, a bereavement, deterioration in mental health or any other significant change in a person's life.

The important thing is to pass your concerns on to the Club Welfare Officer (Adult Disability Teams).



# APPENDIX 5: A GUIDE FOR CLUBS WITH 16/17-YEAR-OLD PLAYERS

## OPEN-AGE ADULT FOOTBALL SAFEGUARDS<sup>1</sup>

Every affiliated football club that involves under-18s must ensure appropriate safeguards are in place. This guide aims to support clubs with Open-Age Adult Teams who have 16/17-year-old players, or the likelihood of signing 16/17-year old players.

Everyone working with under-18s, whether in youth or adult open age football, is subject to The FA's Safeguarding Policy and Procedures<sup>1</sup> and the underpinning legislative guidance.

The Disclosure and Barring Service (DBS), is an agency delivering the government's requirements for vetting checks for those working with U18s and they have declared that if a team has or is likely to have one or more 16/17 year old in an adult football team, and if the time that the coaches and managers work with these children meets the period condition<sup>2</sup>, then this is deemed as 'regulated activity'. This requires the eligible<sup>3</sup> coaches and managers working with these U18s to undertake the requisite DBS check.

The FA and County FAs are beginning a proactive drive to help support clubs to understand and ensure they are embracing their responsibilities in this respect. This guidance note outlines the key issues and actions required by clubs.

The club committee has a collective responsibility to manage these safeguards and are required to:

### 1. Adopt and adhere to The FA's Safeguarding Children Policy

Read and use [Guidance Notes 1.4: The FA's Safeguarding Children Policy and Procedures: Templates](#)

### 2. Identify which teams have or are likely to have 16/17-year-old players

- If they are registered with your team then safeguards must be in place, even if they have not played yet.

### 3. Identify the coach/manager for each team (including any assistant coaches/managers)

- Someone must be identified in this role; they do not have to have any coaching qualifications to be named as the coach/team manager;

- List them on The FA's Whole Game System/ Customer Relationship Management system alongside the registered team. This can be done by the club secretary, assistant secretary or if you have youth teams by the club welfare officer (Youth Teams);
- If the coach/manager changes you must update this information.

### 4. Support coaches to complete an FA DBS Check\*

*\*Formerly referred to as an FA Criminal Record Check (CRC).*

- Read [Guidance Notes 3.7: DBS Checks FAQs](#)
- If your club uses 'Matchday' you might want to consider using the PayPal funding (£100) to pay for the coaches' DBS Checks;
- Check if your league offers any financial support for DBS Checks.

### 5. Provide 16/17-year-olds with safeguarding information

Distribute [Guidance Notes 7.1: Know Your Rights in Football](#) to all 16/17-year old players. Host this information on your club website, and consider making it part of a 'welcome pack' for new players aged 16/17 years old.

<sup>1</sup>The FA's Safeguarding Policies and Procedures can be found here: <http://www.TheFA.com/football-rules-governance/safeguarding/section-1-footballs-safeguarding-framework>.

<sup>2</sup>The period condition is defined as at any time, on more than three days in any period of 30 days, or at any time between 2.00am and 6.00am with the opportunity for face-to-face contact with children.

<sup>3</sup>Eligibility for the enhanced DBS check with check of the barred list in adult football will depend on how likely it is that they will have 16-/17-year old players. If it is anticipated that children are likely to be part of an open aged team and there is a good chance of this happening, for instance if 16/17-year olds have already been part of the team during the previous season or have registered to join the team, then the applicant performing any of the roles mentioned would be eligible for the DBS check stipulated by The FA. If however it is unlikely that 16/17-year olds would be a part of the teams, for instance if no children have ever previously been on a team and none are expected to join then the coaches and managers are not eligible for the check. This is because a standard or enhanced check cannot be applied for just in case an applicant ends up doing an eligible type of work.

# APPENDIX 5: A GUIDE FOR CLUBS WITH 16/17-YEAR-OLD PLAYERS

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## HELPFUL RESOURCES

- Your County FA Designated Safeguarding Officer
  - [Click here](#) to access the safeguarding section of TheFA.com
- TheFA.com's safeguarding page has 12 sections, as listed below:

1. [Reporting concerns;](#)
2. [Safer recruitment and DBS Checks;](#)
3. [Safeguarding training;](#)
4. [The Designated Safeguarding Officer \(DSO\) network;](#)
5. [Safeguarding in the digital world;](#)
6. [Children and young people \(under-18s\);](#)
7. [Parents and carers;](#)
8. [Support for survivors;](#)
9. [Safeguarding adults in disability football;](#)
10. [Safeguarding adults in disability football;](#)
11. [The complete downloads;](#)
12. [Other key safeguarding organisations.](#)

All the above sections and Guidance Notes they contain can be accessed individually, or the complete set of Guidance Notes are all within Section 11: The complete downloads: <http://www.TheFA.com/football-rules-governance/safeguarding/section-11-the-complete-downloads-directory>





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