

<b>SECTION</b>	Safeguarding
<b>POLICY</b>	Safeguarding
<b>DATE OF CREATION</b>	March 17, 2017
<b>VERSION</b>	7
<b>DATE OF ISSUE</b>	July 1, 2025
<b>REVIEW DATE</b>	July 1, 2026

## 1. Statement of intent

Club Doncaster believes that every child, young person (defined as any person under the age of 18) or vulnerable adult who plays or participates in any activity through Club Doncaster should be able to be part of an enjoyable, safe environment and be protected from any form of abuse. This is the responsibility of anyone engaged and working with Club Doncaster and its associated activities.

Club Doncaster recognises its responsibility to safeguarding the welfare of all children, young people and vulnerable adults by seeking to protect them from physical, sexual or emotional harm, neglect and bullying. We are committed to reviewing our policy and good practice annually.

This policy outlines a strong commitment from the board of directors surrounding safeguarding and promotion of wellbeing.

Club Doncaster policies and procedures are compiled on the basis of law and guidance that seeks to protect children, young people and vulnerable adults. Club Doncaster recognises its obligations on voluntary and private sector organisations under section 11 of the Children Act 2004 and Working Together to Safeguarding Children 2019 and Care Act 2014. Our policies are reviewed annually to incorporate any new changes in law, and in consultation with the Local Authority.

Club Doncaster acknowledges its statutory duty to immediately report all issues of concern to the Strategic Lead of Safeguarding under the Modern Slavery Act 2015, Female Genital Mutilation Act 2003, and the Counter Terrorism and Security Act 2015.

Club Doncaster work with Doncaster Children's Services and the Local Authority Designated Officer.

## **2. Safeguarding of Children Policy Statement**

Club Doncaster acknowledges the duty of care to safeguarding and promote the welfare of children, and is committed to ensuring safeguarding practice reflects statutory responsibilities, Government guidance and complies with best practice and FA requirements. As per the Club Doncaster Employee Handbook, this policy applies to all persons who are associated with Club Doncaster, or maybe representing the Club Doncaster brand at any time.

This policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of: age, gender, religion, beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children have a positive, enjoyable and safe experience of Club Doncaster and are protected from abuse whilst participating in sport or anything outside of sport activity.

Club Doncaster defines a child or young persons as anyone who has not yet reached the age of 18. This is enshrined within UK law and the UN Convention of Human Rights. Within this policy, the terms young person and child may be interchanged.

Club Doncaster acknowledges that some children, including disabled children and young people, or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

Safeguarding children has been defined within the 'Working Together to Safeguard Children' legislation as:

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

As part of the safeguarding policy, Club Doncaster commit to promote and prioritise the safety and wellbeing of children and young people. This is achieved through education to all persons associated with Club Doncaster to ensure they place best practice at the centre of everything they do, and are clear about Club Doncaster's standards through the induction process, this policy, regular communication with departmental welfare officers and appropriate training.

We will consult with as many children and young people under the age of 18 that meet all areas of Club Doncaster. This could be through the Club's shadow boarding meetings, Academy and ETC player and parent check-ins.

Before undertaking consultation and planning events involving young people, the activity leader will consult with their designated department welfare officer/senior welfare officer, who will authorise a completed safeguarding risk assessment and event strategy document. This will be shared with all members of staff related to the activity, and stored in line with the Club Doncaster GDPR policy.

Any significant risk will be referred by the Senior Welfare Officer to the Safeguarding Steering Group. This group can be found on the Safeguarding Organisational Structure

document which can be access through either Doncaster Rovers' website or Club Doncaster's staff Cloud drive.

Club Doncaster will ensure everyone understands their role and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and vulnerable adults. We will do this not only in recognising the above statement through the continuation of training and standards, but also in expecting all persons to carry out their association with the Club in line with specific codes of conduct within the Club Doncaster Employee Handbook, EFL issued guidance, and Academy specific code of conduct.

We will ensure all of our activities take into consideration children and young people that are identified with additional needs and disabilities are supported within our facilities. This includes consultation with parents, guardians, schools and relevant staff awareness of the SEN Code of Practice 2015.

We will ensure appropriate action is taken in the event of incidents/concerns of abuse and ensure that support is provided to the individual(s) who raise or disclose a concern. This will be actioned through formal and informal meetings with the Safeguarding Steering Group, which will be notified through concerns raised on MyConcern.

MyConcern is Club Doncaster's secure and robust method of recording and monitoring safeguarding concerns or incidents. All incidents are stored in line with GDPR requirements, and ensure that we will only make this information available to appropriate statutory services. This is in addition to our GDPR internal policy and the GDPR regulations 2015.

Our Safer Recruitment Policy reflects Club Doncaster's commitment to prevent employment/deployment of unsuitable individual(s).

Club Doncaster ensures robust safeguarding arrangements and procedures are in operation. This is achieved through a regular review of safe and best practice through the Safeguarding Steering Group, advice from the English Football League, Football Association, Rugby Football League and OFSTED when required. This policy applies to all staff – including senior managers and the board of directors – volunteers, sessional workers, agency staff, students or anybody working on behalf of Club Doncaster. Failure to comply with the policy and procedures will be addressed without delay and may result in dismissal/exclusion from all areas of the organisation.

Club Doncaster will ensure that groups of children are the minimum ratio of 1:16, and a minimum of two Club Doncaster representatives will be responsible for children during any session. Where there is more than 32 persons, further persons will be added at the appropriate ratio.

Through the dissemination of the policy at induction and annual communication, all persons associated with Club Doncaster will be provided with information and expectations on how to work safely with children, young people or vulnerable adults.

Club Doncaster's Safeguarding Policy should be read in conjunction with all other Club policies.

In addition to Club Doncaster's internal policies, we acknowledge and ensure that throughout our culture and expectations of staff, we place the needs of children at the centre of everything we do.

### **3. Key principles**

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

All suspicions and allegations of abuse will be taken serious by the Designated Safeguarding Officer (DSO). The DSO will respond swiftly and appropriately. The DSO will take the lead on liaising with Statutory Authorities and will gate keep all information in relation to any allegations or concerns voiced within Club Doncaster.

Club Doncaster is committed to working in partnership with the Police, Social Care Departments, and Local Safeguarding Children's Board (LSCB) in accordance with their procedures. Given the outreach of Club Doncaster, and its clubs, our reach can stretch outside of our Local Authority.

Club Doncaster recognises that there are roles within sport where adults have responsibility for, authority and influence over young people and therefore have an ethical obligation to safeguarding and protecting young people from exploitation. While young people aged 16 and 17 are at the age of consent to sexual activity, any inappropriate sexual relations with young people aged 16 to 17 will be considered a breach of a 'position of trust' within Club Doncaster and will be referred to the appropriate regulatory authorities and statutory agencies.

#### 4. Definitions of abuse

##### Statutory Definitions of Abuse (Children)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

The terms and definitions of abuse below are based on the Government guidance *Working Together to Safeguard Children 2023*.

Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. Children may be abused by an adult or adults, or another child or children.
Child Criminal Exploitation	An individual or group takes advantage of an imbalance of power, coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity. Child criminal exploitation does not always involve physical contact; it can occur through technology.
Child Protection	This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
Child Sexual Exploitation	A form of child sexual abuse that occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person into sexual activity. The victim may have been sexually exploited even if the sexual activity appears to be consensual. This does not have to be physical; it can occur through technology.
Children	Anyone who has not yet reached their 18 <sup>th</sup> birthday. The fact that a child may have reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or custody in the secure estate, does not change their status or entitlements to services or protection.
Controlling or Coercive Behaviour	Controlling or coercive behaviour is a pattern of abuse (on two or more occasions) that involves multiple behaviours and tactics used by a perpetrator to (but not limited to) hurt, humiliate, intimidate, exploit, isolate and dominate the victim. It is an intentional pattern of behaviour used to exert power, control, or coercion over another person. Controlling or coercive behaviour is often committed in conjunction with other forms of abuse and it often part of a wider pattern of abuse, including violent, sexual or economic abuse. Children can be used to control or coerce the victim, for example, by frustrating child contact and/or child arrangements, telling the children to call the victim derogatory names, or to hit the victim, or by threatening to abduct the children.
Emotional Abuse	The persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child

	that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate.
Extremism	Defined in the Prevent strategy as the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of difference faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces.
Maltreatment	All forms of physical and/or emotional ill treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.
Neglect	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.
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. Physical harm also be created when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
Serious Violence	Serious violence covers specific types of crime, such as homicide, knife crime, gun crime and areas of criminality where serious violence or its threat is inherent, such as in gangs and county lines drug dealing. It also includes crime threats faced in some areas of the country such as the use of corrosive substances as a weapon.
Sexual Abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, 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 looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit act of sexual abuse, as can other children.

## 5. Promoting clear systems

Club Doncaster is committed to working together to ensure that robust and consistent safeguarding systems exist through a collaborative approach to safer recruitment, accessible education programmes and a coordinated approach to the sharing of information.

Whilst we believe that the responsibility of safeguarding is shared by everyone associated with Club Doncaster and its organisations, there is a clear leadership structure running through the organisation.

Club Doncaster requires that each strand of the organisations have a Senior Welfare Officer responsible for safeguarding.

All persons should be aware of who their departmental representative is:

Board Member Responsible for Safeguarding	Gavin Baldwin
Strategic Safeguarding Lead	Chris Wood
Designated Safeguarding Officer	Dan Breslin
Doncaster Rovers Football Club	Adam Grice
Doncaster Rovers Football Club Academy	Stuart Swift
Club Doncaster Foundation	John Davis
Club Doncaster Sports College	Emma Harrison
Club Doncaster Foundation Youth Engagement	Tom Butterworth
Stadium Matchday	Dan Breslin
Club Doncaster Academy	Duane Bowland
Doncaster Rugby League Football Club	Carl Hall
Doncaster Rovers Belles Football Club	Chris Wood
Doncaster Rovers Training Centre	Jan Budtz
Matchday Experiences (Marketing)	Dan Breslin

The persons listed above are the initial departmental contacts for persons that are concerned about any areas of practice or have information in relation to the safeguarding of a child, young person or vulnerable adult.

The officers are supervised by the Strategic Lead for Safeguarding, who will receive information and ensure that it is dealt with in line with this policy and statutory procedure.

All persons listed above are available across the organisation to be able to receive and pass information onto the DSO if required. If appropriate, the DSO can be contacted directly with any information, and this will be dealt with the same way as the list procedure. Any information received or passed on must be recorded on MyConcern.

Club Doncaster supports any concerns being communicated into its affiliated governing bodies.

NSPCC FA Helpline	08088 005 000
FA Case Management Team	01283 576 200
Rugby Football League Safeguarding Line	01123 375 046
Doncaster Local Safeguarding Board	01302 737 777

The Safeguarding Steering group meet at quarterly intervals throughout the calendar year. The purpose of this group is to ensure they are all up-to-date with appropriate legislative changes, and to share information and incidents for the purposes of review and any further appropriate action. The steering group will also make decisions in relation to risk assessments required for roles at Club Doncaster.

The Club has a safeguarding section on Rugby, Football and Foundation websites which is accessible to all persons outside of the organisation requiring support and understanding of the Club Doncaster procedures.

All associated partners who are involved with Club Doncaster will be aware within respective agreements that they are expected to abide to the best practice and agree to the legislative principles of safeguarding children and young people.

It is essential everyone involved in Club Doncaster recognises that taking no action where there is a concern regarding welfare of a child is not an option.

## **6. DBS and safer recruitment**

Club Doncaster work with the legislation provided by the Government, Football Association and English Football League to identify roles that are carried out by persons that meets the 'regulated activity' guidance provided. Club Doncaster ensures that Enhanced DBS checks are carried out for relevant persons working within roles at a minimum frequency of three years.

Club Doncaster has a recruitment policy and procedure which identifies the steps and checks that will need to be carried out prior to the commencement of employment. Working in line with this policy and the recruitment policy, the HR department will lead on ensuring that practices are followed. All shortlisting and interview panels for casual and permanent staff will have representation by the HR department or a member of the senior executive officer group. We check through passport/birth certificate of the identity of candidates, and ensure that within each stage of the recruitment process, safeguarding is at the centre.

For all roles it is requirement of all agreements and employment contracts that persons declare any relevant convictions on an annual basis on the self-declaration form issue and collated by the HR department. This will ensure that accurate and up-to-date risk assessments are in place in line with the Safer Working Practices and the Rehabilitation of Offenders Act.

Within service level agreements, we ensure that safeguarding and appropriate levels of checking are highlighted as the responsibility of the service provided.

All identity checking, prior during and after being associated with Club Doncaster will be made in line with Keeping Children Safe In Education 2016 document.



## **7. CPD and safeguarding updates**

On at least an annual basis, briefings to all persons be undertaken through either the Strategic Lead or DSO. This will include updates on policies, procedures and laws.

All new Employees will be given an induction that includes e-training on safeguarding matters, in addition to radicalisation/WRAP online training, policies and procedures and highlighting areas of their contract of employment and/or volunteer agreement.

Employees also have annual appraisals where safeguarding is always mentioned and monitored.

Employees should engage in regular 1:1 meetings with their line manager, which will allow for any safeguarding matters to be raised and discussed.

All persons associated with working with Doncaster Rovers Football Club will undertake the FA Safeguarding Children Workshop, with Welfare Officers completing the Welfare Officers workshop at the frequency of once every three years.

Where appropriate, in line with the Rugby Football League, the NSPCC Time to Listen Training will be completed by relevant personnel.

The Strategic Lead for Safeguarding will ensure or delegate attendance at all EFL and RFL Safeguarding events and workshops where attendance is required.

## **8. Safeguarding of vulnerable adults**

Club Doncaster acknowledges its responsibility to safeguard and promote the welfare of vulnerable adults. An vulnerable adult is defined under the Care Act 2014 as someone aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs);
- Is experiencing, or is at risk of, abuse or neglect, and;
- As a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

Abuse of adults can take many forms, including physical abuse, domestic violence, sexual abuse, psychological abuse, financial or material abuse, modern slavery, discriminatory abuse, organisational abuse, neglect and self-neglect.

Club Doncaster is committed to taking all concerns regarding adults at risk seriously and acting in accordance with local safeguarding procedures, the Care Act 2014, and best practice guidance. All concerns will be recorded through MyConcern and appropriately escalated.

## **9. E-safety**

We are committed to ensuring the safety of children who access Club Doncaster related activities. We have an email and internet usage policy for persons who have registered Club Doncaster computer access.

Any concerns in relation to child, young person or vulnerable adult and their safety on the internet should be reported through MyConcern.

## **10. Safer working practices**

Guidance for safer working practices is issued through the Employee Handbook, and departmental specific code of conduct, where appropriate. Whenever possible, staff should avoid situations where they are in prolonged 1:1 contact with children or young people. In the event you find yourself in this situation, a further adult/welfare officer should be aware of the reasoning, and appropriate steps such as windows/doors being open, CCTV placement and telephone check-ins should occur.

No Employee should take a child or young person in their car.

## **11. Photography and images**

We are aware that the vast majority of people who take or view photographs do so for entirely innocent and acceptable reasons. We must ensure safeguards are in place to protect children who engage with our programmes.

When using images for our own purposes we will:

- Seek written parental consent for photographs prior to them being taken and published (for example on our website or marketing material).
- Seek verbal consent from the child or young person to ensure they are happy to be photographed.
- Not use specific details which may give full details of the child, such as their school, surname or age.
- Only take fully clothed images of children, and not take them within a changing room or sensitive environment.
- Ensure that adults in charge of children on residential courses take an active role in relation to children and the usage of cameras in private areas such as bedrooms and changing rooms to prevent any safeguarding issues.
- Encouraging children and young people to share with a trusted adult if they feel uncomfortable about any images that are taken.

Image consent forms are obtained for regular participants within Club Doncaster activity, which are signed by all persons with parental responsibility.

## **12. Late collection of children**

Club Doncaster has a duty of care to the children and parents to ensure that collection of every child is made at the agreed time.

Children remaining in our care after the agreed collection time must be supervised by a minimum of two persons, one of whom must have a completed Club Doncaster DBS.

We appreciate that sometimes there may be circumstances beyond parent/carer control affecting the prompt collection of children.

### **10 minutes over the set time:**

Emergency contact will be made with the nominated person on the consent form.

### **30 minutes over the set time:**

The appropriate Club Doncaster Welfare Officer will attempt to make further contact with the nominated emergency contact, before referring onto the Strategic Safeguarding Lead.

### **60 minutes over the set time:**

The Strategic Safeguarding Lead will contact the local authority's Duty Assessment Team for advice on their next course of action. This will only happen if none of the child's emergency contact numbers have made contact.

Unreasonable and/or persistent lateness may result in terminating the young person's involvement in the activity.

## **13. Prevent**

The Counter Terrorism and Security Act 2015 states to have due regard to the need to prevent people from being drawn into terrorism.

The aim for the Prevent strategy under the UK legislation is to reduce the threat from all types of terrorism. In the Act this has been expressed as the 'need to have due regard to the need to prevent people from being drawn into terrorism'. Prevent covers international and domestic terror threats, and includes the activities of the far right groups, and animal right groups.

All persons undertake the Governments ACT and Prevent training upon induction to Club Doncaster, and have a duty to raise concerns through MyConcern and relevant procedures.

Where a person is concerned that another person may be demonstrating behaviour that required advice and intervention under the Prevent Strategy, this should be referred in the same spirit and process as a safeguarding concern. The Strategic Safeguarding Lead will work with appropriate Prevent staff within South Yorkshire, and present, if deemed appropriate, at the regions channel panel.

#### **14. Responding to concerns, allegations and disclosures**

Working with all statutory bodies we will ensure that we will do all we can to prevent people who pose a risk to children from working within our organisation.

We also understand that issues may arise with persons after they have been checked through an Enhanced DBS Check and provided with advice and guidance around safer working practices through their line manager or Employee Handbook. Any concerns about a person associated with Club Doncaster should be taken to the HR and Safeguarding Manager immediately. Any concerns about the HR and Safeguarding Manager should go straight to the Chief Executive Officer or Local Authority Designated Officer on 01302 734 444.

This policy identifies that persons working within the organisation are deemed at all times within the spirit of the law and are defined as within a position of trust. All persons must understand their responsibility within their roles and the power of balance this has in any professional relationship with a person under the age of 18 and their families.

Explicitly persons should not:

- Use their position to gain access to information for their own advantage, such as personal details.
- Use their power of their involvement with Club Doncaster to intimidate, threaten or coerce a young person and their family.
- Use the status to form inappropriate social relationships and blur professional boundaries such as linking through social media or socialisation outside of the professional relationship.

Persons who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently. In relation to issues of a safeguarding nature and in line with the Club Doncaster terms of engagement, discipline policies.

Where any person has a concern that a person has caused harm, or poses a future risk of harm to any vulnerable groups including children, they have a duty to immediately report this. The following are included but are not regarded as exclusive:

- Behaviour in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

These behaviours should be considered within the context of the four categories of abuse (i.e. physical, sexual and emotional abuse and neglect).

Allegations against persons who work in children and young people environments that may be deemed as inappropriate under the Sexual Offences Act 2003, may also include:

- Having a sexual relationship with a child under the age of 18 if in a position of trust in respect of that child, even if consensual.
- 'Grooming', i.e. meeting a child under 16 with intent to commit a relevant offence. Other 'grooming' behaviour giving rise to concerns of a broader child protection nature (e.g. inappropriate texts, email messages or images, gifts,

socialising etc.); possession of indecent photographs/pseudo-photographs of children.

If concerns arise about the person's behaviour to their own children, Club Doncaster will liaise with the Local Authority to let them assess whether there may be implications for children with whom the person has contact with.

Allegations of historical abuse should be responded to in the same way as contemporary concerns.

## **15. Poor practice**

Poor practice occurs when a person fails to fulfil the standards and responsibilities when working with children. If allowed to continue poor practice can cause harm and become abuse. Poor practice is unacceptable within Club Doncaster activity and we need to work with departments to ensure that this risk is minimised by the behaviour and conduct of all persons.

Through the MyConcern application, staff and Welfare Officers should report issues of near miss or poor practice. These will be discussed and investigated appropriately.

Examples of poor practice may include, but not limited to:

- Allowing hazing/bullying to go unreported;
- Allowing concerning practices to go unreported (e.g. player punishment/name calling);
- Ignoring health and safety guidelines;
- Unauthorised visitors;
- Failing to adhere to departmental codes of conduct.

## **16. Low-level concern management**

A low-level concern is a piece of information that may not seem concerning as an isolated-incident, but is out of character of an individual. Any low-level concerns are to be recorded on MyConcern immediately. This could be, but is not limited too, a change in character, arriving to the Eco-Power Stadium feeling emotional and unexplained bruises.

Should you come across something you think is a low-level concern, you should:

- Remain calm and do not cause alarm.
- Act immediately – report as soon as possible.
- Use MyConcern to log all concerns with clarity and factual details as soon as possible.
- Inform your department welfare officer or the DSO.
- If it is not your role, do not investigate. Your role is to report, not to resolve.
- Do not promise confidentiality if someone makes a disclosure to you. All Employees have a duty of care, as safeguarding is everyone's responsibility.

More information on low-level concern management can be found on Club Doncaster's Low Level Safeguarding Policy.

## **17. Reporting and flow chart**

All staff must follow these procedures as outlined in the policy. The key expectations are:

- Act immediately – do not delay reporting.
- Use MyConcern to log all concerns with clarity and factual detail.
- Inform your departmental welfare officer or the DSO as shown as the flowchart.
- Do not investigate or promise confidentiality. Your role (unless stated otherwise) is to report, not to resolve.

Flow chart for the safeguarding, please see appendix A on page 15.

## **18. Summary**

Club Doncaster is committed to protecting the children, young people and vulnerable adults who interact with the organisation in any capacity. The commitment is driven by the board of directors.

Any concerns or reports that staff wish to make must be reported through the MyConcern app and will be escalated appropriately by the Safeguarding Strategic Lead and Designated Safeguarding Officer.

## Appendix A – Safeguarding Flow Chart



All concerns should be logged by the staff member who has the original concern within 24-hours. This will then be escalated as appropriate and managed in line with Club Doncaster's safeguarding policy.

For any staff unsure of how to use MyConcern, please email [safeguarding@clubdoncaster.co.uk](mailto:safeguarding@clubdoncaster.co.uk) for support.

## **Notes –**

Changes between updated policies:

- Updated the safeguarding officer list under section 5 to reflect current staffing.
- Added flowchart for reporting.
- Added new section to the policy: “Safeguarding vulnerable adults”.
- Provided more detail for staff under section 16.
- General grammatical and structural amendments made as appropriate.