



**LEWES COMMUNITY FOOTBALL CLUB
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Safeguarding Adults at Risk Policy and Procedures

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Policy Document Name:	Safeguarding Adults at risk policy and procedure
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Lewes FC - Safeguarding Adults at Risk Policy and Procedures

1. Lewes Football Club (Lewes FC) believes it is unacceptable for anyone to experience abuse of any form. Lewes FC acknowledges its responsibility to safeguard the welfare of adults at risk, who have been entrusted to its care. We are committed to working to provide a safe environment for members, and we will follow the safe working practices outlined in this policy to achieve this. This policy applies to all staff including; directors, managerial staff, paid staff, seasonal and temporary staff, players attached to Lewes FC only and safely recruited volunteers, working on behalf of Lewes FC.

This policy does not apply to Lewes FC community partnerships or the Lewes FC Supporters Club.

Lewes Football Club (Lewes FC) acknowledges its responsibility to safeguard the welfare of Adults at Risk, within its environment and is committed to working to provide a safe environment for all members.

An Adult at risk can be a permanent or temporary status of anyone or engaged in any club football activity. We subscribe to The Football Association's (The FA) Safeguarding Adults in Affiliated Football Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

2. The FA describe an adult at risk as someone who meets one of the three of the following criteria

- They have a temporary or ongoing care and/or support need
- They are at risk of abuse or neglect
- They are unable to protect themselves due to their care/support needs.

Examples of care and/or support needs are (but not limited to) mental or physical disability, mental health issues, neurodiversity, substance misuse, domestic abuse, historical abuse.

3. Embedded within the Care Act (2014), the Ann Cruft Trust recognises that there are the six principles of safeguarding adults which should be endorsed and adopted.

The Six Principles of Adult Safeguarding:

1. Empowerment

People being supported and encouraged to make their own decisions and informed consent. This differs with regards to Safeguarding Children as adults may need to give consent for an intervention. This consent is not needed if a crime has been committed for children or adults who are at risk or you believe the person is an immediate risk of harm to themselves or other people. You should contact the police in these incidents.

An example of Safeguarding Consent is: “I am asked what I want as the outcomes from the safeguarding process and this directly informs what happens.”

2. Prevention

It is better to take action before harm occurs. Lewes FC have appointed a Safeguarding and Welfare Officer Michele Fogden – youthsec@lewesfc.com – any concerns, or queries about Adults at risk should be reported about their knowledge or lack of knowledge of abuse.

An example of preventative measures are: “I receive clear and simple information about what abuse is. I know how to recognise the signs, and I know what I can do to seek help.”

3. Proportionality

The least intrusive response appropriate to the risk presented. Lewes FC have a reporting process (below) to ensure appropriate action is taken and all are aware of the escalation process.

- [How to Report a Concern](#)

4. Protection

Support and representation for those in greatest need.

An example is that an individual feels that “I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

The Safeguarding and Welfare Officer - Michele Fogden – youthsec@lewesfc.com can guide you through this process.

Lewes FC have devised a mental health directory, with links to local and national services which can be found [Lewes FC Mental Health Directory 2024-5.docx](#)

5. Partnership

Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse. An example will be that an adult at risk can say “I know that staff treat any personal and sensitive information in

confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

6. Accountability

Accountability and transparency in delivering safeguarding practice.

An individual should be able to say “I understand the role of everyone involved in my life and so do they.”

Furthermore, Lewes FC supports The FA’s **Whistle Blowing Policy**. Any adult or young person with concerns about an adult in a position of trust with football can ‘whistleblow’ by:

- Calling Sussex County FA on 01903 768578 or emailing Safeguarding@SussexFA.com
- Calling The **FA Safeguarding Team** on **0800 169 1863**, or by emailing Safeguarding@TheFA.com;
- Contacting NSPCC via help@nspcc.org.uk
- Contacting Child Protection in Sport Unit via cpsu@nspcc.org.uk
- or alternatively by going direct to the Police or Children’s Social Care

Lewes Football Club encourages everyone to know about The FA’s Whistle Blowing Policy and to utilise it if necessary.

Lewes FC has appointed a **Club Welfare Officer** in line with The FA’s role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. **The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any Adult believed to be at risk.** The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst club members.

Reporting your concerns about the welfare of an Adult at risk

3. Safeguarding is everyone’s responsibility. If you are worried about an Adult at risk it is important that you report your concerns to Lewes FC. Ideally you would speak to the adult at risk and let them know you are going to share information with need to know individuals. .

If you do not gain consent, you can speak to the Safeguarding and Welfare Officer for support and keep the identity of the person anonymous.

If the person is a risk to themselves or other people, or if a child is at risk then consent is not needed to share information. The Safeguarding and Welfare officer will make you aware of action and steps that will be taken next and where safe to do so inform the Adult at Risk of

the next steps. If you are concerned or their immediate risk of harm, you must contact the Emergency services.

If you are worried about an Adult you believe to be at risk, then you need to report your concerns to the Club Safeguarding and Welfare Officer Michele Fogden – youthsec@lewesfc.com. Or you can Report A Concern confidentially on the [Lewes FC safeguarding and welfare page](#) of the club website or Request A Call back.

If the issue is one of poor practice the Club Welfare Officer will either:

- deal with the matter internally at the club and share with the Sussex FA ; or
- seek advice from the Sussex FA Welfare Officer

Mental Ill Health Concerns

If a staff member or player leaves work due to a acute mental health concerns please follow this procedure yourself and contact the Club Welfare Officer:

- Before they leave, ask where the individual is planning on going and who will be with them when they arrive at their destination.
- Ask them to let you know when they arrive at their destination safely.
- If you do not hear from them within a reasonable amount of time, try to contact them to check they are home and safe.
- If you are not able to contact them, contact their next of kin to let them know they have left work.

If the concern is more serious – a crime has been committed, where possible, contact the CFA Welfare Officer first, then immediately contact the Police.

If the Adult needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is an adult at risk.

Let the Lewes FC Welfare Officer know what action you have taken, they in turn will inform the Sussex FA Welfare Officer.

If at any time you are not able to contact your Club Welfare Officer or if you believe an Adult has undergone harm or is at risk of immediate harm, then you can either contact the :

- Sussex County FA Welfare Officer directly on 01903 768578
- FA Safeguarding Team on 0800 169 1863 or Safeguarding@TheFA.com
- Police or Ambulance service on 999

4. Further advice on Safeguarding Adults at Risk can be obtained from:

Michele Fogden E: youthsec@lewesfc.com (07961619032)

Sussex Football Association's Welfare Officer

E: Annette.Madden@SussexFA.com (T: 01903 753547 (#228))

or: Karen.Harrington@SussexFA.com (T: 01903 753547 (#229))

The Football Association

<http://www.thefa.com/football-rules-governance/safeguarding>

Email: Safeguarding@TheFA.com

The FA Safeguarding Children general enquiry line - 0845 210 8080

Further reading:

The FA Guidance notes 1.5 Safeguarding Adults in Affiliated Football

5. Respect codes of conduct for Players, Parents, Spectators, Officials and Coaches have been implemented by Lewes Football Club. In order to validate these Respect codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.