



# QPR Safeguarding Children's Policy 2020 / 2021

QUEENS PARK RANGERS FOOTBALL CLUB



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# Statement from the Board

Queens Park Rangers Football Club is committed to safeguarding the welfare of children and Adults at Risk. The Club expects all staff, players, volunteers, contractors and guests to share this commitment.

The Club believe that all staff, players, volunteers, contractors and guests have a responsibility to report any concerns to the Club should they be concerned about the welfare of any child or Adult at Risk.

## Aims of this policy

- To safeguard all Children and young people who interact with the Club.
- To demonstrate best practice around safeguarding Children.
- To provide guidance for parents to understand reporting procedures.
- To encourage a partnership between the club and parents/carers of children associated with the club.
- To ensure that coaches, parents and other adults who come in contact with children and young people provide good role models of behaviour.
- To promote high ethical standards throughout the Club
- To ensure that all coaches, parents and other adults coming into contact with the club are good role models
- To ensure children feel safe in all our activities

These aims are underpinned by the club safeguarding principles that the welfare of children is paramount and that all children have a right. to be protected from abuse.



# Scope and Policy Statement

QPR believe that all staff, players, volunteers, participants, contractors and guests have a responsibility to report any concerns to the safeguarding team should they be concerned about the welfare of any child or young person

The Club has employed a trained Club-wide Safeguarding Manager who works across the Club, Academy and Trust. The Trust have their own designated safeguarding officers who implement, maintain and monitor best practice across the Club and Trust. The Club Safeguarding Manager has responsibility to oversee and direct the safe provision of all activities and associated training relating to children and young people. A strategic role providing leadership and guidance on all safeguarding matters and relevant legislation, along with implementing safeguarding awareness and best practice across the Club, Academy and Trust.

Manage the implementation of the Trust and Club's strategy and action and implementation plan for safeguarding.

This policy is applicable to every employee of the Club including staff, volunteers, parents, carers, work experience placements, participants and trustees. The policy will be observed by all those working and coming in to contact with children and young people to ensure best practice in safeguarding is promoted and adhered to. Activities undertaken at the following locations are under the remit of this policy including;

- Trust activities
- Academy

## **The Club and Trust are committed to ensuring that:**

- The safety and welfare of Adults at Risk and Children under the care of the Club and Trust is paramount.
- All children have the right to participate in Trust sporting activities in a safe environment free from bullying, abuse or exploitation
- All Adults at Risk and Children that engage with the Club and Trust, regardless of age, culture, social background, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to safety and protection from abuse or harm.
- All suspicions, reports and/or allegations of abuse will be taken seriously & investigated thoroughly which may involve the appropriate local authority teams where necessary.



# Safeguarding Manager

- Continuously work to maintain, embed and improve the Trust and Club's safeguarding provision ensuring the highest standards for safeguarding vulnerable groups.
- Manage the development, implementation, promotion and review of the Trust and Club's safeguarding vulnerable groups' policies, practices and good practice guidelines.
- Be the lead member of staff to manage safeguarding incidents, concerns and allegations.
- Be the lead member of staff to work in partnership with statutory and football authorities, sharing information where appropriate to safeguard vulnerable groups.
- Maintain accurate, confidential and up to date records on all safeguarding incidents, concerns and allegations.
- Give direction and guidance to staff in respect of safeguarding incidents, concerns and allegations.
- Support staff to respond appropriately to concerns about the welfare or safety of vulnerable groups.
- Lead and provide direction to Safeguarding Officers.
- Ensure that Safeguarding Officers are trained, supported and supervised.
- Act as the Trust and Club's lead source of safeguarding support, advice and expertise.
- Ensure staff understand their individual responsibilities to safeguard and promote the welfare of vulnerable groups.
- Develop relationships with statutory and football authorities.
- Attend regular safeguarding training and maintain an up to date knowledge base of relevant legislation, regulations and best practice.
- Undertake the annual LSCB section 11 audit (Children Act 2004) and present the findings and take any relevant action
- Work closely with Trust DSO s (details below) to promote safeguarding and deal with any safeguarding issues

## **The Safeguarding manager is Janet Barr**

E-mail: [janet.barr@qpr.co.uk](mailto:janet.barr@qpr.co.uk)

Office: 0208 740 2572

Mobile: 07880 204 366



# Rules, Regulations & Legislation

This policy is in accordance with LSCB guidelines and is compliant with regulations set out in the 2004 children act, FA safeguarding procedures and Premier League and Football League rules and guidance. In addition, the policy is underpinned by the following;

- Children Act 1989 and 2004 (<https://www.legislation.gov.uk/ukpga/1989/41/contents>)
- Counter Terrorism and Security Act 2015
- Education Act 2002 (<https://www.legislation.gov.uk/ukpga/2002/32/contents>)
- Protection of Freedoms Act 2012
- Sexual Offences Act 2003
- Children and Families Act 2014
- Criminal Justice Act 1988
- UN Convention on the Rights of the Child
- The Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Serious Crime Act 2015
- Govt guidelines for COVID 19
- Protection of Freedoms Act 2015
- Keeping Children Safe in Education , updated wef 1/9/2020  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/892394/Keeping\\_children\\_safe\\_in\\_education\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892394/Keeping_children_safe_in_education_2020.pdf)
- What to do if you're worried a child is being abused 2015
- Working Together to Safeguard Children 2018  
(<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>)
- Premier League Safeguarding Standards
- EFL Safeguarding Standards
- London Child Protection Procedures and Practice Guidance



# Designated Safeguarding Officer Role Description

- 1) Support Club Safeguarding Manager to pro-actively promote and raise safeguarding awareness
- 2) Advise others working with children on the implementation of policies and procedures around safeguarding
- 3) Ensure staff understand their individual responsibilities to safeguard and promote welfare of children
- 4) Support colleagues to respond appropriately to concerns about children's welfare or safety
- 5) Assist Club Safeguarding Manager to maintain accurate and confidential information and to meet regularly to ensure safeguarding standards are upheld and work with another DSO s across the Club.
- 6) The DSO for the Trust are listed below together with their contact details

Club-wide safeguarding meetings are held quarterly, these are mandatory for all DSO from the Trust and Academy, and the Safeguarding Manager.

The DSOs within the Academy are Stephen Quinn and Adam Kaliniecki , the DSO for the Trust is Claire Priddle

Adam Kaliniecki	E-mail: adam.kaliniecki@qpr.co.uk	Telephone: 020 3198 7126
Claire Priddle	E-mail: claire.priddle@qpr.co.uk	Telephone: 020 3198 7124
Stephen Quinn	E-mail ;stephen.quinn@qpr.co.uk	Telephone 07540 074 910

This safeguarding policy is applicable to the season 2020/21 and will be subject of ongoing review, and a minimum of once a year.



# Club-wide Safeguarding Policy

This Safeguarding Policy has been approved and endorsed as below:

Signature	Date
	7 September 2020





## Club-wide Safeguarding Policy

This policy is applicable to every employee of the Club including staff, volunteers, parents, carers, work experience placements, participants and trustees. The policy will be observed by all those working and coming in to contact with children and young people to ensure best practice in safeguarding is promoted and adhered to. Activities undertaken at the following locations are under the remit of this policy including;

- Trust activities
- Academy
- Match day activities

The Club and Trust are committed to ensuring that:

- The safety and welfare of Adults at Risk and Children under the care of the Club and Trust is paramount.
- All children have the right to participate in Trust sporting activities in a safe environment free from bullying, abuse or exploitation
- All Adults at Risk and Children that engage with the Club and Trust, regardless of age, culture, social background, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to safety and protection from abuse or harm.
- All suspicions, reports and/or allegations of abuse will be taken seriously & investigated thoroughly which may involve the appropriate local authority teams where necessary.

If the matter is of a sexual nature or urgent and the Safeguarding Manager is unavailable, please contact the local police.

Club-wide safeguarding meetings are held quarterly, these are mandatory for all DSO from the Trust and Academy, and the safeguarding manager.

This safeguarding policy is applicable to the season 2020/2021 and will be subject of ongoing review, and a minimum of once a year.



## Safeguarding training

A safeguarding induction will be provided to all new staff. If this is not offered to you, please contact Janet Barr (contact details shown above) Key elements of the Club safeguarding policy are discussed in more detail and specifically to the individuals' role.

The safeguarding manager maintains a training record and needs analysis which is role dependent. Some roles will require further training and ongoing refresher training

All staff working in direct contact with Children are required to complete the FA's 3-hour Safeguarding Children Awareness workshop and undertake a refresher course, at least once every 3 years. Details of those satisfactorily completing this course are retained by the Human Resources Department.

Safeguarding is a key part of the induction stage for all academy school children. There is a child friendly safeguarding card which will be distributed at induction evenings.

## Recruitment and disclosure

QPR have a specific safer recruitment policy which sets out in detail the process the Club will undertake in ensuring staff are suitable to work with children and adults at risk. A copy is available on the intranet.

All staff will undertake a specific safeguarding and safer working practices induction upon employment at the Club. A briefing document and guidance for safer working practices will be provided and will also be available on the intranet, under the safeguarding page. There is an expectation that staff will read the guidance and sign a declaration of agreement and understanding.

Key elements of the Club's Safeguarding Children Policy are discussed in more detail if the role requires it.

All staff working in direct contact with Children are required to complete the FA 3-hour Safeguarding Children Awareness workshop and undertake a refresher course every 3 year. Details of this will be retained by the Safeguarding manager.

All staff or volunteers in a position of trust, and in roles that require contact with adults at risk, young people and children will undergo enhanced DBS disclosure, which is an on-going procedure throughout the association with the Club.



# Positions of trust

As a result of their knowledge, position and/or the power, influence and authority invested in their role, all adults working or assisting in the delivery of activities for children and young people within the Club are considered to be in positions of trust in relation to the young people in their care. A relationship of trust can be described as one in which one party is in a position of power and influence over the other by virtue of their work or the nature of their activity. It is vital for all those in such positions of trust to understand the power this can give them over those for whom they are responsible, and the responsibility they must exercise as a consequence.

*“Where a person older than 18 is in a specified “position of trust”, it is an offence for them to have any sexual activity with a person under the age of 18. This law has applied since the Sexual Offences (Amendment) Act 2000 came into force in January 2001 and applies even if the relationship is consensual. Prior to the Act, the age of sexual consent - 16 - was the only issue.*

*In the school setting, it applies where the child is in full-time education and the person works in the same place as the child, even if the person does not teach the child.”*

A relationship between a member of staff and a child or young person cannot be a relationship between equals, as there is the potential for exploitation and harm of vulnerable young people.

Staff must always maintain appropriate professional boundaries and avoid behaviour which may be misinterpreted by others.

Where a person aged 18 or over is in a specified position of trust with a child under 18, IT IS AN OFFENCE for that person to engage in an intimate relationship or sexual activity with or in the presence of that child or cause or incite that child to watch sexual activity.

This means adults MUST NOT use their position to gain access to information for their own or others advantage, or use their power to intimidate, threat coerce or undermine children or young people or use their status to form or promote relationships, which are of a sexual nature or may become so.

Staff should not:

- Have sexual relationships with children
- Have any forms of communication with a child which may be interpreted as sexually suggestive or provocative
- Discuss their own sexual relationships with or in the presence of a child



## Activities for Disabled Persons

All activities carried out for disabled persons are carried out under the guidelines of the Equality Act 2010. It is now known that children and young people with disabilities are at an increased risk of abuse.

## Contractors

All external contractors engaged by QPR undergo a suitability test prior to commencing work. This will include evidencing the contractor's Safety Record, Safety Policy, Liability Insurance, Risk assessment and details of Competent Person. On arrival at the Club the contractor will receive a site induction from a member of the Facilities team which covers safeguarding children and give details of the Club's expected code of behaviour. Contractors are subject to regular inspection from Club staff. In the event of a Contractor carrying out work on an area that is usually occupied by children this work, where possible, will be undertaken when children are not present.

If a contractor undertakes work where a child or children are present, and they have not had appropriate DBS, they will not be left unsupervised with any children, young person or vulnerable adult.

## Safeguarding for Stewards

All stewards working for QPR FC must understand that the underlying principle in the treatment of children is to ensure their safety and welfare. Stewards should work in pairs when dealing with children. This responsibility begins from the moment a child enters the ground and ends once they leave.

Any incidents concerning a child must be reported to Janet Barr. E-mail: [Janet.barr@qpr.co.uk](mailto:Janet.barr@qpr.co.uk)  
Telephone: 0208 740 2572. Out of hours: 07880 204 366.

## Service Level Agreements

The Club commitment to safeguarding is outlined in any partnership agreements, service level agreements or any other agreements that are in place with any service provider or for commissioned services insofar as those services relate to Children.



# Definitions

## Children and young people

Throughout this policy, reference is made to children and young people; This means “those under the age of 18.

## Poor Practice

Poor Practice is unacceptable and will be treated seriously with appropriate action. Any behaviour that contravenes existing Codes of Conduct, infringes an individual’s rights and/or reflects a failure to fulfil the highest standards of care is an indication of Poor Practice. A child or young person may not be aware that poor practice or abusive is taking place, as they may deem the behaviour as acceptable.

Some examples of poor practice are listed below;

- 1) Spending large amounts of time alone with a child
- 2) Being in changing rooms or showers when in use by children or young people
- 3) Reducing a child to tears as a form of control
- 4) Sharing a room with a child
- 5) Failure to conduct a risk assessment prior to each session .

Some examples of good practice include;

- 1) Using acceptable language and being a role model
- 2) Request written permission from parents if Club officials need to transport children
- 3) If supervision is required in changing areas coaches should not be alone

This list is not exhaustive, any concerns should be raised to the safeguarding manager. QPR will notify parents whenever any concerns are raised about their child.

## What is abuse?

Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and represents an abuse of power or a breach of trust. Abuse can happen to a child or a vulnerable adult regardless of their age, gender, race, ability, culture or sexual orientation.

## Signs of abuse

The main forms of abuse identified as follows, should you have any concern that abuse is occurring you should contact the Safeguarding Manager or nominated Safeguarding Officer for the relevant department for advice.

### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or 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.

Physical abuse can be caused through an act or omission.

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to engage in sexual activity, regardless of 'implied consent.' This includes penetrative (penetration of vagina, anus & mouth) and non-penetrative acts (touching – over or under clothing, any part of the body in a sexual way).

Sexual abuse includes involving children in the watching of sexual acts, and encouraging children to engage in over-sexualised behaviour, and grooming offences which can also be committed via the internet.

Sexual abuse can be perpetrated by anyone, including a parent or guardian, caregiver, extended family, friend, neighbour, stranger or a person in a position of trust (includes 16/17-year olds).



## Neglect

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. This includes failing to provide adequate nutrition, clothing, shelter, health care and protection from harm. Emotional neglect is the failure to meet the child's ongoing emotional needs for affection and a sense of belonging.

## Emotional Abuse

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, including verbal attacks on a child's sense of self, repeated humiliation or rejection. Exposure to violence, drugs, alcohol abuse or severe conflict in the home, forced isolation, restraint or causing a child to be afraid much of the time may also cause emotional harm. Emotional abuse rarely happens only once, and it is usually part of a pattern of how the child is being treated over a significant period.

## Child Sexual Exploitation

Child sexual exploitation occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a Child into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may be sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also take place through the use of technology

## Bullying / Cyberbullying (strand of emotional abuse) including peer on peer.

QPR has a zero tolerance to bullying, whether that's staff to child, child to staff member or child to child.

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical, verbal and emotional, both face to face and via social media and other online forums. The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm and suicide). All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.

The Club have a specific anti-bullying policy in place to address concerns of bullying. This includes recording and reporting all incidents of bullying

Cyberbullying is when a person uses technology i.e. mobile phones or the internet (social networking sites, chat rooms, instant messenger, tweets), to deliberately upset someone. Bullies often feel anonymous from the incident when it takes place online and 'bystanders' can easily become bullies themselves by forwarding the information on.



## Domestic Abuse

Domestic Abuse is a significant indicator of risk of harm to children, whom may suffer directly or indirectly if they live in households where there is domestic abuse. Domestic abuse is likely to have a damaging effect on the health and development of children.

## ‘Sexting’

UK council for child internet safety provides advice on sexting, “responding to incidents and safeguarding young people”, is designed for designated safeguarding leads, their deputies, head teachers and senior leadership teams in schools and educational establishments in England. The same advice can apply to football clubs.

The advice covers a variety of issues, including: responding to disclosures, handling devices and imagery, risk assessing situations, involving other agencies (including escalation to the police and children’s social care), recording incidents, involving parents and preventative education. The advice aims to support schools and those working with young people in developing safeguarding procedures to respond to incidents involving youth produced sexual imagery. It highlights key sources of resources and support that help school if incident happen. Please see the links below for further advise.

<https://www.gov.uk/government/publications/indecent-images-of-children-guidance-for-young-people/indecent-images-of-children-guidance-for-young-people>

<https://www.safeguardingschools.co.uk/wp-content/uploads/2016/08/Sexting-in-schools-and-colleges-UKCCIS-August-2016.pdf>

## FGM mandatory reporting

Female genital mutilation is the partial or total removal of external female genitalia for non- medical reasons. Religious, social or cultural reasons are sometimes given for FGM however its is child abuse and a criminal offence.

Section 74 of Serious Crime act 2015 amended the female genital mutilation act 2003 to introduce the legal duty for regulated health and social care professional and teachers to report to the police if;

- they are informed by a girl under 18 that she has undergone an act of FGM and/or
- they observe physical signs that an act of FGM may have been carried out on a girl under 18.





# Signs and Symptoms

The list below is not exhaustive and the presence of one or more of these indicators is not proof that abuse is taking place though they are indicators that abuse may have taken place:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- Disclosure of what appears to be an abusive act.
- Disclosure of unsatisfactory home circumstances i.e. Domestic abuse, drugs and alcohol misuse, mental health concerns of a parent or other person within the home.
- Someone expresses concern about the welfare of the child.
- Unexplained changes in behaviour (e.g. becoming quiet, withdrawn or sudden outbursts).
- Oversexualised behaviour
- Displays variations in eating patterns including overeating or loss of appetite.
- Weight loss for no apparent reason.
- Becomes increasingly dirty or unkempt.
- Evasive parents/carers

**Remember that:** It is not the responsibility of staff (permanent or casual) or volunteers to decide if abuse has taken place, but it is their responsibility to act on any concerns, in accordance with this procedure.



# Responding to Allegations or Suspicions

All staff, volunteers and players have a responsibility to ensure the safety and welfare of children and to take appropriate steps to ensure that suspicions and allegations of abuse are taken seriously and responded to quickly and appropriately. It is not the responsibility of anyone within the Club to decide whether child abuse has taken place. You MUST however, listen to the child and reassure them. Inform the Safeguarding Manager or DSO at the earliest opportunity.

Where there is a complaint against a member of staff the one of the following may occur:

- A criminal investigation led by the Police
- A child protection investigation led in a multi-agency approach by the Local Authority
- A disciplinary or misconduct investigation led by the Club, which may also involve The Football Association or Premier League.
- The Club will delay an internal disciplinary or misconduct investigation while a criminal or local authority investigation takes place.

If a member of staff suspects abuse is taking place, or a report/allegation of abuse has been disclosed to them, where possible the Safeguarding Manager or a Safeguarding Officer should be contacted as early as possible. However, it is recognised that an individual may need to respond to a situation immediately and prior to such contact if the nature of the suspicion or report is putting the child concerned in immediate danger.

There is a separate policy relating to allegations against members of staff .

If the concern or allegation relates to the Safeguarding Manager or any senior member of staff, contact directly the Local authority Designated Officer for Allegations against Professionals (LADO)

Hammersmith and Fulham ;Megan Brown 0208 753 5125 [lado@lbhf.gov.uk](mailto:lado@lbhf.gov.uk)

Hounslow Grace Murphy [Grace.Murphy@hounslow.gov.uk](mailto:Grace.Murphy@hounslow.gov.uk)

- Listen carefully rather than question the child directly.
- Stay calm and not offer their personal opinions/thoughts.
- Be aware that medical or criminal evidence may be relevant.
- Tell the child that you are listening and taking what they say extremely seriously.
- Seek medical attention if necessary
- Take further action – they may be the only person in a position to prevent future abuse.
- Inform the Safeguarding Officer and/or the Safeguarding Manager of the information or another senior member of staff if these are not available
- Write down everything said (in their words as far as possible) and what was done – accuracy and detail is important. Keep this information stored in a secure place. Concerns can be recorded on the Safeguarding reporting form (template shown below)



# Complaints

The Clubs complaints procedure can be found on this link:

**<https://www.qpr.co.uk/club/charter/>**

If you are under 18 and wish to make a complaint QPR have a “speak up policy” available on the website.



# Confidentiality and sharing information

All staff will understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the person and staff involved but also to ensure that information being released into the public domain does not compromise evidence or any subsequent investigation.

Staff should only discuss concerns with the DSO or Safeguarding Manager. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

However any member of staff can contact children's social care if they are concerned about a child.

Safeguarding information will be stored and handled in line with GDPR.

Information sharing is guided by the following rules and principles\*:

1. Neither data protection legislation and guidance or human rights law are barriers to sharing information in the interests of safeguarding
2. Be open and honest
3. Seek advice (from designated people e.g. DSO or statutory agencies)
4. Share information with consent where possible
5. Always consider safety and wellbeing
6. The information shared is necessary, proportionate, relevant, adequate, accurate, timely and secure
7. A record must be kept of your actions, decision & reasons for it

*\*Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers. HM Gov. March 2015*

Information sharing decisions will be recorded, whether or not the decision is taken to share.

Records of concern and other written information will be stored in a locked facility with restricted access and any electronic information will be stored in a protected file, transferred securely and only made available to appropriate individuals.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them, any requests of this nature MUST be referred to the safeguarding manager.



# Safeguarding Reporting Form

Please complete within 24 hours.

For all concerns involving Community Trust activities send to Claire Priddle. All other issues direct to the Safeguarding Manager Janet Barr.

<b>Date of concern</b>	
------------------------	--

**Details of the person who is raising the concern:**

<b>Name</b>	
<b>Role</b>	
<b>Name of venue</b>	
<b>Telephone number</b>	
<b>E-mail</b>	

**Details of the person you are raising a concern about:**

<b>Name</b>	
<b>Role</b> (please tick)	<input type="checkbox"/> Child <input type="checkbox"/> Adult at risk <input type="checkbox"/> Member of staff <input type="checkbox"/> Volunteer <input type="checkbox"/> Other
<b>Date of birth</b>	
<b>Home address</b>	
<b>Telephone number</b>	
<b>E-mail</b>	

**Details of the parents/carers (if applicable):**

<b>Name(s)</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>E-mail</b>	



## Safeguarding Reporting Form (2/5)

### Nature of the concern:

<p><b>Circumstances</b></p> <p>Include ALL the information known to you</p>	
<p><b>Details of any disclosures</b></p> <p>Include ALL the information known to you, including any verbatim comments</p>	
<p><b>Injuries seen</b></p>	
<p><b>Witnesses</b></p> <p>Include full details, including name, role and contact details</p>	



## Safeguarding Reporting Form (3/5)

### Confidentiality

If the allegation is against a member of staff or volunteer, that person should not be informed of the concern until advice has been sought from the Safeguarding Manager.

<p><b>Have the parents/ carers been informed of the concern?</b> (please tick)</p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p><b>If not, please state why...</b></p> <p>If you feel sharing the information with the parent/ carer will place the child at risk, you should not share this information. Advice should be sought from the Safeguarding Manager and reasons fully documented.</p>	
<p><b>Adults at risk need to be informed of the concern</b></p>	
<p><b>When were the parents/carers informed of the concern?</b></p>	<p>Date:</p> <p>Time:</p>
<p><b>Have the parents/ carers or adult at risk given consent to share information?</b></p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p><b>If not, why?</b></p>	



## Safeguarding Reporting Form (4/5)

### Details of the person alleged to have caused harm (if applicable):

<b>Name</b>	
<b>Role</b> (please tick)	<input type="checkbox"/> Child <input type="checkbox"/> Adult at risk <input type="checkbox"/> Member of QPR staff - further detail required <input type="checkbox"/> Volunteer <input type="checkbox"/> Parent <input type="checkbox"/> Other - please detail...
<b>Date of birth</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>E-mail</b>	
<b>Do they work/ volunteer anywhere else?</b> (please tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please give details</b>	





## Safeguarding Reporting Form (5/5)

### Actions:

<b>What has been done about the concern?</b>	
<b>Who has been informed about the concern?</b> (please tick)	<input type="checkbox"/> Safeguarding Manager <input type="checkbox"/> Safeguarding officer (please name) <input type="checkbox"/> FA/Premier League <input type="checkbox"/> Police <input type="checkbox"/> Children's social services <input type="checkbox"/> Local authority designated officer <input type="checkbox"/> Other, please detail...
<b>When were they notified?</b>	
<b>What was the name of the person you spoke to?</b>	
<b>What did they say?</b>	
<b>What other actions have been taken?</b>	



## Safeguarding Reporting Form

**If your concern relates to a sexual assault that has taken place within the last 7 days, you must notify the Safeguarding Manager and the Police at the time you are advised.**

**If your concern relates to immediate welfare of a child or adult at risk call the police on 999. The Safeguarding Manager should then be notified.**

**Safeguarding Manager**

**Janet Barr**

**Janet.barr@qpr.co.uk**

**Report to their Manager in addition to the Safeguarding Officer/Manager as soon as possible.**

**Staff should not:**

- Offer to keep any information disclosed confidential. Say there may be occasions where you must pass the information to the Police or other adult
- Make promises they cannot keep
- Interrogate the child – it is not their job to carry out an investigation.
- Cast doubt on what the child has told them – they shouldn't interrupt or change the subject
- Say anything that makes the child feel responsible for the abuse

Staff should ensure the Safeguarding Manager, or a Safeguarding Officer is informed as soon as possible. They will know how to follow this up and where to go for further advice. The 'reporting safeguarding concern' form (which is available for all staff via the safeguarding page on the QPR intranet) should be used to record information and pass to the Safeguarding Manager.

Any injuries seen should be noted and recorded on a body map (which is available for all staff via the safeguarding page on the QPR intranet).



# Whistleblowing Policy

Whistleblowing refers to making a protected disclosure under the Public Interest Disclosure Act 1998.

By encouraging a culture of openness QPR wants to encourage staff to raise issues, which concern them at work. Staff have a right and duty to raise matters of concern they may have about the services being offered by QPR or serious malpractice associated with them. Staff may be worried that by reporting such issues they will be opening themselves up to victimisation or detriment or risking their job security. However, all staff are protected by law if they raise concerns in the right way. Provided they are acting in good faith, it does not matter if they are mistaken. This policy is designed to ensure workers raise concerns properly and to ensure that mechanisms exist in QPR issues raised by staff will be addressed quickly and effectively. In addition QPR have a child friendly complaints policy to assist young people .

## QPR FC HELPING CHILDREN / YOUNG PEOPLE TO COMPLAIN

[https://qprfc-my.sharepoint.com/personal/janet\\_barr\\_qpr\\_co\\_uk/Documents/Documents/qpr FC speak\\_up\\_policy-signed.docx?web=1](https://qprfc-my.sharepoint.com/personal/janet_barr_qpr_co_uk/Documents/Documents/qpr FC speak_up_policy-signed.docx?web=1)

Although this list is not exhaustive, examples of situations in which a disclosure might be made are:

- The committing of a criminal offence.
- Improper conduct or unethical behaviour
- Attempts to conceal any of the above

QPR have a Safeguarding concerns whistle blowing line, calls to this number can be anonymous 020 3198 7086 or 07483 006 924. Alternatively contact the Safeguarding manager directly.

## Other related policies include

- Safeguarding Adults at Risk policy
- Equality & diversity policy
- Health & safety policy
- Safer recruitment and working with ex-offenders
- Policy for trips, tours & tournaments
- Late collection children policy
- Whistle blowing policy
- Anti-Bullying policy
- Social media policy
- Equal opportunities Policy

There are CODES OF CONDUCT for players, coaches and parents for those children at the Academy. These have been updated to include COVID 19 .



# Image Policy / Social network guidance

The Club takes its guidance on the use of images from guidelines issued by the FA and Football League.

All images are taken by Club officials who have been briefed by the member of staff (and where possible a Club Safeguarding Officer) responsible for the activity being photographed / filmed.

Photography is forbidden in private areas such as changing rooms, toilets and showers.

Before taking images of Children, parental consent is sought in writing at the start of each football season or prior to the event. Parents/Legal Guardians are responsible for informing the Club of any change of circumstances within the season which may affect consent. Parents/Legal Guardians will be informed of how the image will be used. The Club will not allow an image to be used for something other than that for which it was initially agreed.

All Children featured in Club publications will be appropriately dressed. Where possible, the image will focus on the activity taking place and not a specific Child. Where appropriate, images represent the broad range of people participating safely in the event. Designated Club photographers will, where applicable, undertake a CRC and attend a Safeguarding Children workshop and in any case will be personally responsible for keeping up to date with the latest guidelines on the Use of Images policies issued by the Club and by the Premier League from time to time. Club Identification will be worn always.

Children who are subject to family, care or legal proceedings, or who are under a court order will not have their images published in any Club document. No images of Children featured in Club publications will be accompanied by personal details such as their school or home address. Recordings of Children for the purposes of legitimate coaching aids are only filmed by Club officials and are stored safely and securely at the Club's premises. Any instances of inappropriate images in football should be reported to the Club's Publications Editor or Safeguarding Manager immediately. The Club does not put young player profiles with images and personal information on its website.

Any incidents concerning youth sexual imagery abuse should be reported to the Safeguarding team.

QPR recognises the importance of social media and social networking services. However, QPR are also aware of the potential safeguarding risks in this area. Staff should not add or invite children or young people they have responsibility for to become "friends" or contacts.

There is a separate policy for the use of social media.



# Concerns around radicalisation and extremism

The government defines extremism as ‘vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs’ (HM Government Prevent Strategy).

Some children are at risk of being radicalised: adopting beliefs and engaging in activities which are harmful, criminal or dangerous. Islamic extremism is the most widely publicised form however staff should also remain alert to the risk of radicalisation into white supremacy extremism.

‘Prevent’ is a cross-Government policy that forms one of the four strands of the UK’s strategy for counter terrorism which includes the prevention of radicalisation of vulnerable adults and children. Those who are targeted with a view to radicalise them are often the most vulnerable in society including those with poor networks of support or who are experiencing socially isolated, mental health issues and/or learning and communication issues.

Keeping children safe from these risks is a safeguarding matter and should be approached in the same way as safeguarding children from other risks. Counter terrorism and Security act places a duty on specified authorities, including sport in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism (the prevent duty) There is also a duty on local authorities to ensure there is a Channel Panel in place. This must include the local authority and senior police officers. The panel will assess to what extent identified individuals are vulnerable to being drawn into terrorism. The Act requires partners of the Channel Panel to cooperate with the panel in the carrying out of its functions and the police in undertaking the initial assessment as to whether a referral is appropriate. There will be training rolled out in this area so that staff across the Trust and Academy are aware of signs to be aware of and referral pathways. Liaise with Safeguarding Manager if there are any concerns about this.

If the Safeguarding Manager is unavailable, referrals can be made directly to [pinakin.patel@lbhf.gov.uk](mailto:pinakin.patel@lbhf.gov.uk) 07554 222772. Staff requiring training around Prevent can e-mail [prevent@lbhf.gov.uk](mailto:prevent@lbhf.gov.uk) to enquire about training sessions.

If the behaviour of anybody involved in our activities indicates that they or those around them are at risk of harm, staff should report these concerns immediately to the DSO. In the event that there appears to be an immediate risk or danger call 999.



# Private fostering arrangements

A private fostering arrangement occurs when someone other than a parent or a close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16 or aged under 18 if the child is disabled. By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify children's services as soon as possible.

Where a member of staff becomes aware that a child may be in a private fostering arrangement they will raise this with the DSO and the Club will notify the local authority who will check whether the arrangement is suitable and safe for the child. The Club do sometimes makes arrangements for Academy scholars to stay with a host family. In such circumstances the Club will adhere to its Host Family policy to ensure that all safeguarding considerations are addressed and agreed with the player and his parents. Where any accommodated scholar is aged under 16 arrangement will be agreed in partnership with the local authority and in line with the Children (Private Arrangements for Fostering) Regulations 2005.

# Looked after children

The most common reason for children becoming looked after (taken into care) is as a result of abuse or neglect. Children's early experiences have a significant impact on their development and future life chances. As a result of their experiences, both before and during care, looked after children are at greater risk than their peers.

Appropriate staff will be informed about a child's looked after legal status and care arrangements, including the level of authority delegated to the carer by the local authority looking after the child. Any indicators or signs that a looked after child may require additional support or protection must be reported without delay to a DSO or safeguarding manager who will share concerns with the Local Authority without delay.



# Matchday

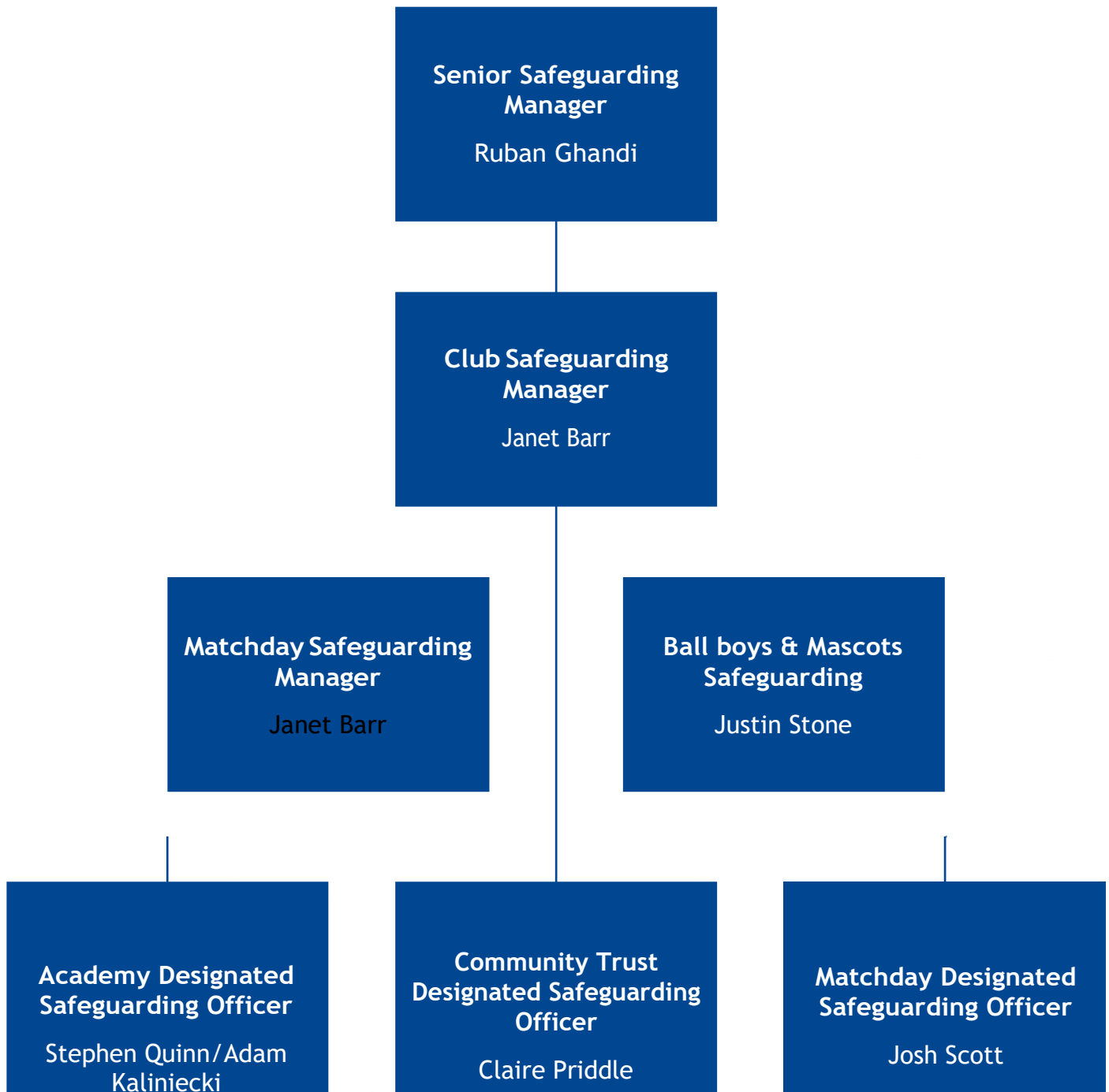
Unaccompanied Children In accordance with the Club's ticketing terms & conditions, the minimum age that a Child is permitted to attend a match at Kiyon Prince Foundation Stadium is 14 years old. Any person under 14 years must be accompanied by an adult 18 year or over.

## Mascots & Ball Persons

The Club will only allow Children to be match day mascots or ball persons once parental consent has been obtained. A signed image consent form is also required before any images are published in the Club's match day programme. No photographs of mascots or ball persons featured in Club publications will be accompanied by personal information about the Child, such as their school, home address or local sports team. Whilst at Kiyon Prince Foundation stadium, mascots and ball persons are accompanied always by a designated safeguarding officer, and in their absence, a member of staff with a satisfactory enhanced DBS.



# Safeguarding structure at Queens Park Rangers FC







# Key contacts and useful numbers / websites

## The Football Association

Sue Law – Head of Safeguarding  
sue.law@thefa.com

## The Football League

Alex Richards – Child Protection Advisor  
arichards@efl.com



## Metropolitan Police

For emergencies dial 999  
For non-emergencies dial 101



If you want to report any abuse or discuss concerns in relation to children and young people, please contact:

- **Hammersmith & Fulham** - familyservices@lbhf.gov.uk or Tel: 020 8753 6600
- **Kensington and Chelsea** - socialservices@rbkc.gov.uk or Tel: 020 7361 3013
- **Westminster** - accesstochildrenservices@westminster.gov.uk or Tel: 020 7641 4000

## TRI-BOROUGH MULTI-AGENCY SAFEGUARDING TEAM

Tel: 0208 753 6600  
Fax: 0208 753 4209  
Email: Familyservices@lbhf.gov.uk  
Walk-in: Ground Floor, 145 King St, Hammersmith, W6 9XY  
Out of hours service: 020 8748 8588G HUB (MASH)

Tri-Borough LSCB Team can be contacted on: 020 8753 3914

# NSPCC

NSPCC HELPLINE 0808 800 5000

## COVID 19 RESPONSE

### Club statement COVID 19

The way in which QPR is currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of our important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children will always continue to come first
- if anyone has a safeguarding concern about any child connected to the Club they should continue to act and act immediately
- a Designated Safeguarding lead or Deputy will always be available
- unsuitable people are not allowed to enter the Club workforce and/or gain access to children
- children continue to be protected when they are online

### Club Safeguarding Contacts:

During the Covid-19 lockdown period the Safeguarding contacts for the Club are as follows:

Club Safeguarding manager Janet Barr [Janet.barr@qpr.co.uk](mailto:Janet.barr@qpr.co.uk)  
0208 740 2572

Or Claire Priddle [claire.priddle@qpr.co.uk](mailto:claire.priddle@qpr.co.uk)  
0203 198 7124

During lockdown QPR launched an initiative for fans and staff called “R U OK? “ This is a helpline for anyone who may be anxious or worried about anything or anxious about returning to work. We have safeguarding officers who are ready to chat to anyone who may have concerns of any kind. They can be contacted via email or the phone number below , this support continues to be available.

[safeguarding@qpr.co.uk](mailto:safeguarding@qpr.co.uk) 07483 006 924

Remember that in an emergency or where there is risk to life you should contact the police immediately.

### Other Safeguarding contacts in football:

Whilst any safeguarding concern should be raised with the Club Safeguarding contacts in the first instance we recognise that this may not always be possible or appropriate. Below are the contact details for footballing partners with whom safeguarding concerns in relation to the Club can be discussed:

The English Football League Safeguarding Team

Tel: 01772 325940

Email: [safeguarding@efl.com](mailto:safeguarding@efl.com)

If they concern regards a person in employed in footballs conduct towards a child:

The FA Safeguarding Team

Tel: 0800 169 1863

Email: [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)

### **Procedures and Safety Measures for online learning:**

The Club expects all staff and players to adhere to the relevant policy boundaries must be maintained at all times. We have put extra measures in place to reduce the risks in relation to online learning which include:

- All contact online being observable and interruptible
- Staff and children must wear suitable clothing as should anyone else in the household
- Any computers being used should be in appropriate areas, for example not in bedrooms and the background should not be blurred
- Online teaching will not be carried out on a one to one basis and will be done in a group setting with several players present,
- Another adult will be invited to be present in the room
- All communication provided will have an educational purpose
- Language must be professional and appropriate, including any family members in the background
- The Club will record online teaching/instruction sessions. Players and parents will be informed that sessions are being recorded in advance of doing so.
- All sessions provided will be via the Clubs I.T platform (for example remote desktop) or Wi-Fi (where possible)

### **Mental health:**

Negative experiences and distressing life events, such as the recent circumstances, can affect the mental health of us all. Players or staff who are struggling should contact the Club safeguarding staff as outlined above. Support can also be accessed through a number of national organisations including:

The Samaritans	Tel: 116 123	<a href="https://www.samaritans.org">https://www.samaritans.org</a>
ChildLine:	Tel: 0800 1111	<a href="https://www.childline.org.uk">https://www.childline.org.uk</a>
NSPCC:	Tel: 0808 800 5000	<a href="https://www.nspcc.org.uk">https://www.nspcc.org.uk</a>
Mind:	Tel: 0300 123 3393	<a href="https://www.mind.org.uk">https://www.mind.org.uk</a>
PFA:	Tel: 07500 000 777	<a href="https://www.thepfa.com/wellbeing">https://www.thepfa.com/wellbeing</a>

### **Online safety:**

It is important that internet safety and security messages are re-enforced during this time when we are expecting young people to be online more often. They may also be increasing their usage on devices during their own free time during this lockdown



period. It is important that both players and parents are aware of the help and support available should they be concerned about something they have seen or experienced online. These include:

UK Safer Internet Centre	<a href="https://reportharmfulcontent.com/">https://reportharmfulcontent.com/</a>
CEOP	<a href="https://www.ceop.police.uk/safety-centre/">https://www.ceop.police.uk/safety-centre/</a>
Internet Matters	<a href="https://www.internetmatters.org/">https://www.internetmatters.org/</a>
NetAware	<a href="https://www.net-aware.org.uk/">https://www.net-aware.org.uk/</a>
ParentInfo	<a href="https://parentinfo.org/">https://parentinfo.org/</a>
ThinkuKnow	<a href="https://www.thinkuknow.co.uk/">https://www.thinkuknow.co.uk/</a>

## Monitoring & Policy review

The policy will be reviewed yearly, following learning from an incident or;

- Following a recommendation within a serious case review and/or from the LSCB or any other regulatory body.
- Amendments to existing legislation, introduction of new legislation and/or government guidance

### For more information please contact:

**Janet Barr, Safeguarding Manager**

E-mail: [janet.barr@qpr.co.uk](mailto:janet.barr@qpr.co.uk)

Office: **0208 740 2572**

Mobile: **07880 204 366**

QPR Safeguarding Children's Policy 2020/21

Version 3. Published June2020