



**LEWES COMMUNITY FOOTBALL CLUB  
THE DRIPPING PAN  
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**How to Report a Concern Procedures - Safeguarding Policy**

<b>LEWES COMMUNITY FOOTBALL CLUB</b>
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## **How to Report a Concern at Lewes FC**

If you are worried about a Child (U18), an Adult at Risk or other individuals, it's vital you report your concerns.

### **Who is a Child or Adult at Risk?**

A **Child** is identified by the Department for Education (2023) as:

Anyone who has not yet reached their 18th birthday. Child protection guidance points out that even if a child has reached 16 years of age and is:

- living independently
- in further education
- a member of the armed forces
- in hospital; or
- in custody in the secure estate

**They are still legally children** and should be given the same protection and entitlements as any other child. A child in Wales is identified in Section 3 of the Social Services and Well-being (Wales) Act (2014) which states that a child: '**is a person who is aged under 18.**' This is synonymous with the Scottish and Northern Irish definitions of a Child who refer to: '**all children and young people up to the age of 18.**'

### **Position Of Trust**

Further still, in the UK anyone aged 16 or over, regardless of gender or sexuality can legally consent to sex. **However, there are exceptions to this rule.**

It is illegal for anyone in a **position of trust** to have **sexual contact with anyone aged 17 or under who is in their care.** For the purposes of this document, one of these positions of trust is identified as roles **within sport:**

In 2022, the government added sports coaches to the list of roles included in the definition of position of trust in the Sexual Offences Act (2003). The amendment to the law recognises that people who **hold roles in football** where they are: coaching, teaching, training, supervising, or instructing 16 and 17-year-olds, have a particular influence over their development and *are therefore, in positions of trust.*

**Abusing this statutory position of trust is illegal and a breach of FA Regulations.**

An **Adult At Risk** is identified by the Care Act (2014):

An adult at risk is someone over 18 years old who:

- has care and support needs;
- is experiencing, or is at risk of, abuse or neglect;
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

**Doing nothing is not an option.**

**What ways can I report a concern?**

There are five ways to report a concern:

**1).** To your Club or League  
Designated Safeguarding Officer –[youthsec@lewesfc.com](mailto:youthsec@lewesfc.com)

The Lewes FC website also offers:

**A Report A Concern Form:**

**[https://docs.google.com/forms/d/e/1FAIpQLSeHorXqC6b7\\_oCRtSu6g3t0Sw5wrjNjiBQyVoMal-bgSibjww/viewform?vc=0&c=0&w=1&flr=0](https://docs.google.com/forms/d/e/1FAIpQLSeHorXqC6b7_oCRtSu6g3t0Sw5wrjNjiBQyVoMal-bgSibjww/viewform?vc=0&c=0&w=1&flr=0)**

or **Request A Call Back** option:

**2).** To your County - Sussex FA Designated  
Safeguarding Team.

Phone: 01903 768578

**Email: [Safeguarding@SussexFA.com](mailto:Safeguarding@SussexFA.com)**

**3).** By emailing The FA Case Management  
Safeguarding Team at:  
**[Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)**;

**4).** If urgent and you cannot contact your  
club, league or County FA Designated  
Safeguarding Officer, you should call  
the **NSPCC 24 hour helpline** on  
**0808 800 5000**;

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**5).** If it is an emergency or you cannot get hold of these individuals because a child, children or adults at risk are at immediate risk, or are at risk to themselves or

**others, then call the Emergency Services on 999 or the Police or Children's Social Care in your area.**

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### **What types of concerns can I report?**

Concerns could be of a Safeguarding or Welfare Nature. They may vary from low risk to high risk.

### **What is Safeguarding?**

In the broadest sense, Safeguarding is the protection of an individual's health, well-being and right to live in safety, free from harm, abuse and neglect.

### **What are the types of abuse or harm to look out for?**

**Abuse:** 'a violation of an individual's human or civil rights by any other person or persons and, for the purposes of safeguarding children, shall include physical abuse, emotional abuse, sexual abuse, neglect and bullying.'

**Harm:** 'Ill treatment and forms of ill treatment (including sexual abuse and forms of illtreatment which are not physical) and also the impairment of or an avoidable deterioration in physical or mental health and the impairment of physical, intellectual, emotional, social or behavioural development.' 'Harm' may be caused by acts of commission and acts of omission.

The United Nations Convention, Rights of the Child (1990) set out that the rights of every child in the world is to: survive, grow, participate and fulfil their potential.

### **Concerns identified as abuse will fall within the following five categories:**

- **Physical Abuse:** A child is physically hurt or injured by an adult, or an adult gives alcohol or drugs to a child or young person;
- **Neglect:** A child's basic physical needs such as sanitation, responding to health care needs, nutrition and education are consistently not met or they are regularly left alone or unsupervised;
- **Sexual Abuse:** An adult or peer uses a child or young person to meet their own sexual needs;
- **Emotional Abuse:** Persistent criticism, denigrating or putting unrealistic expectations on a child or individual;
- **Bullying:** Persistent or repeated hostile and intimidating behaviour towards a child or individual. Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying

can take many forms (physical, verbal, emotional) and can happen in person or online (known as cyberbullying).

Further examples of abuse and exploitation of children and adults at risk include:

- Financial abuse
- Parental/guardian Alcohol and Drug Misuse
- Domestic Violence
- Female Genitalia Mutilation (FGM)
- Arranged Marriages
- Child Trafficking
- Criminal Exploitation

### **Spot the Signs:**

The signs of child abuse aren't always obvious, and a child or individual might not feel able to tell anyone what's happening to them. Sometimes, children don't even realise that what's happening to them is abuse.

There are different types of child abuse and the signs that a child is being abused may depend on the type. For example, the signs that a child is being neglected may be different from the signs that a child is being abused sexually. Sometimes more than one abuse occurs at the same time. The NSPCC identify some examples in the following link below and Lewes FC adopt the ABC approach to spotting signs:

Significant changes from a standard deviation of:

**A**ppearance

**B**ehaviour

**C**ommunication

<https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>

### **What is Welfare?**

Welfare and Well-being are often terms used interchangeably. An example is the police undertake welfare checks when they are concerned about someone's well-being. And there are Club Welfare Officers who make sure players' well-being are a priority.

The dictionary defines Welfare as: the general health, happiness and safety of a person. Wellbeing is described in the dictionary as general health and happiness (emotional/physical/psychological wellbeing).

Further still, player welfare in football depends on high standards both on and off the pitch. When behaviours don't meet standards which are expected, breaches of codes of conduct can create misconduct complaints and disciplinary processes, which exposes players to needing more support to protect their wellbeing.

It is important to also note adults (over 18s) choose to play football and *most have responsibility for their own choices and wellbeing*. If adults at risk let the club know they have additional needs, the club can work together to make reasonable adjustments.

Chapter 1 of **Promoting Wellbeing within the Care Act (2004)** refers to offering Care and Support Statutory Guidance for Local Authorities. Whilst this is not the direct intervention of sport clubs as a local authority, the definition is useful.

**“Well-being”**, in relation to an individual, means that individual's well-being so far as relating to any of the following:

- (a) personal dignity (including treatment of the individual with respect);
- (b) physical and mental health and emotional well-being;
- (c) protection from abuse and neglect;
- (d) control by the individual over day-to-day life (including over care and support, or support, provided to the individual and the way in which it is provided);
- (e) participation in work, education, training or recreation;
- (f) social and economic well-being;
- (g) domestic, family and personal relationships;
- (h) suitability of living accommodation;
- (i) the individual's contribution to society.

It should again be noted that (a) the importance of beginning with the assumption that the individual is best-placed to judge the individual's well-being.

### **What is a low level concern?**

Behaviours which fall below the level of the club code of conduct standards. They may also not be immediately dangerous or harmful but set a poor example. Additionally, not constructively and compassionately challenged, may lead to normalised behaviour and a less positive culture.

### **What is a high level concern?**

If reported to a club, league or County FA Designated Safeguarding Officer, they will make an assessment based on their training.

The assessment will classify the case as:

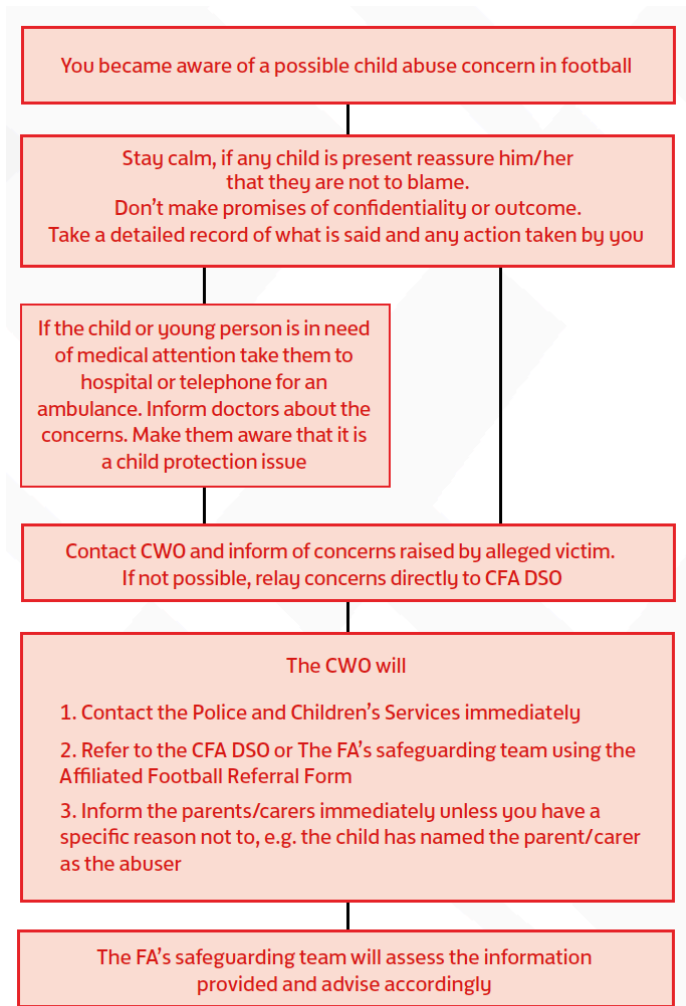
- High and immediate-risk;
- Medium-risk;
- Lower-risk or poor practice.

If high and immediate-risk: the statutory authorities will be informed and within 24 hours a standard referral form outlining the case will be sent to The FA Safeguarding Case Management Team. If medium-risk: a referral form will be sent to The FA Safeguarding Case Management

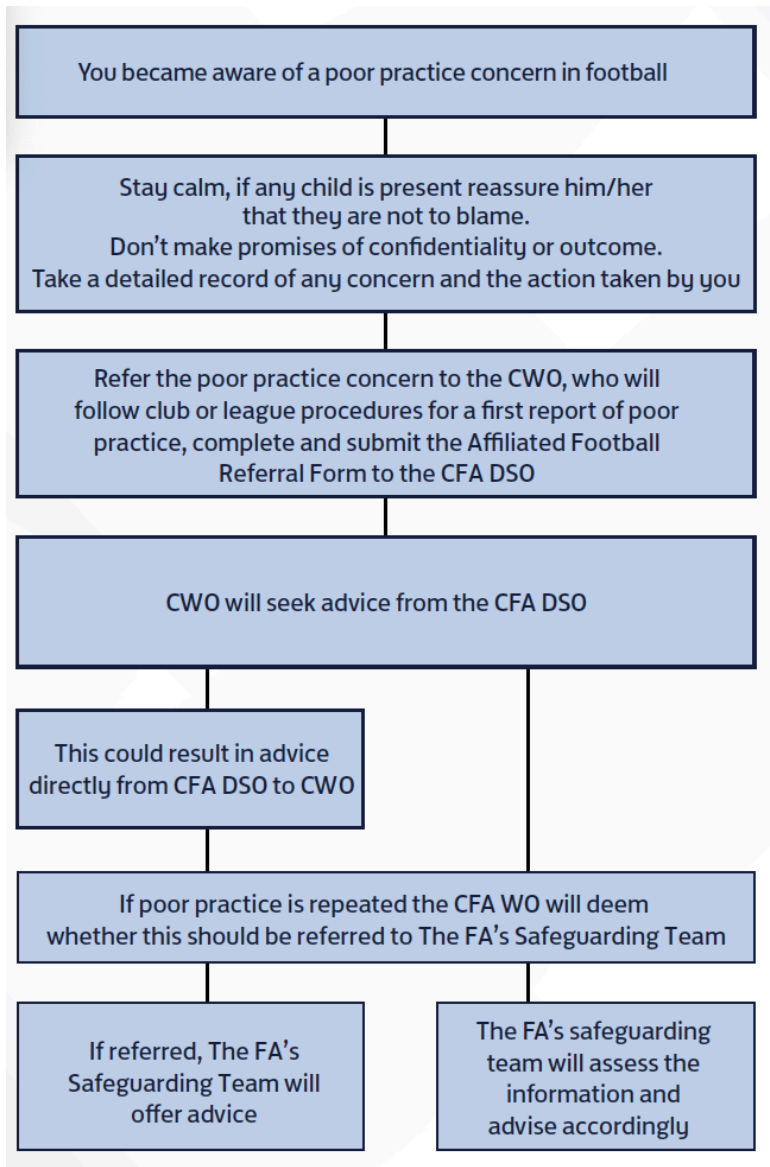
Team within 24 hours and handled on a case-by-case basis. This means it may be referred to the statutory authorities or handled by The FA and relevant County FA in the case of grassroots football, or the DSO if the incident has occurred at a professional club.

If lower-risk or poor practice: it will be handled by the County FA in the case of grassroots football, or the club DSO if the incident occurs at a professional club. Thereafter, just as in a legal case, there are various risk management actions which can be taken by The FA to safeguard children. These include education, mentoring, supervision and, where appropriate, suspensions.

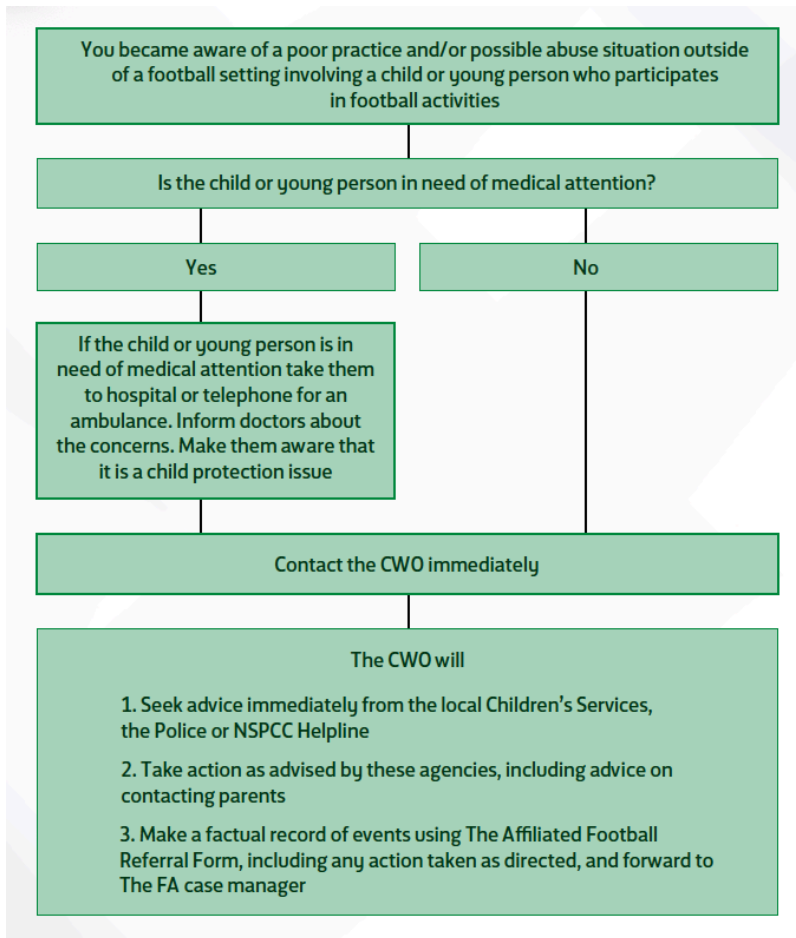
### High Level Concern - Child Abuse



### Low -Mid Level Concern *Within Football*



## Low Level to Mid Level Concern *Outside of Football*



### Who can report a concern?

Threshold 1 - Anyone in football, current or historic.

Threshold 2 - Any allegation by anyone

Threshold 3 - Any low/medium/high level concern

### What if I am unsure?

Please contact the club safeguarding officer for a chat.

### If you have concerns for yourself:

#### Reporting Concerns About Yourself

**If you are experiencing harm within**

**Lewes FC contact**

**safeguarding lead**

**Michele Fogden [youthsec@lewesfc.com](mailto:youthsec@lewesfc.com)**

If you are in immediate danger or need immediate medical assistance contact the emergency services 999.

Please contact the Safeguarding Lead- youthsec@lewesfc.com. If you would prefer, please contact another member of staff who will help you raise the issue to the Safeguarding Lead.

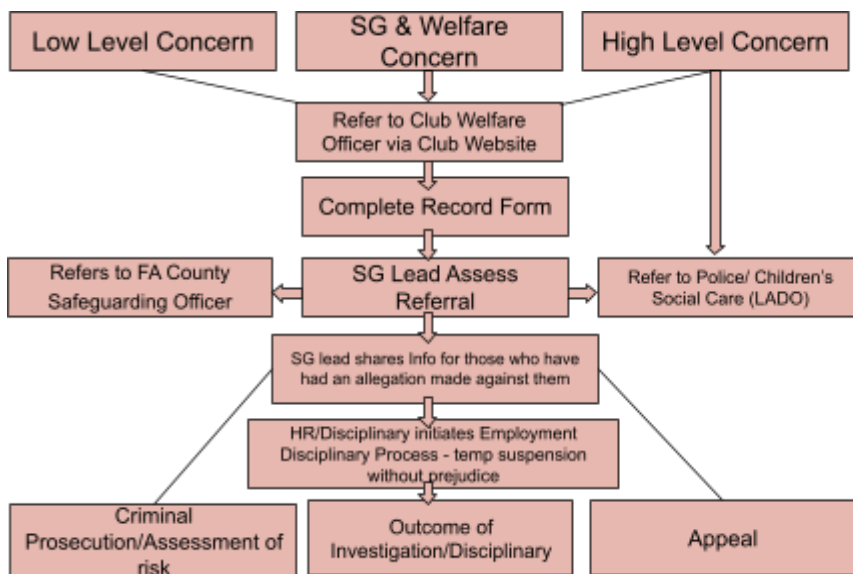
If the Safeguarding Lead or Welfare Officer is implicated or you think has a conflict of interest, then report to the Kelly Lyndsey Chief Executive/Officer. If they are implicated, please refer to Sussex FA.

You can also contact the Police, Social Services, your doctor or other organisations that can provide information and give help and support (see Appendix 2 Other sources of support).

Lewes FC will follow the procedure in this document. If you do not think your concerns are being addressed in the way that they should be please contact the Chief Executive/Officer or a member of the Sussex FA Board.

At all stages you are welcome to have someone who you trust support you and help you to explain what happened and what you want to happen.

**It is of upmost importance to Lewes FC that you can take part in sporting activities safely and we will take every step to support you to do that**



### How to respond to a SG/Welfare Concern

#### What should I do if a concern is raised directly to me?

If a child, young person or adult at risk does tell you about a concern, however low or high risk it may seem - this is called a **disclosure**. It is important to help that person share their concern and listen carefully to what they are saying. It is important to control your own feelings. Take some deep breaths and let the individual tell you what has happened at their own pace and in their own way.

Lewes FC adopts the TED method if the individual is ready to disclose from the NSPCC Time To Listen Course. Please note this is on a case by case basis and the individuals well-being will be considered when and if they are ready to discuss the following questions. Tell me more about that...

Explain what you mean by that...

Describe what happened...

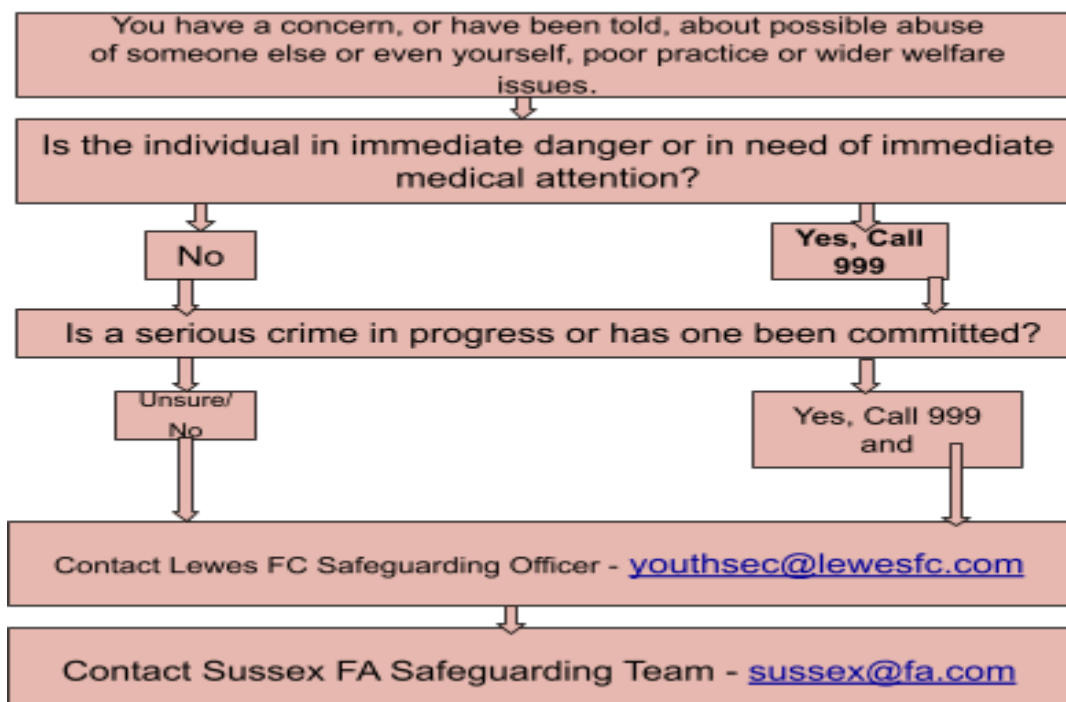
**Remember it is important to keep information confidential.**

Please note: You may not have experienced a disclosure before. It may be incredibly difficult for the individual to raise their concern. If they are not comfortable sharing - do not try to push further, but let them know you are prepared to listen at a time and space (with additional trusted adults) when they are more comfortable. Remember **reporting is a sign of confidence and never turns an individual away**. It may be helpful if they can bring an additional supportive member of an item to help comfort them.

**Reporting a concern is a sign of confidence.**

It is important to thank the individual for sharing their concern, and that you cannot promise to only keep it between the two of you. **You must share that the information they have disclosed must be shared with those only on a Need to Know Basis**. These individuals are within the Who to Report a Concern to and should you have any concerns with any individuals, please use an alternative option.

It is important to maintain confidentiality and confidence for the individual who has disclosed their concern. It is also important to consider a trauma informed practice. Speaking up, has the potential for re-harming a victim's mental well-being by reliving their experience. It is important to listen and not judge. It is also important not to over share information if an individual is wrongly accused. Therefore share this with the relevant individuals who can help with the concern asap to prevent any further harm from occurring



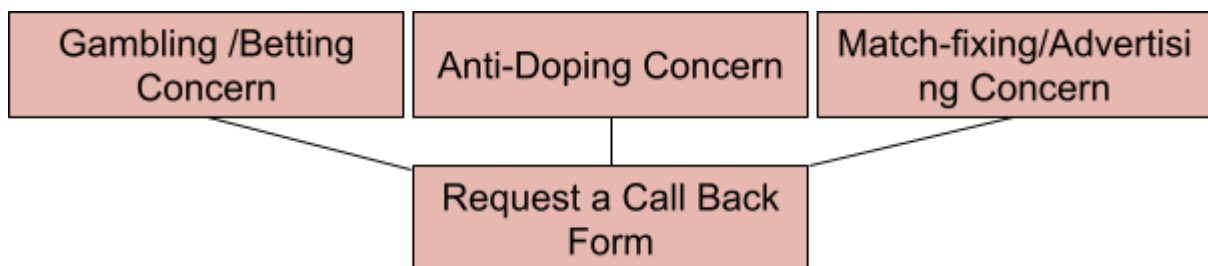
## WhistleBlowing:

Whistle-blowing in a safeguarding context means revealing and raising concerns over misconduct or malpractice within an organisation, or within an independent structure associated with it. It can be used as an early-warning system or **when it is recognised that appropriate actions have not been taken**. This approach or policy is adopted in many different walks of life. Any adult or young person with concerns about a colleague's conduct towards a child or young person can also use whistle-blowing by emailing: [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com).

Alternatively, concerns can be reported:

- Direct to the local Police or Children's Social Care services, or
- The Child Protection in Sport Unit at [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk), or The NSPCC Helpline on 0808 800 5000 or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

You can also to **Request a Call Back** if your matter relates to one of the following:



## Lewes FC adopt the 5 R's Remembering Rule:

Please memorise the five 'Rs' of safeguarding good practice:

**RECOGNISE > RESPOND > REPORT > RECORD > REFER**

**RECOGNISE** something that could be concerning.

**RESPOND** in an appropriate way. Listen to what the person is telling you.

**REPORT** any safeguarding disclosure to your supervisor/line manager. They will forward the concerns and any other information to the Senior Safeguarding Manager, who will advise on next steps.

**RECORD** the concern on the safeguarding referral form. As soon as possible, write down everything that was said and every action taken. Use the child's own words verbatim. Do not record your own opinion or what you think they said. Just stick to the facts.

**REFER** to another agency if required. Inform parents/carers unless there is suspicion of their involvement.

## Further Resources Available:

[How to report safeguarding concerns.pdf](#) Lewes FC to Sussex FA referral Form [4.1 affiliated-football-referral-form.docx](#). Please send to the Lewes FC SG officer or use the Clubs report a Concern Form on the Website signposted.

## **Trauma Informed Approach to Safeguarding Concerns**

**Lewes FC will endeavour to lead any process with the following values:**

**Fairness:** Leading with measured empathy and ensuring equity for all involved, recognising the unique circumstances of each person while maintaining a consistent and just approach.

**Transparency:** Communicating openly and with clarity, ensuring all involved understand ways of working and expectations while maintaining necessary boundaries.

**Person-centred:** Taking a compassionate and individualised approach by considering each person's unique perspective and needs, striving to meet them where they are at.

### **Process Steps for Reporter/Reported:**

Lewes FC also adopt the following methods to support those who have reported or have been reported. The welfare officer will also sign post well-being support resources.

Info and Support for Individuals Receiving a Disclosure:

[Information-and-support-for-individuals-receiving-a-disclosure-dec-2016.pdf](#)

Information and Support for Individuals whom a complaint has been made:

[Information-for-those-against-whom-a-complaint-has-been-made-dec-2016.pdf](#)

### **Lewes FC Mental Health Directory**

The following links provide opportunities to find suitable mental well-being resources for individuals who would like to explore support for their emotional and mental well-being.

FA Welfare Directory:

[Lewes FC Mental Health Directory 2024-5.docx](#)

[Football and Mental Health - The FA](#)