



Safeguarding Children and Adults at Risk Policy v2.3

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1. Document Control

1.1 Version Control

Vers	Date	Description	Sections Changed
1.0	25/04/2022	New version	All
2.0			
2.1	05/03/2024	Amended	Table of Contents. Section 5,9, 10. Appendix 1,2,3,
2.2	01/05/2025	Amended	1.1,1.2,1.3, Appendix 1,2,3
2.3	14/-1/2026	Amended	1.1, 1.2 Appendix 1 & 3

1.2 Authorisation

Name	Role	Date	Signature
Ricky Stevenson	Chief Executive Officer	14/01/2026	

1.3 Policy Review

Date	Date of next review	Years Applicable
01/05/2025	Review July 2027 or following a major incident, organisational or legislative change	2025/2027

2. Statement from the Board of Trustees

The Board of Trustees at Mansfield Town Community Trust (MTCT) are fully committed to the safeguarding and welfare of children, young people and adults at risk. We believe that every child, young person and adult at risk in our care has the fundamental right to be protected from exploitation, harm and abuse with all activities taking place in a safe environment. We are totally committed to ensure best practice is adopted when working with all children, young people and adults at risk, offering them support and protection, and accept that it is our legal and moral responsibility to implement and constantly review procedures to provide a duty of care to safeguarding, their well-being and to protect them from abuse of any kind. Our robust safeguarding policy will be adhered to at all times, giving equal opportunities to everyone regardless of their age, disability, gender, gender reassignment, race, religion or belief, sex, or sexual orientation. We have also incorporated recommendations made in the Sheldon report that focused on the historical sex abuse of children and young adults and the failure of Premier and English Football League clubs, and to a degree their club officials and or employers to take action.

3. Policy Statement

This policy states the current commitment of Mansfield Town Community Trust in regard to safeguarding of children, young people and adults at risk.

- MTCT has a role to play in safeguarding the welfare of all children, young people and adults at risk by protecting them from physical, sexual, or emotional harm and from neglect or bullying.
- We acknowledge that every child, young person or adult at risk who plays or participates in an activity should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. MTCT recognises that this is the responsibility of every adult involved in our club.
- We believe everyone has a responsibility to promote the welfare of all children, young people and adults at risk to keep them safe and practise in a way that protects them.
- We are committed to ensuring that any community related activity will be in a safe environment, where children, young people and adults at risk are protected from harm or abuse whilst under our care. MTCT will meet its commitment to keeping children and adults at risk safe by;
- Listening to them and respecting them.
- Appointing a Management Team, Welfare and Safeguarding Officer and a member of the Board of Trustees who will take the lead responsibility for Safeguarding.
- Making sure all staff and volunteers understand and follow the safeguarding procedures.
- Ensuring children, young people, adults at risk and their families know about the MTCT's safeguarding policies and what to do if they have a concern.
- Building a safeguarding culture where staff, volunteers, children and adults at risk know how they are expected to behave and feel comfortable about sharing concerns. In pursuit of these aims the board of trustees, staff and volunteers will approve and annually review the safeguarding policy with the aim of:
- Raising awareness of issues relating to the welfare of children, young people and adults at risk and the promotion of a safe environment within the MTCT.
- Aiding the identification of children, young people and adults at risk who are at risk from significant harm and providing procedures for reporting concerns
- Establishing procedures for reporting and dealing with allegations of abuse against any individual working on behalf of MTCT.

4. Introduction

This policy covers children, young people and adults at risk who are under our care.

We acknowledge that every child, young person and adults at risk who participates in any activity should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. We recognise that this is the responsibility of every adult.

This policy also applies to any contractor working on site.

We will strive to achieve a culture in which safeguarding practice is understood, discussed openly and for all involved with the club to be aware of the role they have in ensuring that all children, young people, adults at risk, themselves and their colleagues are kept safe from harm.

It is important to understand that both children and adults at risk need safeguarding, but that there are different approaches to take.

Children and adults at risk can experience different types of harm and abuse.

The statutory guidance, 'Working Together to Safeguard Children', states that "anyone who has concerns about a child's welfare should make a referral to local authority children's social care and should do so immediately if there is a concern that the child is suffering significant harm or is likely to do so." This guidance does not pose an absolute legal requirement to comply, but it does require organisations to take it into account and, if they depart from it, to have clear reasons for doing so. An important difference between safeguarding adults and children is an adult's right to self-determination. Adults may choose not to act at all to protect themselves, but the law may intervene for example where an adult is assessed to lack capacity in that area or where the circumstances may extend to children such as when they are living within the same household.

Responsibility of Safeguarding

Report your concerns about the welfare of a child, young person or adult at risk. Safeguarding is everyone's responsibility if you are worried about a person, it is important that you report your concerns – no action is not an option.

To ensure best practice at all times, staff must be fully aware of this safeguarding policy and procedures and their responsibilities. All staff have a duty of care to keep children and adults at risk safe; this can be exercised through the development of considered, respectful, caring and professional practice adults and children and adults at risk.

All safeguarding concerns should be reported to the Designated Welfare and Safeguarding Officer and then also to the Safeguarding Trustee. Any safeguarding concerns must be reported within 24 hours following the identification of a concern.

5. Staff Training

All staff working with children, young people and adults at risk will receive safeguarding training as part of their induction process and will undergo a period of supervision. They will also be provided with ongoing safeguarding training, awareness and support suitable to their role.

All staff working in direct contact with children will be required to complete the FA Safeguarding Children workshop and obtain a certificate of this training.

All details of those having achieved training both mandatory and role specific will be retained by the Welfare and Safeguarding Officer.

The Trust commits to ensure that staff are fully aware and understand their responsibilities under safeguarding legislation and are required to take relevant training and education courses in conjunction with football governing bodies.

6. Safe Recruitment

We will have a robust recruitment procedure in place to be able to reduce the risk to children, young people and adults at risk from any person the community employs in either a paid, agency or voluntary capacity.

The Welfare and Safeguarding Officer will work closely with the Management Team and Trustees regarding all aspects of safe recruitment and keeping these policies up to date.

Any positions for work involving 'regulated activity' while working with children, young people or adults at risk, will be subject to a satisfactory Enhanced Disclosure Barring Service (DBS) check and appropriate references as stated below.

The club's safer recruitment procedure sets out our practice to ensure all staff and volunteers are suitable to work with children, young people and adults at risk. As part of our safer recruitment procedure, we ask every successful candidate to give their consent for us to obtain two written references and to provide us with documentary proof of qualifications.

The successful candidate will also be subject to an appropriate level of DBS check in relation to the role along with completing a self-declaration form as part of the recruitment process.

Any offer of employment will be conditional on these requirements being satisfactory.

7. Poor Practice

Poor practice takes place whenever staff fail to provide a good standard of care and support within their working practice and, when this is allowed to continue, can cause harm, or become abuse. Any case of poor practice will be taken seriously and dealt with using appropriate action. It may be that a person is not aware that poor practice or abuse is taking place due to them believing the behaviour is acceptable.

Examples of poor practice are as follows;

- allowing abusive or concerning practices to go unreported (e.g. a coach who ridicules and criticizes players who make a mistake during a match),
- allowing hazing practices to go unreported,
- placing children, young people and adults at risk in potentially compromising and uncomfortable situations with adults (e.g. inappropriate use social media by a member of staff),
- ignoring health and safety guidelines (e.g. allowing children, young people and adults at risk setting up goal various equipment that is unsupervised by staff),

- giving continued and unnecessary preferential treatment to participants

8. Protecting Children, Young Children and Adults at Risk with Disabilities

Children, young people and adults at risk with disabilities are at an increased risk of being abused compared with their non-disabled peers and are also less likely to receive the protection and support they need when they have been abused. For many years children, young people and adults at risk with disabilities were not considered to be vulnerable to abuse, however it is now known that this is not the case and that they are at an increased risk of abuse and the greater the disability, the greater the risk.

There are a number of factors that contribute to this, these include;

- lack of friends and peer group to support and protect,
- intimate, physical and/or invasive medical care required. This can make it difficult for a child, young person or adult at risk to know the difference between an acceptable and an unacceptable 'touch',
- lack of speech or limited communication, this makes it harder to report abuse,
- multiple parent/responsible persons making it harder to identify who may be abusing,
- history of being told what to do and not given choices,
- being dependent on the abuser for a specific or basic need,
- having medical conditions that are used to explain injuries.

Having a disability should not and must not mask or deter an appropriate enquiry where there are child protection concerns. To ensure our community is accessible to all, we will:

- provide a welcoming environment for all participants,
- implement an inclusion and equality policy,
- take practical steps to ensure that children, young people and adults at risk with disabilities are appropriately and effectively included, including adapting equipment or activities where necessary.

It is important to meet with the child, young person or adult at risk and where necessary their parents/carers in order to;

- understand their needs, including personal or intimate care responsibilities,
- agree how the individual will be supported,
- consider their additional vulnerability,
- ensure that arrangements made address both inclusion and safeguarding requirements.

We need to ensure that children, young people and adults at risk with disabilities are fully protected by providing a safe environment in order to assist them to protect themselves by helping them to speak out.

Everyone must do their best to stop abuse from happening and take responsibility for observing, challenging and reporting poor practice and suspected abuse.

9. Responding to a Disclosure, including Non-Recent Abuse, (Appendix 2) Safeguarding Incident and Concerns

A disclosure is the process by which a person starts to share that they have been abused with others. This can happen in a variety of ways including:

Directly:

Telling someone what has happened to them

Indirectly:

Inadvertently or deliberately communicating through behaviours, emotions, art, writing, appearance, inquiries or discussions about fears, concerns, or relationships.

It is not the responsibility of anyone within MTCT to decide whether or not abuse has taken place.

All staff, trustees and volunteers working within the club have a responsibility to ensure the welfare and safety of all children, young people and adults at risk within their care and to ensure all allegations or suspicions of abuse and or poor practice are taken seriously and reported immediately.

Children, young people and adults at risk who may be vulnerable are likely to disclose abuse or radicalisation to those they trust and how this is responded to is crucial. It is important to deal with the disclosure as it happens and ensure that the child, young person or adult at risk needs are met and supported.

When a disclosure is made, it is important to understand that you must not investigate the disclosure yourself. The disclosure must always be taken seriously and dealt with in accordance to the guidance within the community's policy, even if the truth of the disclosure is uncertain.

Recognise:

Recognising the signs of abuse or harm can be difficult. The presence of one or more signs should not be taken as proof that abuse has or is taking place, however staff do not need proof to report a concern. A person may be at increased risk if you fail to report a concern. As soon as you suspect any kind of abuse or harm you should raise the concern.

Respond:

Responding to abuse is vital and you have a responsibility to report any safeguarding concerns to the Welfare and Safeguarding Officer. No report of or concern about possible abuse should ever be ignored. If a child, young person or adult at risk tells you they are experiencing abuse, it is important to reassure them that they have done the right thing in telling you. It is important that you let them know that you are going to have to speak to somebody to ensure they are kept safe.

Report:

Staff should ensure the immediate needs of the person disclosing are met and should prioritise their safety and protection above all else. This may involve contacting emergency services and or statutory services. If the individual is not in immediate danger, you should follow the communities safeguarding policy and procedures and contact the Welfare and Safeguarding Officer or Head of MTCT.

Record:

It is vital for staff to make a detailed record of what has been said as soon as possible after the disclosure using the person's own words, once their immediate needs have been met and the appropriate referrals have been made. This should include dates, times and quotes.

Staff should never:

- make ambitious promises or promise confidentiality,
- seek details beyond those the person willingly discloses,
- ask leading questions,
- give the impression that the person disclosing is to blame,
- approach the alleged perpetrator of abuse or person whose behaviour and/or actions there are concerns about.

Anyone can contact emergency services or make a referral directly to statutory agencies, particularly if they are concerned about a child, young person or adult at risk's immediate safety, if they are having difficulty contacting a member of the Safeguarding Team or if they are concerned that a disclosure or information about a safeguarding concern has not been acted upon appropriately.

10. Recording Information

Please report any concern on the My Concern platform as a written record of the concern. If you are unable to access the platform, please contact the Safeguarding and Welfare Officer or Management Team for assistance. The following information should be included in the report:

- provide a factual account of what you have observed or been told,
- the date and time of what you have witnessed or been told,
- details of those involved (the person(s) whose welfare and safety there are concerns about,
- the alleged perpetrator of abuse or person(s) whose behaviour or actions there are concerns about, witnesses and any third party who has raised concerns),
- action taken and your rationale for taking these actions,
- date and time of referring the information and to whom the information was referred.

Your details as the referrer are important for staff to:

- provide clear, concise and relevant information,
- record information in an objective and professional manner,
- record factual information rather than assumption of what you have witnessed or been told,
- record actual words and language, do not rephrase what you have been told or leave things like insults or intimate vocabulary out,
- record observations, for example, a description of visible bruising or injuries. Never ask someone to remove or adjust their clothing to observe any bruising, marks or injuries.

11. Safe Caring

All staff, volunteers and trustees understand Mansfield Town Community Trust's safeguarding procedures and have had appropriate training and guidance in the principles of safe caring (see Caring for Children, Young People and Adults at Risk Policy). To this end:

- every effort will be made to avoid or minimise time when members of staff, volunteers or trustees are left alone with an adult at risk. If staff or volunteers are alone with an adult at risk, the door of the room should be kept open and another member of staff should be informed,
- if adult mascots are present on match days, it is imperative that they are not left alone with adults at risk,
- if an adult at risk makes inappropriate physical contact with a member of staff, volunteer, trustee or participant this will be recorded fully on a My Concern Platform.
- staff and volunteers will never carry out a personal task for adults at risk that they can do for themselves. Where this is essential, a member of staff will help an adult at risk whilst being accompanied by a colleague. Unless they have a special need, staff and volunteers should not accompany adults at risk into the toilet as this and other similar activities could be misconstrued,

- staff and volunteers will be mindful of how and where they touch adults at risk given their emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided,
- all allegations made by an adult at risk against a member of staff, volunteer or trustee will be fully recorded, including any actions taken, on a concern form. In the event of there being a witness to an incident, they should sign the records to confirm this.

Referring Allegations to Child Protection Agencies

If the Welfare and Safeguarding Officer or Management Team has reasonable grounds for believing that a child, young person or adult at risk has been, or is in grave danger of being subject to abuse, they will follow the Safeguarding Flow Chart (Appendix 1).

Complaints and Appeals Procedure

If a parent or carer has a complaint about MTCT's activity or the conduct of an individual member of staff, volunteer or trustee, the Complaints and Appeals Procedure will be followed (Appendix 3).

Any parent/carer can, at any time submit a complaint to Ofsted about any aspect of registered childcare provision. Ofsted will consider and investigate all complaints received.

Email: <https://contact.ofsted> Tel: 0300 123 1231 12

Confidentiality

Confidentiality needs to be maintained at all times however, once a disclosure is made it is the responsibility of all staff, volunteers, trustees or participants that a child, young person or child at risk is being harmed, then action must be taken.

Breach of policy

Breach of this policy may result in disciplinary action up to and including dismissal regardless of whether the breach is committed during work hours or not. Any member of staff, volunteer, trustee or participant suspected of committing a breach of this policy will be required to fully co-operate with our investigation.

12. Definitions

Activity – any activity, programme or event arranged by or in the name of the Mansfield Town Community Trust for children and young people, or to be attended by children and young people.

Child, Children, Young Person and Young People – any person(s) who have not yet reached their eighteenth birthday.

Adult at Risk – any person(s) aged 18 years or over and has needs for care and support (whether or not the local authority is meeting any of those needs); is experiencing, or at risk of, abuse or neglect; or as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Club Community Organisation – the charitable organisation associated with an EFL member football club. **Partner Organisation** – any organisation that is not a Club Community Organisation that runs activities in the name of EFL Trust.

Safeguarding Children and Young People – the actions taken to promote the welfare of children and protect them from harm. This means:

- protecting children and young people from abuse and maltreatment,
- preventing harm to their health or development,
- ensuring they grow up with the provision of safe and effective care,
- taking action to enable all children and young people to have the best outcomes.

Staff – any person employed or deployed by MTCT whether in a paid, voluntary, consultancy or third-party capacity.

Safeguarding Adults at Risk – the actions taken to promote the welfare of adults at risk and protect

them from harm. This means:

- protecting adults at risk from abuse and maltreatment,
- responding to any signs that may indicate that abuse is occurring outside of our activities,
- taking action to enable all adults at risk to have the best outcomes.

Online Safety – keeping children, young people and adults at risk safe when using online platforms such as social media platforms and live streaming forums and any devices which connect to the internet such as computers, smart phones and tablets. This includes raising awareness of personal safety online and keeping personal information safe online.

The Football Association (“The FA”) – English football’s governing body.

Local Authority – the organisation responsible for public services in your area and promoting the interests of your local community. For safeguarding, this may include the police and departments responsible for the welfare of children, young people and adults such as Children’s Services and Adult Social Care.

What types of harm and abuse may children & young people vulnerable to?

Children and young people may be vulnerable to a number of different types of abuse. This may be within the family home, in care or support services, in educational settings or within the wider community. Adapted from:

- HM Government Guidance: Working Together to Safeguard Children (2018) and What to do if you are worried a child is being abused, Advice for practitioners (2015),
- Child Protection in Sport Unit (CPSU) guidance,
- Affiliated Football Policy and Procedures,
- NHS England guidance,
- NSPCC guidance,
- The Ann Craft Trust Categories of Abuse.

Physical abuse

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

Potential indicators of physical abuse: (This is not an exhaustive list)

- children or young people with frequent injuries,
- children or young people with unexplained or unusual fractures or broken bones,
- children or young people with unexplained: bruises or cuts; burns or scalds; or bite marks.

Emotional abuse

The persistent emotional maltreatment of a child or young person such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a child or young person that they are worthless or unloved, inadequate, or valued only when they meet the needs of another person. It may include not giving the child or young person 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 or young people. These may include interactions that are beyond a child or young person’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child or young person 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 or young people frequently to feel frightened or in danger, or the exploitation or corruption of children or young people.

Some level of emotional abuse is involved in all types of maltreatment of a child or young person, though it may occur alone.

Possible indicators of emotional abuse: (This is not an exhaustive list):

- children or young people who are excessively withdrawn, fearful, or anxious about doing something wrong,

- parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder',
- parents or carers blaming their problems on their child,
- parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

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 or young person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children or young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging children or young people to behave in sexually inappropriate ways, or grooming a child or young person in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. People of all genders and ages can commit acts of sexual abuse, including other children or young people.

Possible indicators of sexual abuse: (This is not an exhaustive list):

- children who display knowledge or interest in sexual acts inappropriate to their age,
- children who use sexual language or have sexual knowledge that you would not expect them to have,
- children who ask others to behave sexually or play sexual games,
- children or young people with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

Neglect

The persistent failure to meet a child or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child or young person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment),
- protect a child or young person from physical and emotional harm or danger,
- ensure adequate supervision (including the use of inadequate care-givers),
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or young person's basic emotional needs.

Possible indicators of neglect: (This is not an exhaustive list)

Children or young people who:

- are living in a home that is indisputably dirty or unsafe,
- are left hungry or dirty,
- are left without adequate clothing, e.g. not having a winter coat,
- are living in dangerous conditions, i.e. around drugs, alcohol or violence,
- are often angry, aggressive or self-harm,
- fail to receive basic health care,
- parents who fail to seek medical treatment when their children are ill or are injured.

13. Other Safeguarding Considerations

Discriminatory Abuse

This includes forms of harassment, slurs or unfair treatment relating to an individual's:

- race
- gender and gender identity
- age
- disability
- sexual orientation
- religion.

Child Sexual Exploitation (CSE)

Sexual exploitation of children and young people under 18 involves exploitative situations and relationships where children or young people receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

Child sexual exploitation can occur through the use of technology without the child or young person's immediate recognition; for example being persuaded to post sexual images on the Internet or through mobile phone messaging without immediate payment or gain. In all cases, those exploiting the child or young person have power over them due to their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common in exploitative relationships.

Some signs to look out for are:

- unhealthy or inappropriate sexual behaviour,
- being frightened of some people, places or situations,
- being secretive,
- sharp changes in mood or character,
- having money or things they can't or won't explain,
- physical signs of abuse, like bruises or bleeding in their genital or anal area,
- alcohol or drug misuse,
- sexually transmitted infections,
- pregnancy.

Bullying

Bullying is defined as persistent or repeated hostile and intimidating behaviour towards a child or young person. Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It is usually repeated over a long period of time and can hurt a child or young person both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there is no escape because it can happen wherever they are, at any time of day or night.

Peer on Peer Abuse

Peer on peer abuse can take many forms including physical, sexual (e.g. inappropriate touching) and emotional abuse (including bullying). 'Keeping Children Safe in Education.

(KCSIE 2020); makes it clear that abuse is abuse and should never be tolerated or passed off as 'banter'. Peer on peer abuse often involves an imbalance of power between the perpetrator and the victim. This could involve perpetrators having control over the relationship which makes it difficult for those they abuse to defend themselves. This imbalance of power can manifest itself in several ways. It may be physical, psychological (knowing what upsets someone), or social (e.g. isolating or excluding someone). It could also include issues such as revenge porn or what are often gender issues (e.g. girls being touched or boys being involved in initiation activities).

Self-Harm

This is where an individual or sometimes a group will intentionally damage or injure their body, physically or by way of ingestion of substances. It is usually used as a way of coping or expressing overwhelming emotional distress. Sometimes where people self-harm, they may feel on some level that they intend to die. Over half of people who die by suicide have a history of self-harm (NHS England 2016). However, the intention is more often to punish themselves, express their distress or relieve unbearable tension, or a mixture of the two. It can also be a cry for help.

Online abuse

Online abuse is any type of abuse that happens on the internet, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. Children and young people can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children or young people to take part in sexual activity online). Children and young people can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe

places like their bedrooms, and images and videos can be stored and shared with other people.

Cyberbullying includes:

- sending threatening or abusive text messages,
- creating and sharing embarrassing images or videos,
- 'trolling' – the sending of menacing or upsetting messages on social networks, chat rooms or online games,
- excluding children or young people from online games, activities or friendship groups,
- setting up hate sites or groups about a particular child or young person,
- encouraging children or young people to self-harm,
- voting for or against someone in an abusive poll,
- creating fake accounts, hijacking or stealing online identities to embarrass a child or young person or cause trouble using their name,
- sending explicit messages, also known as sexting
- pressuring a child or young person into sending sexual images or engaging in sexual conversations.

Grooming

Grooming is when someone builds an emotional connection with a child or young person to gain their trust for the purpose of sexual abuse or exploitation. Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional. Groomers may be male or female. They can be any age. Many children and young people do not understand that they have been groomed, or that what has happened is abuse.

Children and young people with disabilities

Research has consistently shown that children and young people with a disability are more at risk of abuse. A Disability may be visible such as a physical disability or invisible such as a learning disability. Many things contribute to this including:

- poor practice resulting from not understanding the care and support the child or young person needs,
- attitudes and assumptions about disability – assuming a child or young person is less or more capable than they are,
- a child or young person's dependency on other people for care or support,
- lack of awareness and the belief that disabled children are not abused,
- factors linked to the impairment i.e. it may be harder to communicate or avoid the abuser if the child or young person depends on them.

Hazing

Hazing is any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or emotional well-being of a child or young person. An example of hazing would be a group initiation ceremony, where a child or young person is forcibly encouraged to take part in activities that put them or others at risk of harm or take part in antisocial or criminal activity.

Female Genital Mutilation (FGM)

Female genital mutilation is a form of child abuse common to some African, Asian and Middle Eastern communities in the UK. This illegal and life-threatening initiation ritual can leave young victims in agony and with physical and psychological problems that can continue into adulthood. Carried out in secret and often without anaesthetic it involves the partial or total removal of the external female genital organs.

The NSPCC Female Genital Mutilation (FGM) helpline offers specialist advice, information and support to anyone concerned that a child's welfare is at risk because of female genital mutilation. If you are worried that a child may be at risk of FGM, you can contact the 24-hour helpline anonymously on 0800 028 3550 or email fgmhelp@nspcc.org.uk.

If you wish to find out more about FGM then you can access the NSPCC's fact sheet <https://www.nspcc.org.uk/>.

Forced Marriage

A forced marriage is where one or both people do not (or in cases of people with learning disabilities

or due to age cannot) consent to the marriage and pressure or abuse is used. It is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. The Forced Marriage Unit (FMU) operates a public helpline to provide advice and support to victims and those being pressurised into forced marriages. If you are worried that a child may be at risk of forced marriage, you can contact FMU via the helpline on 020 7008 0151 or email emailfmu@fco.gov.uk.

For more information on forced marriages go to www.gov.uk/forced-marriage

Honour based violence

The term 'Honour Based Violence' (HBV) is the internationally recognised term describing cultural justifications for violence and abuse. It justifies the use of certain types of violence and abuse against women, men and children. HBV cuts across all cultures, nationalities, faith groups and communities and transcends national and international boundaries. HBV is also a Domestic Abuse issue, a Child Abuse concern and a crime.

Domestic Abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse. It can happen in any relationship, and even after the relationship has ended. Both men and women can be abused or abusers, and it can happen in mixed sex or same sex relationships. Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

You can read more about domestic abuse here: <https://www.victimsupport.org.uk/crime-info/types-crime/domestic-abuse>.

Supporting the LGBT + Community

Young people from the LGBT+ community (Lesbian, Gay, Bisexual, Transgender and other non-conforming sexual/gender identities) come from all socio-economic backgrounds, religions, faiths, ethnicities and cultures. LGBT+ people remain largely invisible across sports. This lack of visibility, as well as the misapprehensions about LGBT+ people, contributes to an environment of homophobia and transphobia in sport. Challenging homophobia and transphobia when they occur, and creating a football environment where everyone feels included is critical. Every young person has the right to be treated with dignity and respect, regardless of sexual orientation or gender identity.

For further information visit www.stonewall.org.uk or to speak with someone call 0800 050 2020.

Radicalisation and Prevent Duty

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm. The grooming process is used to exploit children and young people into taking extremist actions. The process happens slowly and the child or young person.

often does not realise they are being exploited. The Prevent Duty, as a specified authority under the Counterterrorism and Security Act 2015, is the duty for organisations to identify vulnerable children and young people and prevent them from being drawn into terrorism.

If you are concerned that a child or young person is involved is at risk of radicalisation you can contact the Anti-Terrorism Hotline on 0800 789 321.

Criminal Exploitation & Gangs

Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes such as selling or moving drugs.

County Lines

County Lines is where illegal drugs are transported from one area to another, often across police and local authority boundaries (although not exclusively), usually by children or vulnerable people who are coerced into it by gangs. The 'County Line' is the mobile phone line used to take the orders of drugs.

Cuckooing

Cuckooing is a form of crime, termed by the police, in which drug dealers take over the home of a vulnerable person in order to use it as a base for county lines drug trafficking. The crime is named for the cuckoo's practice of taking over other birds' nests for its young.

Prevent and Channel

Is safeguarding and supporting vulnerable people to stop them from becoming terrorists or supporting terrorism.

Prevent works in a similar way to programmes designed to safeguard people from gangs, drug abuse, and physical and sexual abuse.

To help we need to tackle the causes of radicalisation, in communities and online; continue to give effective support to those who are vulnerable to radicalisation; and to help people find a way out if they are already engaged in or supporters of terrorism.

Prevent objectives

- Tackle the causes of radicalisation and respond to the ideological challenge of terrorism.
- Safeguard and support those most at risk of radicalisation.
- Enable those already engaged in terrorism to disengage and rehabilitate.

Extremism: The vocal or active opposition to our fundamental values including democracy, the rule of law, individual liberty, and the respect and tolerance for different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist. (Counter Extremism Strategy, 2015).

How can you help Prevent?

Government experience and research has revealed how some British citizens are drawn into terrorism, and in conjunction with Nottinghamshire Police we can help divert people away from this path.

Channel:

The Channel process is about providing early intervention to prevent young and vulnerable people becoming radicalised into extremist violence. Violent extremism may be related to any religion or faith or to political or environmental issues. There is no single route into extremism, nor is there a simple profile of those that may become extremist. Factors that may indicate vulnerability to extremism may include:

- Possession of literature regarding military training, skills and techniques.
- Possession of violent extremist literature.
- The expression of extremist views advocating violent actions and means.
- Association with known extremists, seeking to recruit others to an extremist. ideology or claims of involvement with organisations espousing extreme violence.
- Exposure to an ideology that appears to sanction, legitimize or require violence.
- A range of perceived grievances, real and some imagined, to which there seems to be no credible and effective non-violent response.

It must not be assumed that these characteristics and experiences will necessarily lead to individuals becoming violent extremists, or that these indicators are the only source of information required to make an appropriate assessment about vulnerability. Channel is not about spying or gathering intelligence. Its aim is to identify people who may be vulnerable to being drawn into acts of extremist violence for whatever purpose.

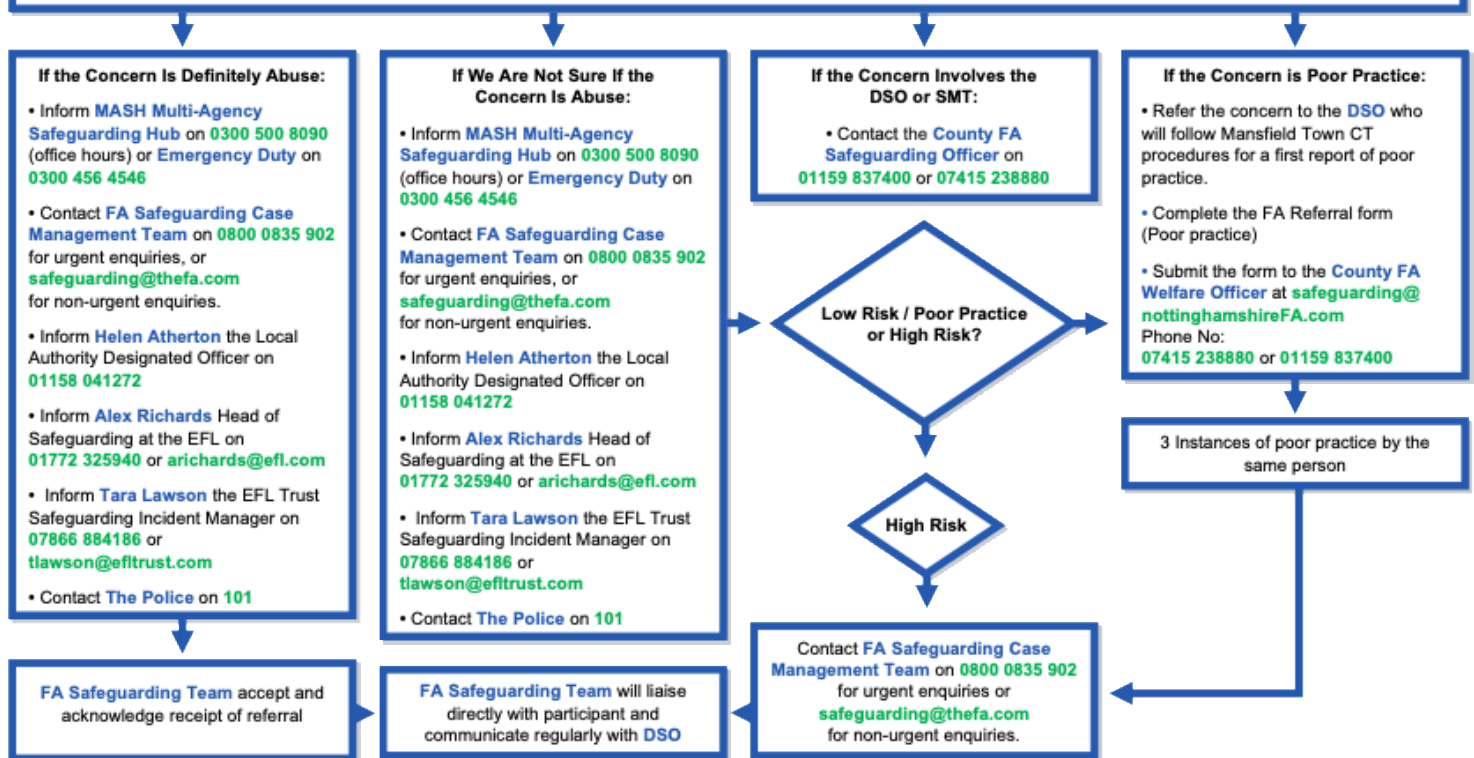
14. Appendix 1 Safeguarding Flow Chart

What To Do if You Are Worried a Child or Adult is Being Abused



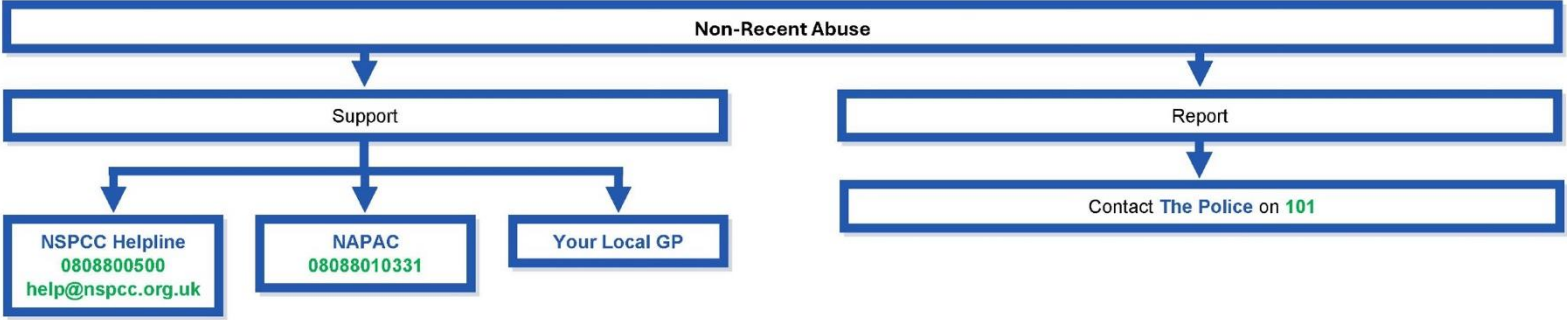
Where A Child or Adult at Risk Discloses Abuse or Neglect:

- Listen to what they say, keep calm, and reassure them they are right to tell.
- Do not promise confidentiality; inform them you need to share the information and tell them what you are going to do next.
- Complete a My Concern using their own words, date it and share your concern with the DSO or CCO MT within an hour or, if this is not possible, by the end of the working day.
- The DSO and Management Team will consider further actions.



15. Appendix 2 Non-Recent Abuse Flow Chart

Mansfield Town Community Trust – Non-Recent Abuse Procedure



16. Appendix 3 Non-Complaints and Appeals Flow Chart

Mansfield Town Community Trust – Complaints and Appeals Procedure

