



**PORT VALE FOOTBALL CLUB**  
**SAFEGUARDING ADULTS AT RISK**  
**POLICY & PROCEDURES**  
**2024-25**

**[For the latest copy refer to the Club Website](#)**



## Version Control

<b>Document Title:</b>	Safeguarding Adults at Risk Policy & Procedures Season – 2024/2025
<b>Document Owner:</b>	Port Vale Football Club – Jon Bloore – Head of Safeguarding
<b>Reference:</b>	July 2024 (Revised Version)

## Document Review

Last Reviewed	Position	Reason
01/06/2020	Jon Bloore (DSO)	
19/08/2022	Tim Bailey (DSO)	Annual Review
03/08/2023	Rich Talbot (Safeguarding Manager)	Annual Review
02/02/2024	Rich Talbot (Head of Safeguarding)	Updated legislation, staff changes & structure
01/07/2024	Rich Talbot (Head of Safeguarding)	Annual Review

## Version History

Version	Date Released	Originator	Authorised	Comments
1.0	12/2019	Chris Taylor	Board	Adults at Risk Policy
1.1	06/2020	Jon Bloore	Board	Revised Version
1.2	02/2021	Jon Bloore	Board	Revised Version
1.3	08/2021	Tim Bailey	Board	Revised Version
1.4	08/2021	Tim Bailey	Board	Revised Version
1.5	03/08/2023	Rich Talbot	Board	Revised Version
1.6	02/02/2024	Rich Talbot	Board	Revised Version
1.7	01/07/2024	Rich Talbot	Board	Revised Version
1.8	08/08/2024	Claire Halket	Board	Updated HoS to JB

### 1. Introduction

**[IT IS A MANDATORY REQUIREMENT THAT THIS POLICY IS READ IN CONJUNCTION WITH THE SUPPORTING DOCUMENT “TYPES AND INDICATORS OF ABUSE” \(See Appendix A\).](#)**

#### **Statement**

**1.1** Port Vale Football Club (hereafter referred to as the Club) is committed to ensuring that we create a safe environment for everyone visiting or taking part in activities at the Club. The Club takes our responsibility to safeguard and promote the welfare of all Adults at Risk very seriously. Our approach to any concerns will always be Adult at Risk focused and their best interests will always be paramount when dealing with any incident. This policy sets out our commitment to safeguarding and provides a framework for what to do if concerns arise



about the welfare or protection of any Adult at Risk whilst at the Club or those who become known to the Club.

Carol Shanahan

Chair and Co-owner

### **Scope**

**1.2** This policy is for use across the Club and is to be observed by all those working or volunteering and who may encounter an Adult at Risk, this to ensure best practice in safeguarding is promoted and adhered to.

Activities undertaken at the following locations/departments are encapsulated under the remit of this policy including:

Port Vale Football Club and the Vale Park Stadium

Port Vale First Team

Port Vale Academy

Port Vale Foundation Trust and Youth Development

Port Vale Women's Team

Port Vale Retail Store

Any location visited by staff/volunteers in an official capacity.

The Club acknowledges and accepts it has a statutory obligation and responsibility for the wellbeing and safety of all Adults at Risk who are under the care of the Club or are utilising the facilities. Every person working or volunteering at the Club has a 'duty of care' to safeguard the welfare of all Adults at Risk by creating an environment that protects them from harmful experiences.

The wellbeing of all Adults at Risk is paramount and therefore all staff and volunteers must make themselves aware of the Club's Safeguarding Adults at Risk Policy which is designed to encourage compliance with relevant legislation and recommended best practice.

### **Definitions**

#### **1.3**

<b>Adult at Risk</b>	defined under the Care Act 2014 as: <ul style="list-style-type: none"><li>• anyone aged 18 years or over who is in need of care and support and is at risk of, or is experiencing, abuse or neglect, and</li><li>• is unable to keep themselves safe from significant harm or exploitation because of their care and support needs.</li></ul>
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	<ul style="list-style-type: none"> <li>The term 'Adult at Risk' has replaced the previously used term 'Vulnerable Adult'.</li> </ul>
<b>An 'Adult at Risk' may therefore be a person who</b>	<ul style="list-style-type: none"> <li>is elderly and frail due to ill health, physical disability or cognitive impairment.</li> <li>has a learning disability.</li> <li>has a physical disability and/or a sensory impairment.</li> <li>has mental health needs including dementia or a personality disorder.</li> <li>has a long-term illness/condition.</li> <li>misuses substances or alcohol.</li> <li>is a carer such as a family member/friend who provides personal assistance and care to adults and is subject to abuse.</li> <li>is unable to demonstrate the capacity to make a decision and is in need of care and support.</li> </ul>
<b>Abuse</b>	<ul style="list-style-type: none"> <li>is the harming of another individual usually by someone who is in a position of power, trust or authority over that individual.</li> <li>The harm may be physical, psychological or emotional, or it may be directed at exploiting the vulnerability of the victim in more subtle ways (for example, through denying access to people who can come to the aid of the victim, or through misuse or misappropriation of his or her financial resources).</li> <li>The threat or use of punishment is also a form of abuse.</li> <li>In many cases, it is a criminal offence.</li> </ul>
<b>Capacity</b>	<ul style="list-style-type: none"> <li>the ability to make a decision at a particular time, for example when under considerable stress.</li> <li>The starting assumption must always be that the individual has the capacity to make a decision unless it can be established that they lack capacity as defined in the Mental Capacity Act 2005.</li> </ul>
<b>Consent</b>	<ul style="list-style-type: none"> <li>Adults at Risk should be provided with the support and information to empower the individual to make their own decisions.</li> <li>We recognise that adults have a right to independence, choice and self-determination including control over information about themselves.</li> <li>To this aim, staff are expected only to provide accessible information to the individual so that they may make informed decisions about the risks, benefits and consequences.</li> </ul>



**1.4** Staff are not expected to support the Adult at Risk to make a decision, and as such should refer to the Head of Safeguarding (hereafter referred to as *HoS*) or departmental Designated Safeguarding Officer (hereafter referred to as *DSO*) who may determine that explicit consent is not required under the following circumstances;

- If other people appear to be at risk of harm (adults or children)
- If there is a 'legal restriction' or an overriding public interest
- If the person is exposed to life threatening risk and they are unreasonably withholding their consent
- If the person has impaired capacity or decision making in relation to the safeguarding issues and the withholding of consent.

### **Rules and Regulations**

**1.5** The Club has a 'duty of care' when operating activities with Adults at Risk, therefore all staff and volunteers will remain alert to this.

### **Associated Legislation and Guidance:**

The Club is mindful of its responsibilities under the following legislation and guidance:

- The Care Act 2014 [further information here](#).
- Care & Support Statutory Guidance (Revised – January 2023) [further information here](#).
- Human Rights Act 1998 [further information here](#).
- Sexual Offences Act 2003 [further information here](#).
- Domestic Violence, Crime and Victims Act 2004 [further information here](#).
- Mental Capacity Act 2005 [further information here](#).
- Safeguarding Vulnerable Groups Act 2006 [further information here](#).
- Equality Act 2010 [further information here](#).
- Protection of Freedoms Act (2012) [further information here](#).
- Serious Crime Act 2015 [further information here](#).
- Counter Terrorism and Security Act 2015 [further information here](#).
- Data Protection Act (2018) [further information here](#).
- General Data Protection Regulations UK (GDPR) (2018) [further information here](#).
- The Prevent Duty of Guidance for England & Wales (2023) [further information here](#).
- Football Association (hereafter referred as *FA*) Safeguarding Rules and Guidance [further information here](#).
- English Football League (hereafter referred as *EFL*) Rules and Guidance [further information here](#).
- Health and Safety at Work Act 1974 [further information here](#).

The Club is fully committed to ensuring that the above legislation and best practice recommended by these bodies is employed throughout the Club.



The Club is committed to ensuring that we are up to date with the latest legislation and recommendations and endeavours to ensure that any new legislation such is embedded in policy and practice.

**1.6** The Club also recognises it has a responsibility to work collaboratively with other agencies, including the Staffordshire and Stoke on Trent Adult Safeguarding Partnership Board (hereafter referred as *SSASPB*) and Police in order to protect Adults at Risk from harm.

### **Review**

**1.7** This policy will be reviewed annually, or prior to this, if there is a:

- statutory change in law and legislation.
- following a safeguarding incident, concern or allegation whereby the policy is found to need revision to ensure the aims and key principles are met (see 1.8 & 1.9).
- learning outcomes that reflect best practice.
- Operational/staffing change within the Club.

All policy documents and reviews will be submitted to the Board for approval.

### **Aims and Key Principles**

**1.8** The *aims* of this policy are:

- To safeguard all Adults at Risk who interact with the Club.
- To demonstrate best practice in the area of safeguarding Adults at Risk.
- To positively reflect and promote the Club values in regard to safeguarding.
- To underpin a positive and pro-active welfare programme to enable all Adults at Risk to participate in an enjoyable and safe environment.
- To promote high ethical standards throughout the Club.

**1.9** The *principles* of this policy in accordance with the Care Act 2014 are:

- Empowerment – people being supported and encouraged to make their own decisions and informed consent.
- Prevention – it is better to take action before harm occurs.
- Proportionality – the least intrusive response appropriate to the risk presented.
- Protection – support and representation for those in greatest need.
- Partnership – local solutions through services working with their communities.
- Accountability – accountability and transparency in delivering safeguarding.

### **Roles and Responsibilities at the Club**

#### **1.10 Senior Safeguarding Manager (SSM)**

The current Director of People and Operations Officer at the Club has overall responsibility for the safeguarding of Adults at Risk and is the nominated Senior Safeguarding Manager (hereafter referred to as *SSM*)([See Appendix B](#)).



The *SSM* is a board member at the Club so is able to deliver information in relation to safeguarding at this level on a regular basis, this including recommendations for changes to the safeguarding policy and procedures when identified by the *HoS* whom they work closely with at the Club.

The *SSM* will undertake regular and appropriate training for the role.

### **1.11 Head of Safeguarding & Lead Disclosure Officer**

The Club has a Head of Safeguarding who is also the Lead Disclosure Officer for the club ([See Appendix B](#)). They have overall daily management responsibility for the safeguarding of Adults at Risk at the Club and those who are involved in activities at the Club or who become known to the Club.

The *HoS* will:

- Provide guidance and training to each *DSO* employed across the club, both internally and through the use of external partnerships (such as the *EFL* and Local Authority).
- Be the main point of contact for audit procedures as required by the *EFL*, Barnardo's and any other partners as required.
- Record, manage and investigate all reported safeguarding concerns, managing the caseload appropriately.
- Report to the Board of Directors regularly on organisational safeguarding and 'Duty of Care' matters, including highlighting areas of risk/concern, identifying areas of poor practice/areas for improvement, and providing analysis of numbers and types or safeguarding concerns/disclosures, complaints, and bullying incidents within the organisation.
- Manage the electronic case management system (MyConcern) for recording and tracking concerns and allegations pertaining to the safety and welfare of Adults at Risk.
- Be the main point of contact and provide expert advice for all Club safeguarding concerns (Adults at Risk & Children) for internal and external individuals and appropriate agencies.
- Report and refer to external agencies any identified concerns in line with policy guidance advised by *EFL/FA/SSASPB*.
- Ensure they undertake regular and appropriate training for the role and take accountability for ensuring that they are up to date with legislation and guidance.

### **1.12 Head of People (Human Resources)**

It is the responsibility of the Head of People, Human Resources (hereafter referred to as *HoP*) to ensure that the Club has effective policies and procedures in place for the recruitment of all staff.

It is the responsibility of the *HoP*, the *HoS* and the *SSM* to:

- Ensure that safer recruitment procedures are adhered to.
- Ensure all appropriate and necessary checks are carried out on successful



candidates.

- Monitor contractors and external agencies compliance with this policy.
- Promote the welfare of Children at every stage of the procedure.

All employees involved in the recruitment and selection of staff are responsible for familiarising themselves with, and complying with, the provisions of this policy.

**1.13** Any person with a concern about the safety or welfare of an Adult at Risk at the Club, or who becomes known to the Club, should contact the *HoS* direct to discuss this concern. In the absence of the *HoS* they should contact the departmental *DSO* or their line manager for advice in the first instance, if a member of staff or volunteer.

**1.14** All staff, volunteers and external consultants are expected to:

- Be alert to signs of abuse and radicalisation and take responsibility for referring concerns to the *HoS*.
- Be prepared to listen to and take seriously the concerns of Adults at Risk.
- Abide by the codes of conduct for employees and volunteers.
- Promote the health, safety and welfare of Adults at Risk.
- Maintain records as necessary.
- Set a good example to Adults at Risk by their own behaviour.
- Report concerns and seek advice as highlighted at 1.13 above.
- Complete appropriate safeguarding training as directed by the *HoS*.

## **2. Safer Recruitment**

**2.1** As part of the recruitment and selection process of the Club, offers of work for positions which involve working with Adults at Risk are subject to Safer Recruitment practices.

This policy will provide a brief overview of the Safer Recruitment Policy in order to evidence best practice for recruitment procedures that the Club follows to ensure, as far as is reasonably practical, that it only recruits individuals that are deemed suitable to work with Adults at Risk.

(\*Please also refer to the Safer Recruitment Policy owned by Human Resources\*).

### **Aims and Objectives**

**2.2** The aims and objectives of the Safer Recruitment policy are:

- To attract, select and retain the best candidate for any given vacancy on the basis of their abilities and suitability for the role.
- To ensure that all candidates are considered equally, consistently and fairly for the role.
- To ensure that no candidate is discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or beliefs, sex or sexual orientation (protected characteristics).





- To ensure compliance with relevant legislation and guidance in place at any such time, including statutory guidance published under the Care Act 2014, the Care & Support Statutory Guidance (Revised – January 2023), Prevent Duty of Guidance for England and Wales, guidance published by the Disclosure and Barring Service (DBS) and the Safeguarding of Adults at Risk Policy of the Club, amongst others.
- To ensure that the Club meets its commitment to safeguarding and promoting the welfare of Adults at Risk by carrying out all necessary pre- employment checks.

### **Disclosure and Barring Service (DBS) Criminal Records Check**

**2.3** The Club is registered with *DBS* to carry out Disclosure and Barring Service Checks upon individuals who work or volunteer for the Club. Enhanced *DBS* checks, plus barred list check where appropriate, enable the Club to undertake more thorough recruitment and selection procedures for positions which involve working with Adults at Risk.

**2.4** *DBS* checks will be carried out for all relevant postholders. New staff will not be allowed unsupervised access to Adults at Risk until a satisfactory *DBS* check has been received by the Club. In the event of a delay with the *DBS* process, the member of staff or volunteer will complete a Self-Declaration Risk Assessment form that is signed off by the People Manager and *HoS*, if suitable and only if the risk is assessed to be low. The People Manager is responsible for ensuring all checks are carried out in the required timescales, this in collaboration with the *HoS*.

**2.5** The Club processes *DBS* checks through an approved regulated company called First Advantage Online Disclosures.

**2.6** Should a check highlight a criminal record on the individual that would deem them unsuitable to work with Adults at Risk, the following will apply:

The People Manager will confidentially liaise directly with the applicant, following consultation with the *HoS*. In the event that a *DBS* check highlights a criminal record on the individual that would not deem them necessarily unsuitable to work with children and young people, a risk assessment will be completed by the People Manager and *HoS* after which this will be forwarded to the *SSM* for consideration of a final decision around potential employment. This will be recorded onto the 'MyConcern' safeguarding concern digital reporting platform.

Any subsequent job offer will be subject to consideration of:

- The Rehabilitation of Offenders Act 1974.
- The nature, seriousness and relevance of the offence.
- The time passed since the offence occurred and the age of the individual when the offence occurred.
- Whether it is an isolated offence or numerous offences.
- Decriminalisation.

In the event that the applicant disputes any information contained in the disclosure and has contacted the *DBS* about the dispute, the Club may defer the decision regarding the



appointment until the applicant has had reasonable opportunity to have the dispute considered by the *DBS*, but this deferral is at the absolute discretion of the Club.

- It is compulsory that postholders also agree to inform the Club of any cautions or convictions that they have received at any time during their employment with the Club.

### **Recruitment and Selection Procedure**

**2.7** Prior to employment, any prospective employee shall be recruited in accordance with the Safer Recruitment Policy (See 2.1 above).

### **Equal Opportunities**

**2.8** The Club is committed to providing equal opportunities for all players (any age group), staff and volunteers. The Club's policy on equal opportunities can be found in the Employee Handbook (currently under review).

## **3. Code of Conduct & Identification**

**3.1** The Club has a code of conduct that is applicable to all staff, volunteers, parents, guardians, match day supporters, children, young people and Adults at Risk that must be adhered to.

**3.2** Identification cards are issued to all staff or volunteers along with Club logo issued lanyards, this for ease of identification in any given circumstance.

## **4. Process for Disclosure and Barring Service (DBS) Checks**

**4.1** The Club is registered with *DBS* to carry out Disclosure and Barring Service Checks upon individuals who work for the Club, including the Port Vale Foundation Trust. Enhanced *DBS* checks, plus barred list check where appropriate, enable the Club to undertake more thorough recruitment and selection procedures for positions which involve working with Adults at Risk. Please refer to the Safer Recruitment Policy (see 2.1 above).

### **External Consultants**

**4.2** The Club will ensure that all external consultants sign a Contract for Services, Non-Disclosure Agreement and the Club will obtain a role specific *DBS* certificate. External consultants shall never have unsupervised access to an Adult at Risk without appropriate checks being in place and consent being obtained from parents/guardians.

## **5. Training and Awareness for Staff, Volunteers and Work Experience**

**5.1** The *HoS* holds specific safeguarding qualifications relevant to the role as does the *SSM* and departmental *DSO's*. The Disability Access Officer (*DAO*) also holds specific safeguarding qualifications relevant to their role.



**5.2** All staff working at the Club are required to complete the *EFL* Safeguarding in Sport online training and undertake a refresher course, as advised by and offered by the *HoS*. Details of training and qualifications are retained by the People Manager and *HoS* (Mental Health and Safeguarding Training only).

**5.3** Staff are signposted to this policy upon the Club website at induction stage and following review of same, this so that they are aware of its existence and content.

### **Work Experience & Volunteers**

**5.4** The Club may from time to time offer work placements for both work experience and volunteer purposes to Adults at Risk. Whilst undertaking work for the Club they will be supervised by those who hold relevant *DBS* certification relevant to the role undertaken and will have undertaken the *EFL* Safeguarding in Sport online training.

### **Contractors**

**5.5** All external contractors engaged by the Club undergo a suitability test prior to commencing work. This will include evidencing the contractor's Safety Record, Safety Policy, Liability Insurance, Risk Assessment/Method Statement and details of Competent Person.

On arrival at the Club the contractor will receive a site induction from a member of the facilities team which covers the safeguarding of both Adults at Risk and Children and details of the Club's expected code of behaviour. Contractors are subject to regular inspection from Club personnel. In the event of a Contractor carrying out work on an area that is usually occupied by an Adult at Risk, this work where possible, will be undertaken when the Adult is not present. If this is not possible, the Club will provide a member of staff who is *DBS* registered to oversee the safety of the Adult at Risk who may be present.

Contractors shall never have unsupervised access to an Adult at Risk without appropriate checks being in place and consent obtained from the Adult at Risk themselves or parents/guardians, if deemed appropriate.

### **Service Level Agreements/Partnership Agreements**

**5.6** The commitment of the Club towards safeguarding is outlined in any partnership agreements, service level agreements or any other agreements that are in place with any service provider or for commissioned services insofar as those services relate to Adults at Risk and Children.

## **6. Responding to a Report of an Allegation or Suspicion of an Incident**

**6.1** The *HoS* should be contacted as soon as possible and within 24 hours in any circumstance, or the departmental *DSO* if the *HoS* is not available. It is recognised that an individual may need to respond to a safeguarding concern immediately so the person reporting must follow the Club's 'what to do in response to a concern, incident or allegation' flow chart. This document provides a clear breakdown of what to do in order to deal with any given concern ([See Appendix E](#)).



With this in mind the following guidelines offer help and support in responding to abuse or a suspicion of abuse or poor practice.

**DO:**

- If the Adult at Risk is injured or not yet safe, take immediate action to help them by calling the relevant statutory body, i.e., Police/Ambulance etc., their safety is absolutely paramount.
- Stay calm and try to reassure the Adult at Risk.
- Listen carefully rather than question directly.
- Treat any allegation seriously and act at all times towards the Adult at Risk as if you believe what they are saying.
- Tell the Adult at Risk they are right to tell you.
- Reassure the Adult at Risk that they are not to blame.
- Be honest about your own position, who you have to tell and why.
- Tell the Adult at Risk what you are doing and keep them updated with what is happening.
- Listen to what they want to happen and include them in any decision making.
- Take further action, you may be the only person in a position to prevent future abuse.
- Seek medical attention if required.
- If a referral is made and the Adult at Risk is reluctant to have the incident investigated this fact will be recorded and brought to the attention of the SSM by the HoS.
- Where appropriate, record on a body map the location of any cuts, bruises or abrasions
- Write down what you have been told BUT do not let this stop you from engaging and maintaining eye contact with the Adult at Risk as this may stop them from talking with you
- Be mindful of the need to be confidential at all times, this information must only be shared with the HoS, departmental DSO, Line Manager or Safety Officer (match day or other events), as appropriate and on a strictly 'need to know' basis only.

**DO NOT:**

- Make promises not to report the matter.
- Interrogate the Adult at Risk – it is not your job to carry out an investigation – this will be down to the Police and Social Care staff who have experience in this.
- Cast doubt on what the Adult at Risk has told you.
- Interrupt or change the subject.
- Say anything that makes the Adult at Risk feel responsible for the abuse.
- Take photographs of any injuries.

Make sure you inform the HoS as soon as is practicably possible, they will know how to follow this up and where to direct the incident for further investigation and support.



**6.2** If the Adult at Risk resides within the Stoke on Trent geographical area, the referral is made via the Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board (SSASPB) on telephone number 0800 561 0015 **at any time** / (Minicom): 01782 236037.

**6.3** If the Adult at Risk resides within another geographical area of Staffordshire the referral is made via the Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board (SSASPB) on telephone number 0345 604 2719 (Mon-Thurs 08:30-17:00 & Fri 08:30-16:30 Hours). If **out of hours** via telephone number 0345 604 2886.

Details of external partners including email and contact numbers are detailed fully below ([See Appendix C](#)), this along with a number of useful external resources.

**'DOING NOTHING IS NOT AN OPTION, IT IS YOUR RESPONSIBILITY TO ACT'**

**7. Recording a Report of an Allegation or Suspicion of an Incident**

**7.1** Trained staff within the Club must record the matter as soon as is practicable onto the 'MyConcern' digital recording platform. Alternatively, an Incident Reporting Form (Adult at Risk)([See Appendix D](#)) must be completed and submitted within 24 hours to the HoS, who will record the incident onto 'MyConcern' on behalf of the staff member. This form must be emailed to: [safeguarding@port-vale.co.uk](mailto:safeguarding@port-vale.co.uk).

**7.2** Once the concern is recorded, it will be triaged by the HoS who will decide on the best course of action on how the concern will be dealt with.

**7.3** The HoS may ask for a written factual statement from the person making the report, dependent upon the circumstances.

**7.4** Any statement made by the Adult at Risk should be reported in their own words. These reports should be confined to facts. Any opinion, interpretation or judgement should be clearly stated as this.

**7.5** Questions should be kept to a minimum, and where used, they should be of an open format, good practice being the use of the 'TED' system;

- 'Tell me'
- 'Explain'
- 'Describe'

No suggestion of who the perpetrator was or how any concern or incident happened should be suggested.

**7.6** Investigations into possible abuse will require careful management. In these cases, the HoS will first seek the advice of the SSASPB, the Police or the FA and/or EFL Safeguarding Teams, before setting up an internal inquiry.

**7.7** In any case of suspected abuse, as soon as the Local Authority or the Police have been informed, the Club must notify the FA and EFL Head of Safeguarding. Any external local authority provision will naturally take the lead on any case.



**7.8** Providing it is appropriate to do so the *HoS* will maintain constant dialogue with all parties involved with the allegation until such time as the matter has reached a reasonable outcome. Escalation to inform Board level will take place at the *SSM's* earliest opportunity.

**Specific information regarding allegations against members of Staff**

**7.9** If the report involves an allegation about any member of the Club staff (whether full time, part time, paid, unpaid, contracted, engaged, voluntary etc.) and the Club believes that the report could demonstrate that the member of staff in question has:

- behaved in a way that has, or may have, harmed an Adult at Risk.
- possibly committed a criminal offence against or related to an Adult at Risk.
- behaved towards an Adult at Risk in a way that indicates he or she is unsuitable to work with Adults at Risk.

The *HoS* will then immediately inform the *SSASPB* where the alleged incident took place so that they can consult with the Police and Local Authority Adult Care colleagues as appropriate. Where the *HoS* is unsure as to whether the report meets the criteria stated above, the advice of the *SSASPB* shall still be sought.

**7.10** The member of staff in question may be asked to write a brief report, as may any other person that is deemed to have an involvement in the allegation. The member of staff in question will be asked to stay away from activities pending the conclusion of any investigation. This process would only be carried out once the advice of the above mentioned external bodies had been sought and only then in consultation with the *HoS* and *SSM*. Providing it does not contradict with any advice received from the *SSASPB*, any internal investigation will be carried out in line with the Club's Management and Human Resources Policies and either general or department specific grievance procedures as they are applicable.

## **8. Whistleblowing**

**8.1** Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing in their organisation. As a whistle-blower you are protected in law because you should not be treated unfairly or lose your job because you raise concerns. You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future. Whistleblowing law derives from the Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998). It provides the right for a worker to take a case to an employment tribunal if they have been victimised at work or they have lost their job because they had "blown the whistle".

(\*Please note that the Club have a separate Safeguarding Whistleblowing Policy\*)

**8.2** The Club want to ensure there is a healthy and supportive culture across the organisation whereby people have the confidence to come forward to speak out or act if they are unhappy with anything. At the first instance it may be appropriate for the person to



Speak with their Line Manager but if this opportunity is not available then either the *HoS* or *SSM* would be the most appropriate.

**8.3** The person may also wish to contact the *FA* for advice by contacting the *FA* Safeguarding Team on 0800 169 1863. The *FA* will treat your disclosure in confidence and will only reveal your identity if absolutely necessary. For example, in connection with legal action, unions and professional associations who can support and assist their members.

**8.4** If in the event you make a disclosure to the Club, the *FA*, or partner agencies such as the Police and Social Care Services and they are found to be malicious or made for personal gain then disciplinary action will be taken against you.

**8.5** Anyone found to be harassing or victimising an individual who makes a protected disclosure will be subject to disciplinary action.

## **9. Port Vale Football Club Safeguarding Accountability Network & Structure**

**9.1** The Club has a safeguarding accountability network who attend monthly safeguarding meetings chaired by the *HoS*. The *SSM* often attends these meetings along with other board members and club staff ([See Appendix F](#)).

**9.2** The Club also has a safeguarding structure with a number of *DSO*'s and Safeguarding Champions in place across the club, this with a view to underpinning the aims and principles of this policy ([See Appendix G](#)).

## **10. Associated Policies and Documentation**

Other associated policies linked directly or indirectly to this Policy include:

- Safeguarding Children & Young People Policy & Procedures 2024-25
- Child Friendly Safeguarding Children Policy & Procedures 2024-25
- Allegation of Abuse against Staff Policy & Procedures 2024-25
- Safeguarding Whistleblowing Policy & Procedures 2024-25
- Online Safety & Social Media Policy 2024-25
- Safer Recruitment Policy 2024-25 (Owned by Human Resources Department)
- Transport Policy 2024-25 (Owned by Transport Fleet Manager)
- Data Protection Policy 2024-25
- Consent/Incident Reporting Forms



## Appendix A – TYPES AND INDICATORS OF ABUSE AND NEGLECT

### Types and Indicators of Abuse and Neglect

#### **This document should be read in conjunction with the Port Vale Football Club Safeguarding Adults at Risk Policy.**

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern. A person may be subject to a number of abuse types at the same time.

Should you have any concern that abuse is occurring you should contact the HoS immediately, if the Adult at Risk is at risk of imminent serious harm the Police should be contacted on '999'.

Types of abuse within the Care Act 2014 include:

- 1) Self-neglect** – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviours such as hoarding.
- 2) Modern Slavery** – encompasses 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.
- 3) Domestic Abuse** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called "honour based violence/abuse" (see below) and controlling and coercive behaviour which isolates, undermines and causes distress/harm.
- 4) Discriminatory** – discrimination is abuse that centre on a difference or perceived difference particularly with respect to race, gender, or disability or any of the protected characteristics of the Equality Act.
- 5) Organisational Abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home.
- 6) Physical Abuse** – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- 7) Sexual Abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- 8) Financial or Material Abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse of misappropriation of property, possessions or benefits.





## Appendix A – TYPES AND INDICATORS OF ABUSE AND NEGLECT (Continued)

**9) Neglects or Acts of Omission** – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**10) Emotional or Psychological Abuse** – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from service or supportive networks.

### **Not included within the Care Act 2014 but also relevant:**

**1) Cyber Bullying** – Cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as homophobic, racist, or related to special educational needs and disabilities) but instead of the perpetrator carrying out face to face bullying they use technology to undertake this act.

**2) Mate Crime** – as defined by the Safety Net Project is when ‘vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect upon the individual’. Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been several Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

### **Indicators of Abuse and Neglect**

Indicators of abuse can take place in any context and by all manner of perpetrator, it is important to try and recognise that an individual is being abused or neglected whether it is inside or outside of the Club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include, but are not limited to:

- Unexplained bruises or injuries or they may self-harm.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying sessions.
- Medical (including mental) issues that are not being addressed by the care provider.
- Someone losing or gaining weight.
- An unkempt appearance or poor hygiene.
- A change in the behaviour or confidence of a person.
- They may have a fear of a particular group or individual.
- They may disclose to you or another that they are being abused.



## [Appendix B – INTERNAL CONTACT DETAILS](#)

### **List of Internal Contacts**

#### **Senior Safeguarding Manager (SSM)(Board Representative)**

Claire Halket (Director of People & Operations)

(E): [claire.halket@port-vale.co.uk](mailto:claire.halket@port-vale.co.uk) / (M): 01782 655800

#### **Head of Safeguarding & Lead Disclosure Officer**

Jon Bloore

(E): [jon.bloore@port-vale.co.uk](mailto:jon.bloore@port-vale.co.uk) / (M): 07703 753688

#### **Safeguarding Team**

Concerns / General Enquiries

(E): [safeguarding@port-vale.co.uk](mailto:safeguarding@port-vale.co.uk) / (T): 01782 655800

#### **Port Vale Academy Designated Safeguarding Officers**

Daniel Lloyd (Head of Academy Coach & Player Development (14-18 years) YDP Lead)

(E) [daniel.lloyd@port-vale.co.uk](mailto:daniel.lloyd@port-vale.co.uk) / (T): 01782 655800

Megan Walters (Player Care Lead)

(E): [megan.walters@port-vale.co.uk](mailto:megan.walters@port-vale.co.uk) / (M): 01782 655800

#### **Port Vale Foundation Designated Safeguarding Officer**

Will Turner (Head of Community)

(E): [will.turner@port-vale.co.uk](mailto:will.turner@port-vale.co.uk) / (M): 01782 757066

#### **Disability Access Officer (DAO)**

James Copeland (Ticket & Supporter Service Executive)

(E): [DAO@port-vale.co.uk](mailto:DAO@port-vale.co.uk) / (M): 01782 655821



**Appendix B – INTERNAL CONTACT DETAILS (Continued)**

**Equality, Diversity & Inclusion (EDI) Lead**

Will Turner (Head of Community)

(E ): [EDI@port-vale.co.uk](mailto:EDI@port-vale.co.uk) / (T): 01782 757066

**Port Vale Football Club Abuse Hotline (Match Day Only)**

Match Day Control Room

Reporting of Homophobic/Racial/Other Abuse

(M): 07801 216675



## Appendix C – EXTERNAL CONTACT & RESOURCES

### List of External Contacts and Resources

#### **Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board (SSASPB)**

If the Adult at Risk resides within Stoke on Trent:

(T): 0800 561 0015 **at any time** / (Minicom): 01782 236037

If the Adult at Risk resides elsewhere within Staffordshire:

(T): 0345 604 2719 (Mon-Thurs 08:30-17:00 & Fri 08:30-16:30 Hours) excluding Bank Holidays

#### **Out of Hours**

(T): 0345 604 2886

#### **Local Authority Designated Officer (LADO) (Stoke on Trent)**

Mr John Hanlon (T): 0800 561 0015

#### **Local Authority Designated Officer (LADO) (Staffordshire)**

Linda Hancock (T): 0300 111 8007

#### **Staffordshire Police**

(T): 101 Non-Emergency / (T): 999 Emergency

#### **Care Quality Commission (Regulator of Health and Social Care in England)**

(T): 0300 061 6161

#### **National Domestic Abuse Helpline**

(T): 0808 2000247

#### **Stonewall (LGBTQ+ Support Network)**

(W): [www.stonewall.org.uk](http://www.stonewall.org.uk)

#### **Mind (Mental Health Support)**

(T): 0300 123 3393 / (W): [www.mind.org.uk](http://www.mind.org.uk)

#### **The Samaritans**

(T): 116 123 / (W): [www.samaritans.org.uk](http://www.samaritans.org.uk)

#### **Hub for Hope**

Mobile Telephone App (IOS & Android) – Links to numerous support services

#### **English Football League (EFL)**

(T): 01772 325490 / (E): [safeguarding@efl.com](mailto:safeguarding@efl.com)



**Appendix C – EXTERNAL CONTACT & RESOURCES (Continued)**

**Staffordshire Football Association**

Jan Scott (Safeguarding & Education Officer)

(T): 01785 256994 (Ext: 205) / (M): 07969 294023 / (E): [Support@StaffordshireFA.com](mailto:Support@StaffordshireFA.com)



**Appendix D – INCIDENT REPORTING FORM - ADULT AT RISK**

## Confidential (When Complete) Incident Reporting Form

Your information			
Name			
Address			
Contact Number(s)			
Email			
Name of Organisation		Your Role	

Personal information – Adult at Risk					
Name				Date of Birth	
Gender <sup>i</sup>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>	
Is there any information about the Adult at Risk that would be useful to consider?					

Contact information – Parent / Carer		
Name(s)		
Address		
Contact Number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Incident details*			
Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern		Relationship to the Adult at Risk	
Contact Number(s)			
Email			



**Appendix D – INCIDENT REPORTING FORM - ADULT AT RISK (Continued)**

Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)

\* Attach a separate sheet if more space is required (e.g., multiple witnesses)

Incident details (continued)			
Account of the Adult at Risk regarding the incident:			
Please provide any witness accounts of the incident:			
Name of witness (and date of birth if a child)		Relationship to the Adult at Risk	
Address			
Contact Number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth if a child)		Relationship to the Adult at Risk	
Address			
Contact Number(s)			
Email			



**Appendix D – INCIDENT REPORTING FORM - ADULT AT RISK (Continued)**

Further Details – If answered Yes to incident been reported to any external agencies below:	
Please provide details of action taken to date	
Has the incident been reported to any external agencies?	<input type="checkbox"/> No <input type="checkbox"/> Yes – please provide further details in Box 1
Name of Organisation / Agency	
Contact Person	
Contact Number(s)	
Email	
Agreed action or advice given	

Declaration	
Your Signature	✘
Print Name	
Today's Date	

Contact the Head of Safeguarding, Departmental Designated Safeguarding Officer or Line Manager, if appropriate, in line with PORT VALE FOOTBALL CLUB reporting procedures	
Head of Safeguarding	Jon Bloore – Email: <a href="mailto:safeguarding@port-vale.co.uk">safeguarding@port-vale.co.uk</a> / Mobile: 07703 753688
Date Reported	



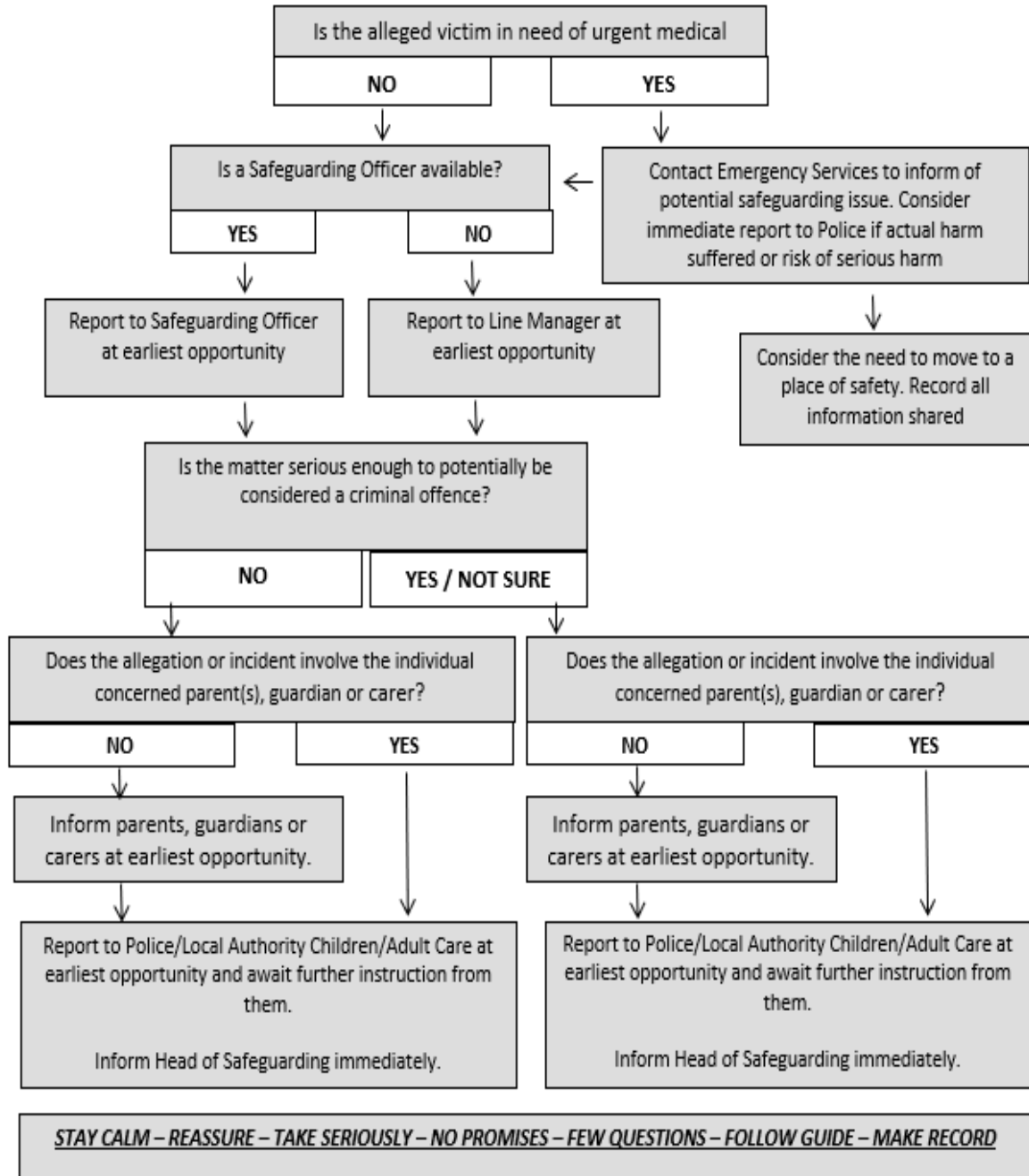


## Appendix E – HOW TO RESPOND TO AN INCIDENT OR ALLEGATION

### **What to do in response to a concern, incident or allegation**

When a Child, Young Person or Adult at Risk has disclosed concerning information to you  
OR  
you have witnessed or had reported to you an incident or complaint involving a Child, Young Person or Adult at Risk which may be considered abuse or poor practice.

*\*It is essential when considering an incident or concerns involving an Adult at Risk to obtain the consent of that adult before referring the matter to a statutory agency, unless there is an immediate risk of harm.*

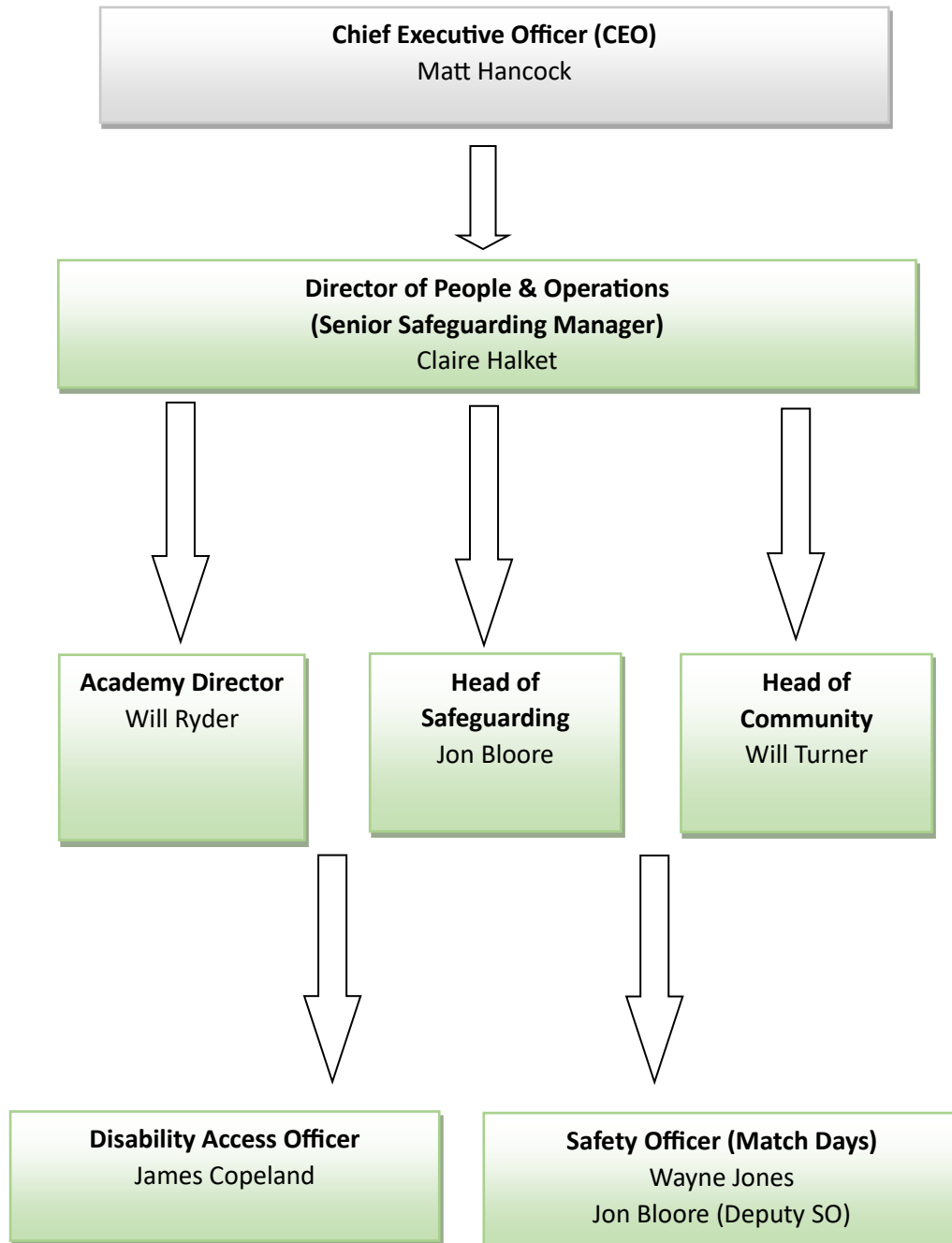




Appendix F – PORT VALE FOOTBALL CLUB SAFEGUARDING ACCOUNTABILITY NETWORK

## Safeguarding Accountability Network

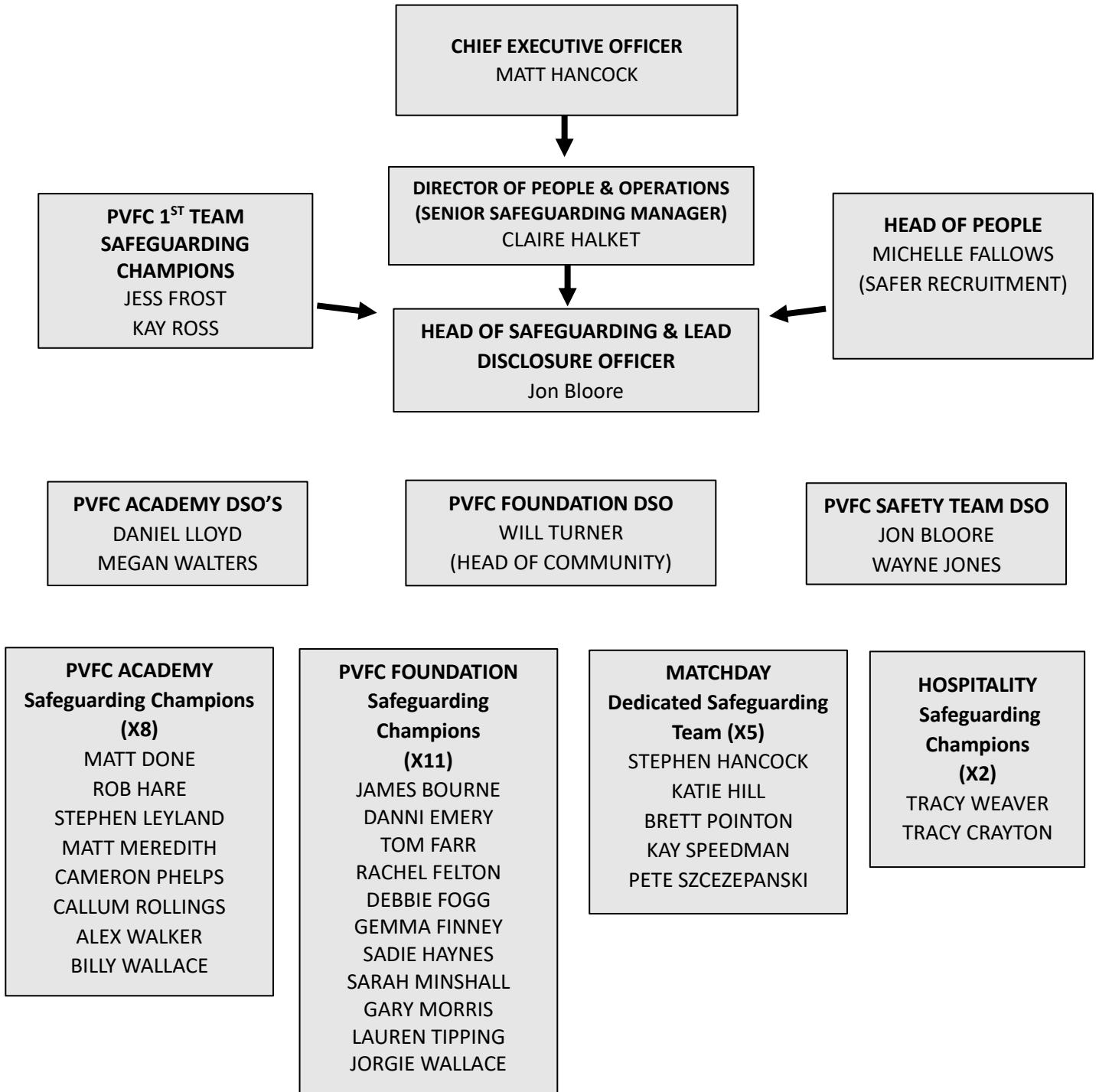
**2024-25**





Appendix G – PORT VALE FOOTBALL CLUB SAFEGUARDING STRUCTURE 2024-2025

**PORT VALE FOOTBALL CLUB**  
**SAFEGUARDING STRUCTURE 2024-2025**





## Authority from Port Vale Board and Acceptance of Policy

External Verifier:	Rachael Holdcroft NSPCC, Strategic Services Manager
Signature:	<i>Rachael Holdcroft</i>
Date:	01/07/2024

Senior Safeguarding Manager (Board Member):	Claire Halket
Signature:	<i>Claire Halket</i>
Date:	01/07/2024 (Annual Review)

Chief Executive Officer (Board Member):	Matt Hancock
Signature:	<i>Matt Hancock</i>
Date:	01/07/2024 (Annual Review)

***This policy will be reviewed by the Head of Safeguarding regularly and annually or following learning outcomes as a result of a significant incident or when legislation or statutory guidance changes are implemented.***