KIDDERMINSTER HARRIERS FOUNDATION

SAFEGUARDING POLICY

July 2026-2027

Approved by the Trustees of Kidderminster Harriers Community Foundation

14th July 2026

Child Protection Policy

Introduction

Kidderminster Harriers Football Community Foundation aims to create an atmosphere where all children feel valued and safe and a place where their welfare is promoted. This policy applies to all activities and events conducted by Kidderminster Harriers Community Foundation.

Safeguarding principles

Part of the philosophy of the Foundation is the commitment to safeguarding and promoting the welfare of young people and adults at risk. We expect all staff, volunteers, participants, any partner agencies or any commissioned service providers to share this commitment. Trustees insist that this principle is embedded in all we do.

Aims

The aims of the Foundation's Safeguarding Policies are to:

1. Develop a positive and pro-active approach to safeguarding in order to best protect all children, young people and adults at risk who use our facilities or engage in associated activities, enabling them to participate and achieve in an enjoyable and safe environment.

2. Facilitate the provision of a range of child protection and awareness training for all staff or volunteers in line with guidance from The National League and Local Safeguarding Children Boards (LSCBs) and in line with The FA requirements for work with children and young people.

3. Work with our schools in supporting their policies both on school premises and when undertaking partnership work at the Stadium or elsewhere.

4. Cooperate with partners in delivering projects for adults potentially at risk including older people, people with disabilities, mental health participants and those on the recovery projects.

5. Demonstrate best practice in the area of safeguarding the welfare of all children, young people and adults at risk.

6. Promote ethical work with children, young people and adults at risk.

7. Work towards achieving the National Standards and post Standards for Safeguarding and Protecting Children in Sport devised by the Child Protection in Sport Unit of the NSPCC

Key principles

The key principles underpinning this Policy Statement are that:

• The welfare of children, young people and adults at risk is, and must always be, the paramount consideration.

• All children, young people and vulnerable adults have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious belief or sexual identity.

• All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

• Working in partnership with children, young people and their parents/carers is an essential element of our work.

The Foundation is committed to working together with Children's Services Departments, and Local Safeguarding Children Boards (LSCB's) in accordance with their procedures and in line with the most recent HM Government guidance - Working Together to Safeguard Children (2015). In addition, the Foundation is committed to working together with agencies within football to create a safer environment in which all can enjoy the game.

Where the Foundation believes, or is informed that circumstances exist which may harm any child(ren), young person(s), adult(s) at risk or poses or may pose a risk of harm to them, the Foundation will refer the matter to a statutory agency such as the Police or Social Care Team for further investigation. The F.A. Case Management Unit will be informed for football related issues also be informed.

Commitment

The Foundation's arrangements in fulfilling its commitment to safeguarding children and young people as well as adults at risk:

1. Nick Griffiths is the Senior Safeguarding Manager (SSM) with responsibility for safeguarding concerning Kidderminster Harriers Community Foundation All concerns, allegations or disclosures regarding the welfare of children or adults at risk will be referred to the SSM who will make a decision as to the seriousness and nature of the information and will refer and report to the appropriate agency. Please see final page for alternative contacts.

2. The Foundation have in place a responsible recruitment processes which include: -

- Statements in job adverts and in job descriptions as to the organisation's commitment to safeguarding
- Job descriptions
- Interviews

- Enhanced DBSs checks for those working with children and young people and adults at risk as required for the role.
- The taking up of two written references

The Foundation also outlines its commitments and requirements for safeguarding to all partner organisations and any commissioned service providers.

3. Where a DBS check reveals offences a risk assessment will be undertaken by sub-group of the Welfare, Safeguarding and Equality Group. This risk assessment will consider the suitability of the applicant based on the nature and seriousness of the offence(s), when committed and the attitude of the applicant to the offences(s). The Foundation welcomes applications from ex-offenders where the relevant offences are disclosed.

4. The Foundation accepts and adopts The Football Association's and The National League's safeguarding policies and procedures whilst further specific and individual Foundation policies are developed and adopted.

5. The Foundation ensure that, where the role requires, all staff and volunteers complete The FA Safeguarding Children Workshop. In addition, all staff and volunteers receive in-house training on identifying and reporting concerns in respect of safeguarding. In addition, support is provided for those involved in dealing with reporting incidents.

6. The Foundation is committed to ongoing safeguarding training and development, appropriate to the role of the employee and the level of their involvement with children, young people and adults at risk.

7. The Foundation is committed to the sharing of information to protect children, young people, in line with Working Together (2013) and the Data Protection Act (1998).

8. In addition to this Safeguarding Policy, the Foundation promotes a number of initiatives which seek to address and encourage young people's and families' enjoyment as participants and spectators.

Equality

Kidderminster Harriers Community Foundation will ensure that it treats everyone fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities. Every staff member, Board member, official, spectator, fan and visiting teams are to be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to work and watch football in an environment without the threat of intimidation, victimisation, harassment or abuse.

Human rights are universal, protecting everyone, both young and old.

Children and young people have many of the same rights as adults, for example the right to express their views, the right to be free from torture and inhuman and degrading treatment and the right to a private and family life.

Further details can be found in the Foundation Equality Policy.

Reporting Concerns and Whistleblowing Policy

Although this policy gives details of how to raise concerns, there is a stand-alone policy.

That policy sets out how individuals can raise concerns particularly about the safety and welfare of children, young people and vulnerable adults involved at Kidderminster Harriers Community Foundation. There may also be issues around equality or discrimination matters that raise concerns that may be raised in a similar manner. Those principles also cover all other aspects of malpractice by individuals, within projects or as part of the Foundation's practices.

It provides a method of raising concerns and how people can receive feedback on any action taken

Anti-bullying

We at Kidderminster Harriers Community Foundation are committed to providing a caring, friendly and safe environment for all of our participants so they can participate in activities in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all participants, parents and carers should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Senior Safeguarding Manager or lead coach of the session or Project.

Full details are in the Anti-bullying Policy

Statement on working ethically with Children and Adults at Risk

The Foundation has a statement on ethical working. All at the Foundation should have read this and follow its principles.

Legislation

The Children Act 1989 currently provides the legislative framework for child protection in England. Key principles established by the act include:

- the paramount nature of the child's welfare
- the expectations and requirements around duties of care to children.

The Children Act 2004 strengthens the 1989 Act. Encourages partnerships between agencies and creates more accountability. The Safeguarding Vulnerable Groups Act 2006 established a single body to make decisions about individuals who should be barred from working with children and to maintain a list of these individuals.

Adults at Risk & Child Protection

A child is defined as: Any person aged under 18

An adult at risk is any person aged 18 or over and at risk of abuse or neglect because of their needs for care and or support.

Any concerns will be taken seriously and acted upon appropriately and the organisation will pay attention to how children feel.

We will be rigorous and vigilant in protecting everyone using our services from abuse, bullying and intimidation. We will do this through a careful recruitment and selection process, on-going supervision and monitoring arrangements and guidance on appropriate behaviour.

Everyone involved with the Foundation is obliged to make sure that anyone using the services is safe.

There are 6 main elements to our Policy, which are described in the following sections:

- The types of abuse that are covered by the policy;
- The signs of abuse that Coaches, Staff and Volunteers should look out for;
- Roles and responsibilities for Safeguarding;
- Expectations of Coaches, Staff and Volunteers with regard to Safeguarding, and the procedures and processes that should be followed, include the support provided to children;
- How the Foundation will ensure that all Coaches, Staff and Volunteers are appropriately trained, and checked for their suitability to work within the Foundation;
- How the policy will be managed and have its delivery overseen.

Through implementation of this policy, we will ensure that our Foundation provides a safe environment for children to participate. We will cross reference to other policies relevant to our safeguarding in the Foundation and make reference to them in this policy where relevant.

Types of Abuse

Children who may require early help. All Coaches, Staff and Volunteers working within the Foundation should be alert to the potential need for early help for children, considering following the procedures identified for initiating early help a child who:

- Is disabled and has specific additional needs.
- Has special educational needs.
- Is a young carer.
- Is showing signs of engaging in anti-social or criminal behaviour.
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic violence; and/or
- Is showing early signs of abuse and/or neglect.
- Is showing signs of displaying behaviour or views that are considered to be extreme

These children are therefore more vulnerable; this Foundation will identify who their vulnerable children are and ensure that they know the processes to secure advice, help and support where needed.

Child Abuse

In relation to children safeguarding and promoting their welfare is defined as;

- Protecting children from maltreatment
- Preventing impairment of children's' health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

There are four types of child abuse as defined in 'Working Together to Safeguard Children' (2015) which is defined in the Keeping Children Safe in Education statutory Guidance 2016 as:

Physical abuse - may involve hitting, shaking, throwing, poisoning, burning/scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse - is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact or non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may include a failure to:

- Provide adequate food, clothing and shelter.
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caregivers); or
- Ensure access to appropriate medical care or treatment.
- Respond to a child's basic emotional needs

Bullying and forms of bulling including Cyber Bullying is also abusive and will include at least one, if not two, three or all four, of the defined categories of abuse

Specific Safeguarding Issues

There are specific issues that have become critical issues in Safeguarding:

- Child Sexual Exploitation (CSE)
- Domestic Violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced Marriage
- Gangs and Youth Violence
- Gender based violence/Violence against women and girls (VAWG)
- Hate
- Mental Health
- Private Fostering
- Preventing Radicalisation
- Online abuse/Sexting
- Teenage Relationship abuse
- Trafficking
- Missing Children and vulnerable adults
- Child sexual abuse within the family

Broad guidance on the issues listed above can be found in https://www.gov.uk/government/organisations/department-for-education

Signs of Abuse (Child Protection)

Physical abuse

Particularly if involved in physical activities, most children will collect cuts and bruises and injuries, and these should always be interpreted in the context of the child's medical / social history, developmental stage and the explanation given. Most accidental bruises are seen

over bony parts of the body, e.g. elbows, knees, shins, and are often on the front of the body. Some children, however, will have bruising that is more than likely inflicted rather than accidental.

Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given; these can often be visible on the 'soft' parts of the body where accidental injuries are unlikely, e g, cheeks, abdomen, back and buttocks. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

The physical signs of abuse may include

- Unexplained bruising, marks or injuries on any part of the body.
- Multiple bruises- in clusters, often on the upper arm, outside of the thigh.
- Cigarette burns.
- Human bite marks.
- Broken bones.
- Scalds, with upward splash marks.
- Multiple burns with a clearly demarcated edge

Changes in behaviour that can also indicate physical abuse:

- Fear of parents/carers being approached for an explanation.
- Aggressive behaviour or severe temper outbursts.
- Flinching when approached or touched.
- Reluctance to get changed, for example in hot weather.
- Depression.
- Withdrawn behaviour

Emotional Abuse

Emotional abuse can be difficult to identify as there are often no outward physical signs. Indications may be a developmental delay due to a failure to thrive and grow; however, children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix or play with other children. Changes in behaviour which can indicate emotional abuse include

- Neurotic behaviour e.g. sulking, hair twisting, rocking.
- Being unable to play.
- Fear of making mistakes.
- Sudden speech disorders.
- Self-harm.
- Fear of parent being approached regarding their behaviour.
- Developmental delay in terms of emotional progress

Sexual Abuse

It is recognised that there is underreporting of sexual abuse within the family. Foundation Coaches, staff and volunteers should play a crucial role in identifying / reporting any concerns that they may have through, for example, the observation and play of younger children and understanding the indicators of behaviour in older children which may be underlining of such abuse.

All Coaches, Staff and Volunteers should be aware that adults, who may be men, women or other children, who use children to meet their own sexual needs abuse both girls and boys of all ages. Indications of sexual abuse may be physical or from the child's behaviour. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- Pain or itching in the genital area.
- Bruising or bleeding near genital area.
- Sexually transmitted disease.
- Vaginal discharge or infection.
- Stomach pains.
- Discomfort when walking or sitting down.
- Pregnancy

Changes in behaviour which can also indicate sexual abuse include

- Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn.
- Fear of being left with a specific person or group of people.
- Having nightmares
- Running away from home.
- Sexual knowledge which is beyond their age, or developmental level.
- Sexual drawings or language.
- Bedwetting.
- Eating problems such as overeating or anorexia.
- Self-harm or mutilation, sometimes leading to suicide attempts.
- Saying they have secrets they cannot tell anyone about.
- Substance or drug abuse.
- Suddenly having unexplained sources of money.
- Not allowed to have friends (particularly in adolescence).
- Acting in a sexually explicit way towards adults

Neglect

It can be difficult to recognise neglect; however, its effects can be long term and damaging for children.

The physical signs of neglect may include:

- Being constantly dirty or 'smelly'.
- Constant hunger, sometimes stealing food from other children.
- Losing weight or being constantly underweight.
- Inappropriate or dirty clothing

Neglect may be indicated by changes in behaviour which may include

- Mentioning being left alone or unsupervised.
- Not having many friends.
- Complaining of being tired all the time.
- Not requesting medical assistance and/or failing to attend appointment

Child Sexual Exploitation (Child Protection)

Risk factors may include;

- Going missing
- Engagement in offending
- Disengagement from education
- Using drugs or alcohol
- Unexplained gifts/money
- Repeat concerns about sexual health
- Decline in emotional wellbeing

All suspected or actual cases of CSE are a Safeguarding concern in which Child Protection procedures will be followed; this will include a referral to the police. If any coaches or staff are concerned about a participant, they will refer to the Designated Safeguarding Officer within the department.

Safeguarding Roles and Responsibilities

All Coaches, Staff, Volunteers and Board members have responsibility for the following:

- Being aware of this policy as well as the Foundation's other safeguarding policies.
- Listening to, and seeking out, the views, wishes and feelings of children and young people, ensuring in this that the child's voice is heard and referred to;
- Knowing of the Senior Safeguarding Manager and the Designated Safeguarding Officers;
- Being alert to the signs of abuse, including specific issues in Safeguarding and their need to refer any concerns to the Safeguarding Leads;
- That any concerns any staff have about senior staff should be referred to the Chair of Trustees.
- To be aware of Whistleblowing procedures and where to obtain further information, advice and support
- Ensuring that their Child Protection training is up to date, undertaking refresher/update training at least annually;

- Sharing information and working together with agencies to provide children and young people with the help and support they need;
- Supporting pupils who have been abused in accordance with their Child Protection Plan;
- Seeking early help where a child and family would benefit from co-ordinated support from more than one agency (e.g. education, health, housing, police) to prevent needs escalating to a point where intervention would be needed via a statutory assessment;

Board members are responsible for:

- Taking leadership responsibility for the Safeguarding and Child Protection arrangements;
- That they are up to date with emerging issues in Safeguarding and recognise the strategies by the Local Authority in trying to keep children safe In Worcestershire;
- Ensuring that they have a nominated link Board member for Child Protection and Safeguarding who can also provide a link to the Local Authority on matters of Safeguarding and liaising with other partners and agencies;
- Ensuring that appointed the Senior Safeguarding Manager and the Welfare Officer are fully equipped with the knowledge and skills to carry out the role and have access to appropriate regular training to help them keep up to date;
- That there are procedures are in place in handling allegations against Coaches, Staff, or Volunteers.
- That all Staff, (including volunteers and frequent visitors) who will be working in the Foundation are given a mandatory induction which includes knowledge regarding abuse, neglect, specific safeguarding issues and familiarisation with Child Protection responsibilities. The induction will also include procedures to be followed if anyone has any concerns about a Child's Safety or welfare, and knowledge about the policies and procedures;
- That all Coaches and Staff have regular reviews of their own practice to ensure ongoing personal/professional development;
- That all Coaches and Staff including volunteers receives the appropriate training which is regularly updated;
- That important policies such as those for behaviour and bullying, are kept up to date.
- Acting on the 'Learning from Serious Case Reviews'**;**
- Ensures that all Coaches, Staff, Board members and Volunteers are made aware of the Whistleblowing Policy.
- That all Child Protection records are kept centrally, kept up to date, are secure and reviewed annually

Recruitment, Staffing:

- We must prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check Coaches and Staff who work with

children, taking proportionate decisions on whether to ask for any checks beyond what is required.

- We must ensure Coaches, Staff and Volunteers undergo appropriate checks via the Disclosure and Barring Service (DBS) relevant to their post;
- We must have procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed, removed due to Safeguarding concerns, or would have been had they not resigned; aware that this is a legal duty.
- That our Volunteers are adequately supervised, being aware of the differences between supervised and unsupervised interaction with the children;
- We will be mindful of who we are hiring our premises to and refuse the hiring of premises for any activity deemed not in the interests of the children/young people, the Foundation, the local community and or viewed to be inflammatory e.g.- banned political groups

Records

All concerns about a child will be recorded and records kept. This record will be a separate child protection/welfare record held on a separate child protection file and each concern clearly recorded with all decisions, actions taken and with outcomes and feedback to the referrer. We will endeavour to keep centralised records, hold them as private and confidential records but allow access to key staff that is designated in a role to safeguard children at the Foundation.

Dealing with allegations against coaches, staff and volunteers who work with children

If a member of staff has concerns about another member of staff, then this will be referred to the Senior Safeguarding Manager or, if unavailable, the Welfare Officer. Where there are concerns about the Senior Safeguarding Manager this should be referred to Trustee, R Brookes - **ray.brookes55@gmail.com**

The Foundation will ensure they have followed all the necessary duties and processes under this process and under the Reporting Concerns and Whistleblowing Policy.

Management of the Policy

Board members will;

- Ensure all trustees are effective in the management of safeguarding;
- Ensure all Coaches and Staff including all other Trustees and volunteers read and have access to the policy
- That is overseen to ensure its implementation
- Review its content on an annual basis and after any significant incidents.

Contacts

Relevant officers within the Foundation and Club are detailed on the Safeguarding and Equalities Reporting Tree below.

External practitioners and advice

National League DSO: Martyn Cannon 0121 7140014 Mobile: 07842 429798 E: Safeguarding@thenationalleague.org.uk

Worcestershire FA Safeguarding Team- 01905 827139 or 07879 529731 E safeguarding@worcestershirefa.com

- Local Authority Designated Officer - www.worcestershire.gov.uk/safeguardingchildren Tel. 01905 763763
- FA/NSPCC 24-Hour Help-line - 0808 800 5000 alternatively you can text on 88858
- Worcestershire Children's Services – 01905 768020
- West Mercia Police - 101
- Social care Contact Centre – 0845 607 2000
- Childline- 0800 11 11
- NSPCC Football Hotline- 0800 023 2642
- safeguarding@thefa.co.uk

Version 2
This policy will be reviewed annually by the Trustees of Kidderminster Harriers Community Foundation at their first meeting of the season (June/July)

SAFEGUARDING & EQUALITIES: REPORTING PROCESS

IF YOU ARE MADE AWARE OF A SAFEGUARDING OR EQUALITIES ISSUE THEN YOU SHOULD REPORT IT TO THE SSM AS SOON AS POSSIBLE

RAYMOND BROOKES

TRUSTEE

Responsible for Safeguarding

↓

NICK GRIFFITHS

COMMUNITY SPORTS MANAGER

SAFEGUARDING LEAD

↓

REBECCA BUTLER

SPORTS DEVELOPMENT OFFICER

WELFARE OFFICER

YOU CAN REPORT ISSUES TO THE FOUNDATION SENIOR SAFEGUARDING MANAGER NICK GRIFFITHS – 0771 9287927 (24 HOURS) harrierscommunity@live.co.uk or KHFC LEAD SAFEGUARDING OFFICER KEVIN BUNN 07576296011 safeguarding@harriers.co.uk

ALTERNATIVELY CONTACT THE TRUST WELFARE OFFICER EMAIL becky.butler86@hotmail.com, OR RAYMOND BROOKES (TRUSTEE RESPONSIBLE FOR SAFEGUARDING) EMAIL: ray.brookes55@gmail.com

IF YOU FEEL THAT YOU ARE NOT COMFORTABLE REPORTING THE ISSUE INTERNALLY THEN CONTACT: NSPCC HOTLINE 0800 023 2642 - SAFEGUARDING@THEFA.COM – LADO
www.worcestershire.gov.uk/safeguardingchildren Tel 01905 763763