



PORT VALE FOOTBALL CLUB
SAFEGUARDING ADULTS AT RISK
POLICY & PROCEDURES
2023-24

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Version Control

Document Title:	Safeguarding Adults at Risk Policy & Procedures Season - 2023/2024
Document Owner:	Port Vale Football Club - Rich Talbot – Head of Safeguarding
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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

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. Introduction

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.

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 and Youth Development

Port Vale Foundation Trust

Port Vale Women

Port Vale Retail Store

Bescura Ltd (Family Hub)

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 This policy relates to 'Adults at Risk' defined under the Care Act 2014 as:

- 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 is unable to keep themselves safe from significant harm or exploitation because of their care and support needs.
- The term 'Adult at Risk' has replaced the previously used term 'Vulnerable Adult'.

An 'Adult at Risk' may therefore be a person who:

- is elderly and frail due to ill health, physical disability or cognitive impairment.
- has a learning disability.
- has a physical disability and/or a sensory impairment.
- has mental health needs including dementia or a personality disorder.

- has a long-term illness/condition.
- misuses substances or alcohol.
- is a carer such as a family member/friend who provides personal assistance and care to adults and is subject to abuse.
- is unable to demonstrate the capacity to make a decision and is in need of care and support.

1.4 'Abuse' is the harming of another individual usually by someone who is in a position of power, trust or authority over that individual. 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). The threat or use of punishment is also a form of abuse. In many cases, it is a criminal offence.

1.5 'Capacity' refers to the ability to make a decision at a particular time, for example when under considerable stress. 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.

1.6 'Consent'- Adults at Risk should be provided with the support and information to empower the individual to make their own decisions. We recognise that adults have a right to independence, choice and self-determination including control over information about themselves. 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.

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 the HoS) 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

1.7 The Club has a 'duty of care' when operating activities with Adults at Risk, therefore all staff and volunteers will remain alert to this, including other legal obligations, including the Health and Safety at Work Act 1974, Human Rights Act 1998, Equality Act 2010, Protection of Freedoms Act 2012 and the Data Protection Act 2018 including General Data Protection Regulation (GDPR) UK legislation (2018).

1.8 In the case of Adults at Risk, the Club is also mindful of its responsibilities under the following legislation and guidance:

- The Care Act 2014.
- Care and Support Statutory Guidance (Updated – January 2023).
- Sexual Offences Act 2003.
- Domestic Violence, Crime and Victims Act 2004.
- Mental Capacity Act 2005.
- Safeguarding Vulnerable Groups Act 2006.
- Serious Crime Act 2015.
- Counter Terrorism and Security Act 2015 (Prevent Strategy).
- The Prevent Duty of Guidance for England and Wales (2023).
- Football Association (FA) Safeguarding Rules and Guidance.
- Premier League and English Football League (EFL) Rules and Guidance.

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

1.9 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 and Police in order to protect Adults at Risk from harm.

Review

1.10 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 1.11 & 1.12).
- 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

1.11 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 develop 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.

1.12 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

1.13 Senior Safeguarding Manager (SSM)

The current Chief Executive Officer (CEO) of the Club has overall responsibility for the safeguarding of Adults at Risk and is the nominated Senior Safeguarding Manager (hereafter referred to as the SSM)(See Appendix A).

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 Head of Safeguarding whom they work closely with at the Club.

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

1.14 Head of Safeguarding & Lead Disclosure Officer

The Club has a Head of Safeguarding (hereafter referred to as the HoS) who is also the Lead Disclosure Officer for the club (See Appendix A). They have overall daily management for the safeguarding of Adults at Risk at the Club and those who are involved in activities throughout the Club as listed at point 1.2 above.

The HoS will:

- Make the decision to investigate any allegations or concerns of abuse.
- Address any immediate protection issues.
- Make the decision to refer to an appropriate statutory agency (Police or Social Care).
- Liaise with the local Adult Safeguarding Partnership Board.
- Ensure staff are trained on Club safeguarding procedures.
- Ensure they undertake regular and appropriate training for the role.
- Source appropriate external training for safeguarding.
- Undertake regular monitoring and risk assessments of activities involving Adults at Risk or will designate this task to an appropriate and trained individual.

Any person with a concern about the welfare of any Adult at Risk at the Club should contact the HoS direct, departmental Designated Safeguarding Officer (DSO) or their line manager, if a member of staff or volunteer, for advice in the first instance.

1.15 All employees, contractors and volunteers 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.

2. Human Resources and Disclosures

Recruitment

2.1 The Club follows safer recruitment guidelines as detailed in the Club Safeguarding Children and Young People Policy and Safer Recruitment Policy. These policies, amongst others (listed below at Point No.11) are also applicable to this Adults at Risk policy.

Staff Training & Awareness

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

2.3 Staff are signposted to this policy upon the Club website at induction stage so that they are aware of its existence and content.

3. Process for Disclosure and Barring Service (DBS) Checks

3.1 The Club is registered with the Disclosure and Barring Service (DBS) to carry out criminal record checks on individuals who work for the Club. Enhanced DBS, 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.

New Appointments

3.2 All staff or volunteers who are offered a position which involves working with Adults at Risk will be required to complete a Self-Declaration Form and also undertake an Enhanced DBS check with a barred list check where appropriate. All offers of work are subject to the outcome of the screening process and where applicable, this is set out in the initial job advertisement and the applicants offer of work. Until such time as a satisfactory DBS check has been received, the member of staff will not be permitted to work with Adults at Risk.

3.3 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.

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.

Temporary Staff and External Consultants

3.4 The Club will ensure that all temporary staff and external consultants sign a Self-Declaration Form where appropriate and, in any case, will not have unsupervised access to Adults at Risk during their time with the Club.

Equal Opportunities

3.5 The Club is committed to providing equal opportunities for all staff, players and supporters. The Club's policy on equal opportunities can be found in the Employee Handbook (*currently being reviewed by the People Manager*).

Code of Conduct

3.6 The Club has a Code of Conduct that is applicable to all staff, volunteers, parents and guardians, supporters on match days, Children, Young People and Adults at Risk, that must be adhered to.

4. Whistleblowing

4.1 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*)*

4.2 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.

4.3 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.

4.4 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.

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

5. Types of Abuse and Neglect

5.1 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'.

Type 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 or misappropriation of property, possessions or benefits.

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.

6. Signs and indicators of Abuse and Neglect

6.1 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.

7. Responding to a Report of an Allegation or Suspicion of an Incident

7.1 The HoS should be contacted as soon as possible and within 24 hours in any circumstance, or the departmental Designated Safeguarding Officer (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 D](#)).

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 Designated Safeguarding Officer (DSO), Line Manager or Safety Officer (match day only), 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.

7.2 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.

7.3 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 B](#)), this along with a number of useful external resources.

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

8. Recording a Report of an Allegation or Suspicion of an Incident

8.1 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 C](#)) 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.

8.2 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.

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

8.4 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.

8.5 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.

8.6 Investigations into possible abuse will require careful management. In these cases, the HoS will first seek the advice of the Local Safeguarding Adults Board, Social Services, the Local Authority Designated Officer (LADO), the Police or the Football Association (FA), Premier League and/or English Football League (EFL) Safeguarding Teams, before setting up an internal inquiry.

8.7 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.

8.8 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

8.9 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 Local Authority Designated Officer (LADO) where the alleged incident took place so that he or she 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 LADO shall still be sought.

8.10 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 LADO, 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.

9. Whistleblowing

9.1 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*)

9.2 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.

9.3 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.

9.4 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.

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

10. Port Vale Football Club Safeguarding Accountability Network & Structure

10.1 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 E](#)).



10.2 The Club also has a safeguarding structure with a number of Designated Safeguarding Officers (DSO's) and Safeguarding Champions in place across the club, this with a view to enhancing the safeguarding culture amongst its staff ([See Appendix F](#)).

11. Associated Policies

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

- Safeguarding Children & Young People Policy & Procedures 2023-24
- Child Friendly Safeguarding Children Policy & Policies 2023-24
- Allegation of Abuse against Staff Policy & Procedures 2023-24
- Safeguarding Whistleblowing Policy 2023-24
- Safer Recruitment Policy (Owned by Human Resources Department)



[Appendix A – INTERNAL CONTACT DETAILS](#)

List of Internal Contacts

Senior Safeguarding Manager (SSM)(Board Representative)

Matt Hancock (Chief Executive Officer)

(E): matt.hancock@port-vale.co.uk / (M): 07841 669182

Head of Safeguarding & Lead Disclosure Officer

Rich Talbot

(E): rich.talbot@port-vale.co.uk / (M): 07703 753688

Safeguarding Team

Concerns / General Enquiries

(E): safeguarding@port-vale.co.uk / (T): 01782 655830

Port Vale Academy Designated Safeguarding Officers

Daniel Lloyd (Head of Coaching – U14 – U18)

(E) daniel.lloyd@port-vale.co.uk / (T): 01782 655830

Megan Walters (Player Care Lead)

(E): megan.walters@port-vale.co.uk / (M): 07802 796664

Port Vale Foundation Designated Safeguarding Officer

Will Turner (Head of Community)

(E): will.turner@port-vale.co.uk / (M): 07921 071848

Disability Access Officer (DAO)

Luke Cassidy

(E): DAO@port-vale.co.uk / (M): 07722 925759



[Appendix A – INTERNAL CONTACT DETAILS \(Continued\)](#)

Equality, Diversity & Inclusion (EDI) Officer

Kay Speedman

(E): EDI@port-vale.co.uk / (T): 01782 655830

Port Vale Football Club Abuse Hotline (Match Day Only)

Match Day Control Room

Reporting of Homophobic/Racial/Other Abuse

(T): 07801 216675



[Appendix B – 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

Mind (Mental Health Support)

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

The Samaritans

(T): 116 123 / (W): 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



Appendix B – EXTERNAL CONTACT & RESOURCES (CONTINUED)

Staffordshire Football Association

Jan Scott (Safeguarding & Education Officer)

(T): 01785 256994 (Ext: 205) / (M): 07969 294023

(E): Support@StaffordshireFA.com



Appendix C – 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 ⁱ	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 C – 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 C – 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	

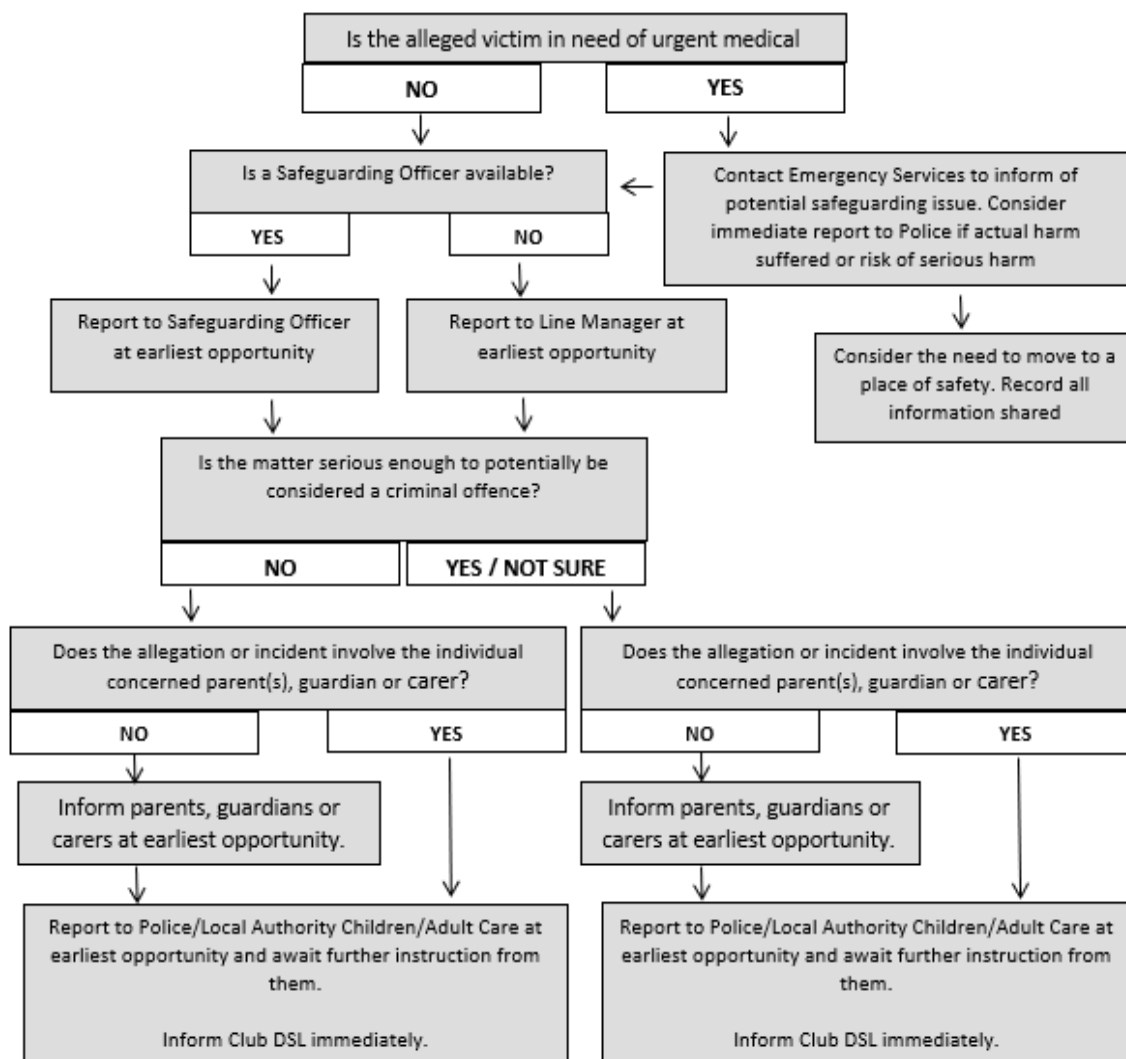
Contact the Head of Safeguarding, Departmental Designated Safeguarding Officer or Line Manager, if appropriate, in line with PORT VALE FOOTBALL CLUB reporting procedures	
Head of Safeguarding	Rich Talbot – Email: safeguarding@port-vale.co.uk / Mobile: 07703 753688
Date Reported	

Appendix D – 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.*

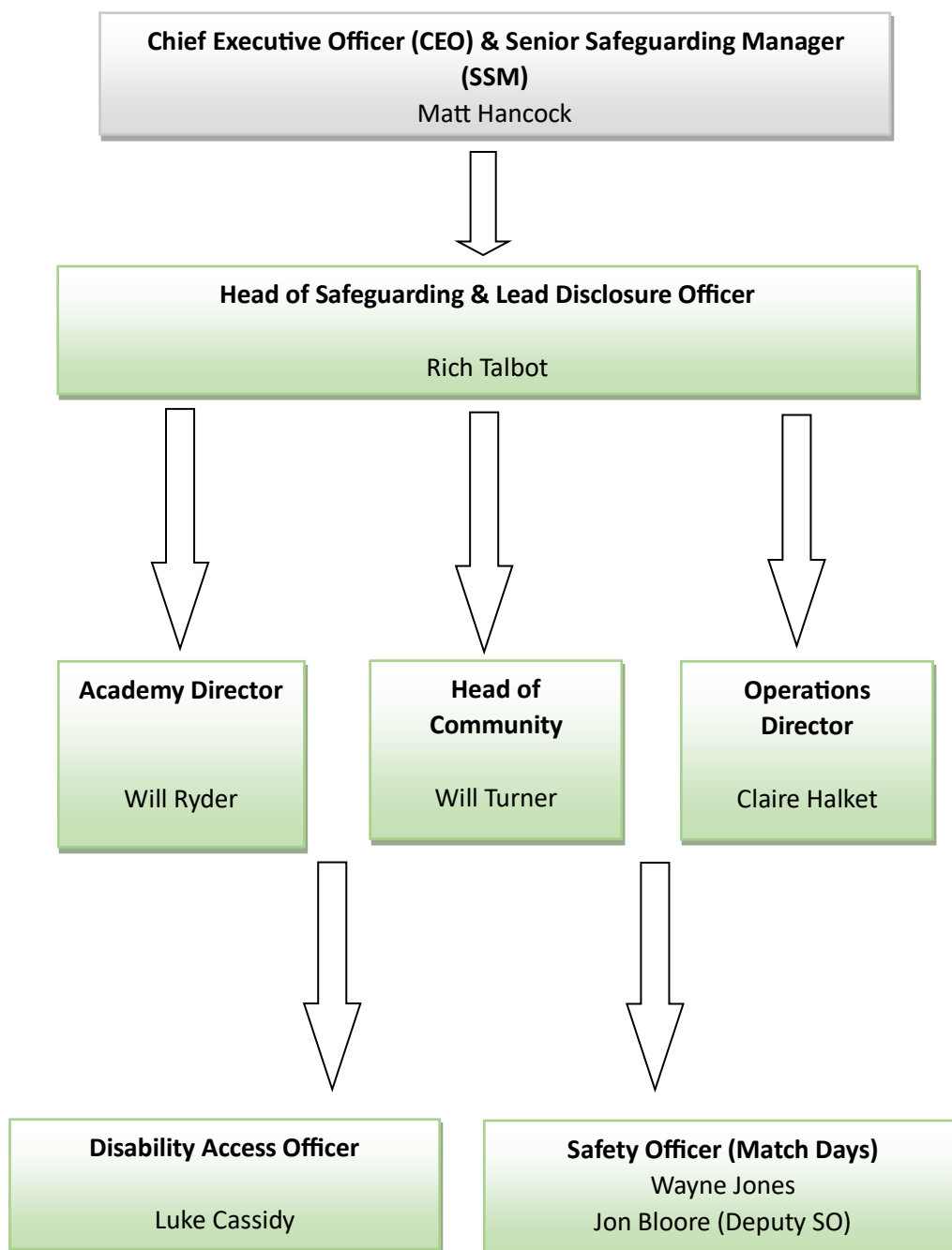


STAY CALM – REASSURE – TAKE SERIOUSLY – NO PROMISES – FEW QUESTIONS – FOLLOW GUIDE – MAKE RECORD

Whatever the circumstances the person receiving and then reporting the complaint or incident must record same using the Incident Report Form or directly via the online reporting system 'MyConcern'. This will be submitted to the Head of Safeguarding who will inform the Port Vale Senior Safeguarding Manager at the earliest opportunity.

Safeguarding Accountability Network

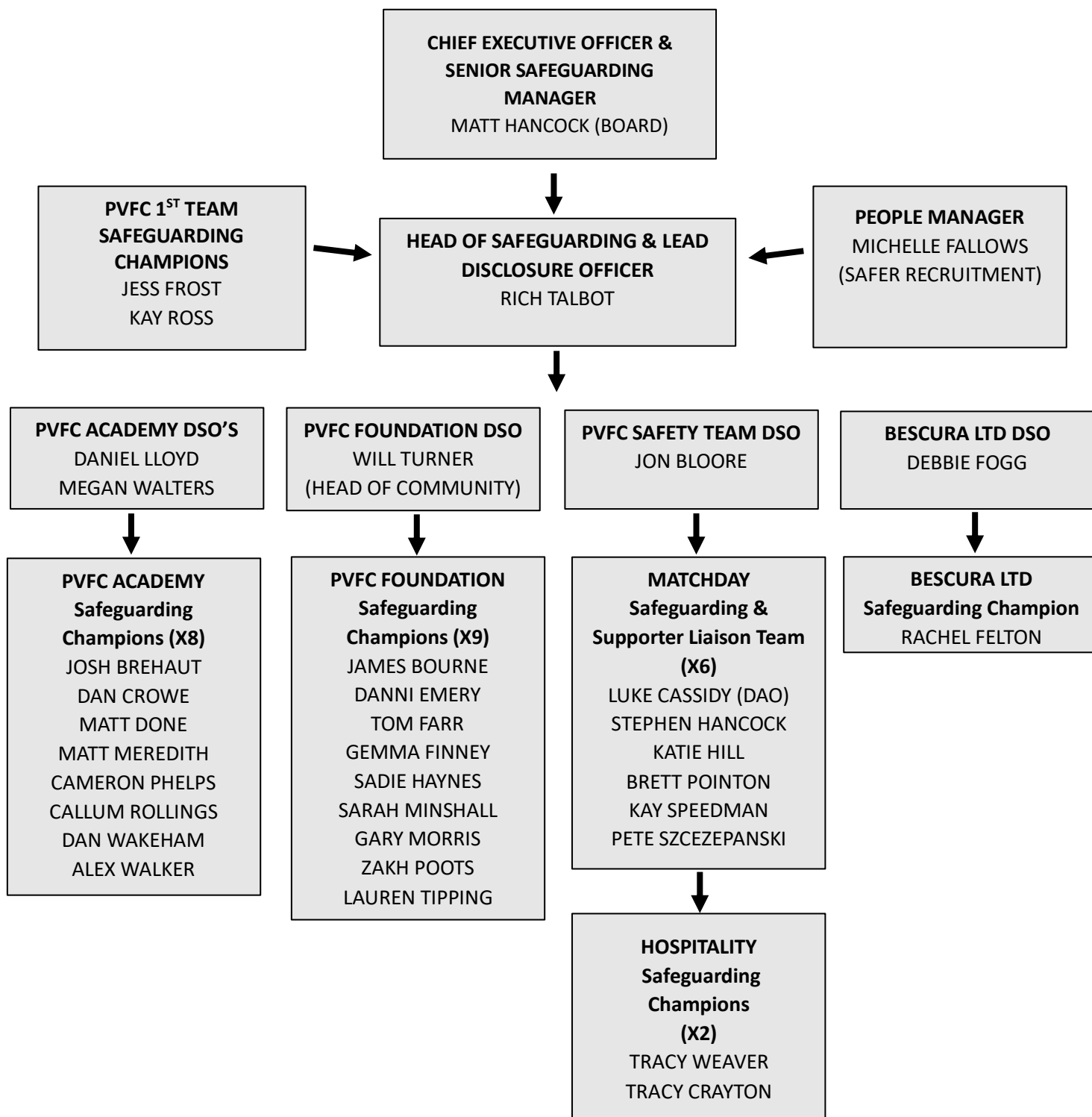
2023-24





PORT VALE FOOTBALL CLUB

SAFEGUARDING STRUCTURE 2023-2024





Authority from Port Vale Board and Acceptance of Policy

Board Member:	Claire Halket
Signature:	Claire Halket
Date:	02/02/2024 (Review)

Senior Safeguarding Manager:	Matt Hancock
Signature:	Matt Hancock
Date:	02/02/2024 (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.