



# SAFEGUARDING POLICY AND PROCEDURES

February 2023

Always Remember 'Safeguarding is Everybody's Business'

Review Feb 2024

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### 1.CONTACT DETAILS

Address: Liverpool Homeless Football Club  
1 – 27 Bridport Street  
L3 5QF

Email: [info@liverpoolhomelessfootballclub.com](mailto:info@liverpoolhomelessfootballclub.com)  
Tel: 0151 709 3828

#### Responsible for Safeguarding Adults at risk:

Joan Jacobsen (Director)  
Tel: 07401435570

#### Deputy Safeguarding Adults at risk:

Sheila Farrelly (Director)  
Tel: 07966249181

#### Responsible for Implementation of Safeguarding policy

John Finnigan  
Tel: 07595503694

#### Responsible for DBS:

John Finnigan  
Tel: 07595503694

## 2. ADULTS AT RISK STATEMENT

Liverpool Homeless Football Club recognises the importance of safeguarding the welfare of all our staff, volunteers and participants engaged in our activities.

LHFC has a programme of activities which:

- adults at risk may attend
- welcomes adults at risk into the life of our community
- makes our events available to organisations working with adults at risk

We believe that all vulnerable individuals and groups have the right to access Club services without risk of abuse, neglect or maltreatment. LHFC believes that within the provision of all Club services, safeguarding matters and that the principles of safeguarding will be given the appropriate and immediate consideration.

The Board recognises its responsibilities for the safeguarding of all adults at risk (regardless of gender, ethnicity or ability) as set out in The Department of Health “No Secrets” Policy in 2000. We acknowledge that safeguarding is about protecting people who may be at risk of abuse or neglect due to the actions (or lack of action) of another person. In these cases, it is vital that LHFC works closely with partner agencies/organisations to identify people at risk and ensure steps are in place to help prevent abuse or neglect.

**It is important to note that:**

- **participants at LHFC events/activities are referred from different agencies and are often accompanied by a support worker. Therefore, it is the support worker’s duty to ensure their agency/organisation safeguarding policies are in place and procedures are followed.**
- **football tournaments are organised and played under the rules, regulations and policies of the Liverpool County FA**

As members of LHFC we commit ourselves to the nurturing, protection and safeguarding of all associated with the club, including adults at risk and those who visit or provide support. In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

***Prevention and reporting of abuse and responding to concern:*** It is the duty of all staff and volunteers to prevent the physical, sexual and emotional abuse of adults at risk and the duty of all to respond to concerns about the well-being of any adults at risk and to report any concerns or abuse disclosed, discovered or suspected. LHFC will fully co-operate with any statutory investigation into any suspected abuse linked with the club.

***Safe recruitment, support and supervision of workers:*** LHFC will exercise proper care in the selection and appointment of those working with adults at risk, whether paid or voluntary. All workers will be made aware of available training, support and supervision to promote the safeguarding of adults at risk.

**Safe behaviour - a code of behaviour for workers:** The club has a code of behaviour for all who are appointed to ensure that they and all adults at risk are protected and are shown the respect that is due to them. We should also be careful to use appropriate language and suitable vocabulary, which can often reflect people's attitudes towards others.

**Safe practice and safe environments:** LHFC is committed to providing a safe environment for activities with adults at risk and will adopt ways of working with them that promotes their safety and well-being.

**A safe community:** The club believes that everyone should be treated with dignity and respect. Harassment of any kind will not be tolerated in any form towards players, staff, volunteers or visitors. LHFC will seek to ensure that the behaviour of anyone who may pose a risk to adults at risk in the community of the club is managed appropriately.

**Responsible people:** The following people have been appointed on to the LHFC Safeguarding team:

Joan Jacobsen as the Safeguarding Officer to oversee and monitor implementation of the policy and procedures on behalf of LHFC's Board of Directors.

John Finnigan to deal with DBS checks and records.

Joan Jacobsen as the Designated Person for Safeguarding Adults at risk, and

Sheila Farrelly as deputy, to:

- advise LHFC on any matters related to the safeguarding of adults at risk
- take the appropriate action when abuse or neglect is disclosed, discovered or suspected.

**Policy and procedures:** A copy of the policy statement will be posted on the club website

Each worker with vulnerable adults whether paid or voluntary will be given access to a copy of the policy and made aware of where the procedures can be found and will be required to follow them (This may be in an electronic form).

A full copy of the policy and procedures will be made available on request to any member of the club the relatives or carers of any vulnerable adult from the club or any other person associated with the club.

The policy and procedures will be reviewed at least annually

### 3. ABOUT VULNERABILITY, NEGLECT AND ABUSE

An adult at risk is someone who:

- is unable to safeguard their own well-being, property, rights or other interests
- is at risk of harm because they are affected by disability, mental disorder, illness or physical or mental infirmity, drug/alcohol issues and are more vulnerable to being harmed than adults who are not so affected
- is at risk if another person's conduct is causing (or is likely to cause) the adult to be harmed.

Homelessness itself does not make people vulnerable. However, circumstances such as homelessness may exacerbate other conditions and impact negatively upon individuals' ability to care for and protect themselves.

Abuse or neglect is any behaviour towards a person that deliberately or unknowingly causes him or her harm, endangers their life or violates their rights. This may be the result of deliberate intent, negligence or ignorance. Exploitation can be a common theme in the experience of abuse or neglect. Whilst it is acknowledged that abuse or neglect can take different forms, the Care Act 2014 guidance identifies the following types of abuse or neglect:

- physical abuse
- domestic abuse
- sexual abuse
- psychological abuse
- financial or material abuse
- modern slavery
- discriminatory abuse
- organisational abuse
- neglect and acts of omission
- self-neglect

Abuse can happen anywhere and can consist of single or repeated acts. An abuser can be anyone that comes into contact with a vulnerable person and is often someone well known or close to them, or someone who is employed to care for them. Abuse often results in a violation of human and civil rights.

It is the responsibility of all staff, volunteers and members to recognise the signs of potential abuse and to take action if they suspect that someone is being abused.

**Spotting signs of abuse:** It's not always easy to spot the symptoms of abuse. Someone being abused may make excuses for why they're bruised, why they don't want to take part in activities or talk to people. It's important to know the signs of abuse and be prepared to report these concerns.

Behavioural signs of abuse in a vulnerable person could include:

- becoming quiet and withdrawn
- being aggressive or angry for no obvious reason
- sudden changes in their normal character, such as appearing helpless, depressed or tearful

- physical signs of abuse, such as bruises, wounds, fractures and other untreated injuries
- the same injuries happening more than once
- not wanting to be left on their own or alone with a particular person or people
- being unusually light hearted and insisting there's nothing wrong

If you feel someone you know is showing signs of abuse, talk to them to see if there's anything you can do to help. If they're being abused, they may not want to talk about it straight away, especially if they've become used to making excuses for their injuries or change in personality.

Don't ignore your concerns, as that could allow any abuse to carry on or escalate.

LHFC will follow the Liverpool City Council safeguarding guidance to raise an alert (See Appendix)

**Confidentiality:** In normal circumstances observing the principle of confidentiality will mean that information is only passed on to others with the consent of the service user. However, where there is concern about abuse, the service user must be made aware that information will need to be shared with statutory agencies in order to protect them and also to potentially protect others or investigate an alleged or suspected criminal offence even if they are not happy for this to happen

#### 4. SAFER RECRUITMENT FOR STAFF & VOLUNTEERS

The Board recognises their duty to safeguard and promote the welfare of all involved at the club. LHFC safer recruitment policy helps to deter, reject or identify potential staff & volunteers who might abuse vulnerable people or who are otherwise unsuitable to working with them, by carrying out all necessary checks.

**Employment Checks** - All successful applicants are required to:

- provide proof of identity
- complete a DBS application and receive satisfactory clearance;
- provide actual certificates of qualifications;
- to complete a confidential health questionnaire;
- to provide proof of eligibility to live and work in the UK

#### **Volunteer Checks- LHFC will**

- Ask potential volunteers to Complete of a brief application form, including a self-declaration about any previous convictions they may have.
- Take up references either by telephone, or in writing to elucidate important information about someone's suitability as a volunteer working with vulnerable service users.
- Interview potential volunteers to help them understand more fully the role for which they are applying and to allow the organisation to review the risk assessment in view of an individual's specific circumstances (e.g. if they have a previous conviction).

Usually volunteers will not be solely responsible for the supervision of adults at risk and will always be accompanied by a member of staff. If the volunteer role will involve unsupervised access to vulnerable adults, then a criminal record check should be sought. The administration costs of this check will be met by LHFC.

## 5. GENERAL GUIDELINES (MINI BUS & CLUB ACTIVITIES/EVENTS)

It is important that anyone giving or seeking support should know that good conduct is always expected and that those supporting or being supported are accountable and that any boundaries set are respected at all times.

In addition:

- Where vulnerable adults are being supported in any way, then at least two people should be present.
- Where applicable safety information should be sought from support workers who accompany vulnerable adults; to include: contact information for emergencies and any key health issues you should be aware of.

### ***Minibus***

Where practicality allows, no passengers should be sat in the front seats of the mini bus. A seating plan should be kept, which will help identify any potential issues.

For safeguarding and insurance purposes there is a Dash Cam fitted on the windscreen of the minibus, which records visual and audio footage. It will monitor actions inside the minibus and record any incidents which may be encountered while the minibus is in motion.

The Dash Cam must be switched on for all journeys

All passengers must be made aware that there is a camera on board and that footage will be used as evidence to address any issues which may arise.

### ***Activities & Events***

Groups & organisations attending our events and accessing our services are expected to have their own safeguarding policy and the procedures followed will be those of the relevant organisation.

We will expect all groups to inform us if an issue is being investigated but only give us detailed information about that on a need to know basis.

## 6. RESPONDING TO CONCERNS

All concerns must be raised immediately with designated person for Safeguarding – Joan Jacobsen or deputy Sheila Farrelly.

On receipt of a concern or allegation of abuse about a vulnerable adult and their wellbeing the Designated person for Safeguarding adults (or deputy) will take the necessary action, following Liverpool City Council procedures for reporting a concern (See Appendix).

In an emergency situation or if the designated person for Safeguarding adults (or deputy) is unavailable any individual can contact the **Liverpool City Council careline: 0151 233 3800**

**If an adult is in immediate danger, contact the police directly- call 999**