

Addendum 1 to Leicester City Safeguarding Policy

- Response to the Coronavirus COVID-19 Pandemic

Prepared by Sally Wan (Head of Safeguarding) in conjunction with Dale Bradshaw (Training Ground and Academy Safeguarding Lead) V2.0 28/7/20

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1. Context

In response to the Coronavirus COVID-19 pandemic and the guidance issued by the Government this addendum to the Safeguarding Policy has been written to provide additional information about the Club's safeguarding arrangements. The Club remains committed to safeguarding children and adults at risk that come into contact with the Club in the changing living and working environments that now exist due to the Coronavirus COVID-19 pandemic.

From Monday 16th March the Club instigated a work from home policy for all staff that were able to do so, the Academy ceased all footballing activity and all players were sent home. From 24th March Leicester City in the Community ceased delivery.

The Club will continue to follow the current Government guidance as it is issued as it relates to safeguarding children and adults at risk and any guidance issued by the Premier League.

This addendum is effective immediately and will be in place until further notice. It should be read in conjunction with the current Club Safeguarding Policy and acts as additional guidance and does not replace existing guidance.

2. Key Safeguarding Team Contacts

Head of Safeguarding	Sally Wan	Sally.Wan@lfc.co.uk	07511 900576
Training Ground and Academy Safeguarding Lead	Dale Bradshaw	Dale.Bradshaw@lfc.co.uk	07739 852779
Club Confidential Safeguarding Text Messaging Number	Text the word SAFE to 80818 followed by your message		
Community Safeguarding Lead	Simon Crockett	Simon.Crockett@lfc.co.uk	07714 133747

3. Safeguarding Staff

All members of the Safeguarding Team will be working remotely from home until further notice following Government guidance and Club policy.

The Head of Safeguarding and the Training Ground and Academy Safeguarding Lead (previously Head of Safeguarding) will be available to be contacted via telephone and email for any safeguarding concerns relating to the Academy, Club and Community. The Community Safeguarding Lead can also be contacted for any safeguarding concerns relating to the Community.

Safeguarding Staff will continue to carry out all of their safeguarding functions from home including attending any necessary meetings which can be done remotely.

This will be reviewed regularly and any changes to the safeguarding team and/or safeguarding arrangements will be communicated to all staff.

4. Player Welfare and Education Provision in the Academy

Schools retain the responsibility for safeguarding and welfare for all U16 players in the Academy in accordance with Keeping Children Safe in Education 2019. However, the Academy will have weekly contact with the parents of Academy players providing relevant information, activities and updates.

All Academy players have previously been given details for contacting the Safeguarding Lead in the Academy and the confidential safeguarding text messaging number during their Academy safeguarding education. Parents have been reminded of how to contact the Safeguarding Lead at the Academy and the confidential safeguarding text messaging number. Additionally, a wider safeguarding message has been sent via the Club mascot Filbert Fox for all children connected with the Club and wider community.

For Academy scholars who are completing their education through the Premier League Education programme, the Club on behalf of the Premier League, will be responsible for the safeguarding and welfare in accordance with Keeping Children Safe in Education 2019. All players will receive at least one weekly contact by a member of the Academy staff. Contact will be made by a member of a multi-disciplined staff team including trained mental health first aiders. All staff must report any safeguarding concerns to the Training Ground and Academy Safeguarding Lead.

Education will continue to be provided for Academy scholars online by the Premier League provider in line with the guidance on Keeping Children Safe in Education 2019. Academy scholars will continue to complete their Education programme with the support of the Education Staff at the Academy. Please see section 8. for further guidance about online safety in the Academy.

There are no players in the Academy who currently have been identified that come within the definition of vulnerable children. Any players receiving any welfare support from safeguarding will continue to do so.

5. Reporting a Safeguarding Concern

It is important that all staff who interact with children or adults at risk, including online, remain vigilant and look out for signs a child or an adult may be at risk. Where staff have a concern about a child or adult at risk, they should continue to follow the process outlined in the Club Safeguarding Policy and report their concerns immediately. At this time when children and adults at risk will be spending more time online staff should respond to and report any concerns of peer on peer abuse or cyberbullying immediately.

All safeguarding concerns will be recorded and managed via My Concern which can be done remotely. Staff are reminded of the need to report any concern immediately and without delay to the Head of Safeguarding or the appropriate Safeguarding Lead.

Where staff are concerned about an adult working with children or adults at risk in the Academy, Club or Community they should report the concern to the Head of Safeguarding or the Training Ground and Academy Safeguarding Lead. Concerns about the Head of Safeguarding should be directed to the Director of Human Resources.

All safeguarding concerns and allegations against staff will be managed in accordance with the Club Safeguarding Policy in conjunction with the appropriate agencies with meetings held remotely where necessary.

6. Safeguarding Training and Induction

All existing staff have received appropriate safeguarding training and inductions for their roles. Where appropriate online training will be undertaken to update any training and complete CPD during the current situation.

If it becomes necessary to recruit or deploy any new staff or volunteers they will continue to be provided with a safeguarding induction prior to undertaking any work with children or adults at risk in a form that is appropriate at the time.

7. Safer Recruitment of Staff (including volunteers)

It remains essential that people who are unsuitable are not allowed to enter the workforce or gain access to children or adults at risk. When recruiting new staff or volunteers, the Club will continue to follow the relevant safer recruitment set out in the Club Safer Recruitment and DBS Policy.

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact. This will only be used for conducting checks on new staff if they are required to commence working before the restrictions are lifted.

Where existing staff are due to renew their DBS check in line with the Club Safer Recruitment and DBS Policy they will be sent a request to complete an online application and asked to produce their identity documents for checking face-to-face as soon as restrictions have been lifted. However no new member of staff will

be allowed to commence working with children or adults at risk without a satisfactory FA DBS check approved by the Head of Safeguarding or the Training Ground and Academy Safeguarding Lead.

The Club will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or adult at risk. The Club will continue to make referrals to the FA and Premier League if it meets the FA thresholds in accordance with the Premier League rules.

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that appropriate checks have been carried out, especially for anyone engaging in regulated activity with children or adults at risk. As such, the Club will continue to keep its safeguarding records up to date.

8. Safe Environment away from the Club and Online Safety

The Club will continue to provide a safe environment for children when they are away from the Club, including online. Therefore, staff should carefully risk assess any activities that are expected to be completed in the home and must follow the guidance set out below for any online contact with children.

The Club will continue to ensure that appropriate filtering and monitoring systems are in place to protect children when they are online on the Club's IT systems or recommended resources.

Staff should be aware that the risks that are present in a physical setting are equally present in an online setting. However, there are added risks that are associated with a virtual setting which include online grooming, online radicalisation, harmful content, cyberbullying and peer-on-peer abuse.

There are also the additional risks associated with the Coronavirus Covid-19 pandemic to emotional and mental wellbeing due to the restrictions in place and where there may be anxiety about family members, friends and the impact of the current situation on their lives.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Staff should be aware that communicating online may allow a view into a young person's world that would not have been seen before. Any concerns must be reported to safeguarding immediately.

Staff must consider the following points when planning any online contact with children especially where webcams are involved to help protect and safeguard both children and staff:

- It is recommended that any online contact is with groups of children rather than one-to-one.
- Staff should keep a written log of the length, time, date and attendance of any online contact/communication. Recording is not advisable as there are issues of consent and GDPR/data security.

- Staff must wear suitable clothing during any online contact.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Staff must use language that is professional and appropriate.
- All online contact should follow the same expected standards of behaviour from staff and children as any other contact in a physical setting.
- Live classes and online activities should be kept to a reasonable length of time to ensure that it does not unduly interfere with the rest of the family.
- The frequency of any online contact should balance the needs of the child and the rest of the family.
- Consider activities carefully when planning as online access within the Club will have internet content filtering systems in place that are unlikely to be replicated in the home environment.
- Where possible staff should use equipment and platforms provided by the Club to communicate with children (for example HUDL).
- Staff must ensure that any teaching/learning software and/or platforms are suitable for the age group (for example users must be 16 or over to set up an account on Zoom).
- Staff must ensure any use of online learning tools and systems is compliant with privacy and data protection/GDPR requirements (Staff should seek guidance from the Head of IT if in any doubt).
- If it is considered essential to have one-to-one contact with children additional safeguards should be in place which must include ensuring that a parent is present.
- All contact should be optional for the child/family.

Parents and children can be signposted to age appropriate online information and support. These include:

- [Childline](#) - for support
- [CEOP](#) - for advice on making a report about online abuse
- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice for parents and children of all ages from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers and to report and remove harmful online content

9. Return to Club and Community Activities

The Club and Community will take all reasonable steps to ensure that staff, children and adults at risk can return to activities in as safe and Covid-19 Secure an environment as possible.

The Club and Community are committed to ensuring the health, safety and wellbeing of all staff at all times and particularly in relation to COVID-19 and will follow the latest national and local Government guidance on COVID-19, Premier League Rules and Safeguarding Standards together with any additional protocol or guidance issued by the Premier League in response to COVID-19, all existing LCFC policies and procedures and will be informed by local issues and priorities.

The Club and Community will prioritise the health, safety and wellbeing of all children and adults at risk involved in Club and Community led activities, at Club premises and /or under the supervision or care of one or more members of staff.

The Club and Community will maintain its robust safeguarding standards and practice (including its safer recruitment processes) and strengthen them where necessary.

The Club and Community will ensure that the standards for safeguarding are maintained in any partnership working and commissioned services.

All decisions affecting children and adults at risk will be undertaken with the systematic consideration of their safety, welfare and best interests and the opportunity for meaningful involvement in decisions that affect them.

All risk assessments, mitigation measures and support will take into account the physical and mental health of ethnic minority individuals and other individuals at higher risk from COVID-19 and any vulnerable children and adults at risk receiving or in need of safeguarding support, protection and care. The Club and Community will also take into account the new and continuing challenges to the health, safety and wellbeing of children and adults at risk.

The Club and Community will continue to provide welfare support and remain vigilant to identify any welfare and safeguarding concerns which may arise as a result of COVID-19 and any changed circumstances. Staff will be briefed and supported to respond to safeguarding and well-being issues that may arise as a consequence of COVID-19.

All Club and Community staff will be made aware of updated safeguarding policy, guidance and expectations in addition to any changes to related policies and operational guidance to reflect the current working arrangements and amendments to procedures as a consequence of COVID-19. The Club and Community will ensure that this is also shared with stakeholders, partners, children, adults at risk and parents to make them aware of and prepared for any changes to the physical environment, participation and the use of facilities.

The Club and Community will carry out COVID-19 risk assessments for all activity which will include safeguarding risks and mitigation measures including contingencies to maintain adequate ratios and supervision arrangements.

For Academy players returning to training, this will include a multi-disciplinary risk assessment that builds upon the Club's existing COVID-19 Operational Policy and Risk Assessment in accordance with protocol issued by the Premier League. The Head of Safeguarding will have oversight of all safeguarding risks and mitigation measures (including those associated with accommodation) which may impact on the safety, welfare and wellbeing of Academy players.

In addition, for wider Club activities any planning for the return to activities will be taken in conjunction with the appropriate line manager and the Club Designated Covid-19 Officer. The Head of Safeguarding will have oversight of all safeguarding risks and mitigation measures.

The Club Senior Safeguarding Lead and Head of Safeguarding will be responsible for continuity in safeguarding leadership across the return to all Club and Academy Activities.

For the Community the resumption of school and community delivery in a school or 'football' setting will follow government, schools and FA guidance and will comply with the mandatory requirements of section 6 of the PLCF and EFLT Capability Code of Practice. The Community Senior Safeguarding Lead and Community Safeguarding Lead will be responsible for continuity in safeguarding leadership across delivery of all Community activities in collaboration with the Head of Safeguarding.

The Community Safeguarding Lead will be involved in the development and regular review of robust return to activity operational policies, plans and COVID-19 risk assessment.

The Community will continually consult with stakeholders, partners and funders including, but not exclusively the Premier League Charitable Fund and will carry out risk assessments in conjunction with partners where appropriate.

All staff should be aware of the following contact details for accessing support, advice or raising concerns:

Head of Safeguarding **07511 900576**

Training Ground and Academy Safeguarding Lead **07739 852779**

Community Safeguarding Lead **07714 133747**

Childline **0800 1111**

Samaritans **116 123**

NSPCC Helpline **0808 800 5000**

Leicester City Children's Services and Early Help **0116 454 1004**

Leicestershire First Response Children's Duty Team **0116 305 0005**

Leicester City Adult Services Emergency Duty Team **0116 255 1004**

Leicestershire Adult Services **0116 305 0004** and **0116 255 1606** (out of hours)