



Wycombe Wanderers Football Club Safeguarding policy.

This policy, which applies to Directors of the Club, of the Wycombe Wanderers Trust, all staff, volunteers, agency staff and everyone employed on behalf of the Club, is designed to ensure the protection of children, young and vulnerable adults, hereafter referred to as vulnerable individuals. This responsibility applies during the course of matches, events or the day to day running of the Club, whether staged at the Stadium or the Club's training ground or any other location where the Club is responsible for staging matches or events.

This policy has been drawn up on the basis of law and guidance that seeks to protect such individuals in line with the following:

- [Children Act 1989](#)
- [United Convention of the Rights of the Child 1991](#)
- [Data protection Act 1998](#)
- [Sexual Offences Act 2003](#)
- [Children Act 2004](#)
- [Protection of Freedoms Act 2012](#)

The Club is committed to creating and maintaining a safe, caring and positive environment for vulnerable individuals who attend its' matches or events and will actively look out for and use its' best endeavours to prevent and actively manage situations of emotional disturbance, neglect and physical or sexual abuse.

The welfare of such individuals is of paramount importance and the Club is committed to ensuring their right to protection from abuse

In addition, the Club subscribes to [The Football Association's Safeguarding Children - Policy and Procedures](#) and endorses and adopts the Policy Statement contained in that document.

The key principles of The FA Safeguarding Policy are:

- The vulnerable individual's welfare is, and must always be, the paramount consideration
- Vulnerable individuals, attending the Club's matches, events and day today running of the Stadium have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation

- In addition, the Club has a role to play in safeguarding the welfare of vulnerable individuals, who attend its' matches or events, by protecting them from physical, sexual or emotional harm and from neglect or bullying.
All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

2. Practice

2.1 Responsibilities

The Club has appointed the Stadium Manager as it's Club Welfare Officer (CWO) who has completed the Safeguarding Children and Welfare Officers Workshop. The CWO is the first point of contact within the Club regarding concerns about the welfare of any vulnerable individual.

The CWO will be responsible for:

- Preparing written Safeguarding Policies
- Receiving and recording incidents of concern and passing on where appropriate to child protection agencies
- Ensuring compliance with the policy
- Liaison with players, parents, staff, government agencies and other bodies
- Promotion of awareness of Safeguarding issues generally
- Encouragement and monitoring of best practice

2.2 Training

The protection of vulnerable individuals is the responsibility of everyone at the Club. All staff and volunteers of the Club will be made aware of how to recognise abuse and make appropriate referrals to the CWO. Training in these matters will be provided by the Club and records maintained by the CWO.

Key elements of such training will relate to the recognition of abuse & the mechanism for reporting concerns and actions that staff should take in order to avoid any suspicion of improper behaviour.

2.3 Recognition and Reporting

The first indication of concern about an individual's welfare is not necessarily the presence of an injury. Staff should consider:

- Observations of a child or vulnerable adult's physical or emotional condition
- Remarks made by a child, a parent or another adult
- Observations of the individual's behaviour or reactions

In addition, The Club takes due regard to the need to prevent people from being drawn into terrorism. As such the Club is committed to providing appropriate training opportunities to staff so they have an understanding of what radicalisation means, why people may be susceptible to it, how to spot the signs and how to report a concern.

Staff must record any concerns as soon as possible. These notes must be given to the CWO immediately in order to ensure accuracy in recalling events. In recognition that the Social Services Department, the NSPCC and Thames Valley Police have a statutory duty to protect vulnerable individuals at risk, the Club, through the CWO, will work in partnership with these agencies, as appropriate. A record of all such issues will be held and maintained by the CWO.

The following contacts may be used in the event of issues arising:

- The FA/NSPCC Helpline: Tel: 0808 800 5000
- NSPCC Child Protection in Sport Unit: Tel: 0116 234 7278, www.thecpsu.org.uk
- Thames Valley Police Tel: 101

Staff should report any such concerns to the Club Welfare Officer at the earliest opportunity, having recorded as much detail as possible of the individual and their specific concerns. Staff should also be aware they may be required to support other agencies and professionals in an early help assessment following a concern being raised.

2.4 Unattended Children or Vulnerable Adults

Should a member of the Club staff find themselves in a situation where a child or vulnerable adult appears to be lost or unattended they should follow the guidance below:

- Do not move away from the location where the individual has been found.
- Ensure that you are not waiting alone with the individual, and that another member of the Club staff or responsible adult waits with you.
- Should the individual not be reunited with his family or carer within 10 minutes, then arrange for a message to be announced over the Stadium PA system
- If the individual is not reunited, despite the message having been announced, then alert the Club's Designated Safeguarding Officer (the Stadium Manager) to the situation who will issue guidance on the subsequent course of action to taken.

2.5 Staff Actions to Minimise Their Being Compromised

Staff will ensure that, when connecting with children or vulnerable adults, they behave in a manner that prevents them either being, or being considered to have been, in a compromising position. This may be achieved by ensuring that, when in contact with children or vulnerable adults, they remain widely visible at all times and that, where confidential discussions are being held, that at least one other adult is present.

2.6 Photography and Video Guidelines

The Club will follow the guidelines below in order to minimise the potential risks of photography and filming at the Stadium and Training Ground:

- The Club will always gain parental permission to take and use photos or videos of a child or vulnerable adult
- The Club will always respect the rights of parents/guardians to withdraw photo or video consent at any time

- The Club will not use children's names in photograph captions (unless parental consent has been gained)
- The Club will only use images of children or vulnerable adults in suitable clothing to reduce the risk of inappropriate use
- The Club is conscious of how images of children on its' website can be misused and will make appropriate decisions on which photos and videos to publish
- The Club will always convey its' expectations in relation to child protection to professional photographers or the press who are invited to attend. We will never allow professional photographers unsupervised access to children or vulnerable adults
- The Club explicitly requires any member of staff who has captured images of a child or vulnerable adult, using a personal device, in the course of their duties, to safely pass the images to the Club Media Team at the earliest opportunity, and to then immediately and permanently delete those images. Failure to comply with this requirement or to be found in possession of inappropriate photographs or recorded images of any kind, and, in particular, of children or vulnerable adults in a timescale beyond that which the club deems acceptable, whether or not captured in the course of their duties, will be subject to disciplinary action, which may result in dismissal.

2.7 Matchday Mascots

As part of the application and acceptance process for children becoming a matchday mascot, the Club issues the following forms to the parent or guardian:

- [Mascot Form 1- Information and Consent](#)
- [Mascot Form 2 - Information for Our Matchday Programme](#)
- [Mascot Form 3 – Kit Order](#)
- [Mascot Form 4 – Matchday Agenda](#)

2.8 Recruitment

The Club endorses and adopts [The FA's Responsible Recruitment guidelines](#) for recruiting staff and volunteers and will:

- Develop a role profile.
- Request identification documents.
- Ensure that all catering staff, aged between 16 and 17 have a permit to work and that they do not work with banned objects such as deep fat fryers
- As a minimum meet and chat with the applicant and, where appropriate, conduct interviews before appointing.
- Where appropriate, request and follow up with references before appointing.
- Require an [FA Criminal Records Check \(CRC\) Disclosure](#), where appropriate, in line with FA guidelines.
- Individuals having responsibility for supervising, training or being in sole charge of vulnerable individuals will be required to complete a CRC Disclosure via The FA CRC Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached the Club to become involved, guidance will be sought from The Football Association.

- In addition, the club may make use of the [FA's Disclosure and Barring Service](#) in place of, or in conjunction with the FA's CRC

Wycombe Wanderers Sports and Education Trust (WWSET), the charitable arm of Wycombe Wanderers Football Club, operating at the Stadium, has produced its' own [Child Protection and Vulnerable Adults Policy](#) which is consistent with that of the Club. The Head of the Sports and Education Trust is also qualified as a CWO.