

**SWANSEA CITY ASSOCIATION FOOTBALL CLUB LIMITED**  
**MATCHDAY SAFEGUARDING PLAN**



**Purpose of the plan: Introduction and approach**

The matchday safeguarding plan compliments the existing safeguarding policies and procedures held by the Club.

The Safeguarding Plan applies to all matchdays and summarises the arrangements specifically relating to safeguarding. The purpose of this plan is to ensure that effective Club specific processes and procedures are agreed and implemented in order to safeguard all those involved in the match day event, whether as staff, participant, spectator or player. It is important to have procedures in place to ensure there is a clear, effective and consistent response for dealing with concerns of possible abuse and harm to children and adults at risk.

**Match Day Safeguarding Officer – Matthew Daniel - 07944 098498**

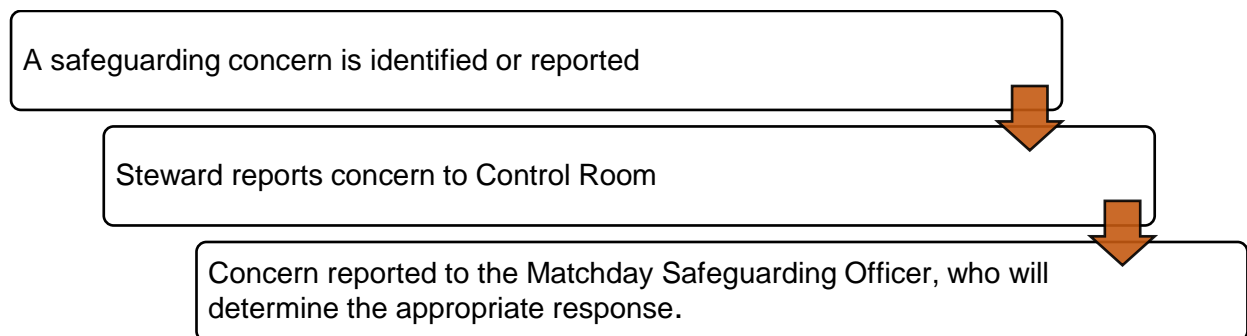
The Matchday Safeguarding Officer will be based between the Control Room and the footprint of the stadium and will be available via radio.

**Roles and responsibilities**

<b>Role</b>	<b>Safeguarding responsibility</b>
Head of Safeguarding	Strategic responsibility for the overall safeguarding provision within the Club. Implementing and embedding of the Club's children safeguarding policy and associated guidance and matchday safeguarding plan.  The Head of Safeguarding will participate in pre-event multi-agency event planning meetings as required.
Matchday Safeguarding Officer	The Matchday Safeguarding Officer (as named above) will be present during the match, to ensure safeguarding responsibilities, policies and procedures are implemented.

	<p>Provide pre-event briefing to key operational managers and supervisors;</p> <p>Based between the command room and the footprint of the stadium, liaise with the Head of Safeguarding, emergency services, statutory authorities, and the League in order to ensure that safeguarding concerns are responded to by the most appropriate person/agency.</p> <p>Support staff in the process of recognising, responding and recording safeguarding incidents;</p> <p>Receive reports of safeguarding concerns and disclosures;</p> <p>Managing all immediate external referrals where necessary.</p> <p>Provide guidance to staff to ensure the immediate well-being of any potential victim/s.</p>
Specialists (Safety Officer, Police, medical)	Will consult with Matchday Safeguarding Officer to agree appropriate response to report of possible safeguarding incidents/concerns
Stewards	First response to recognise and respond to safeguarding incidents and concerns.

### Venue Reporting Structure



Report any safeguarding disclosure or concern to the Matchday Safeguarding Officer via the control channel. If the Matchday Safeguarding Officer is not available, then report to your supervisor/line manager. Matchday Safeguarding Officer will co-ordinate the recording and further reporting of any issues/incidents.

### **Managing Safeguarding concerns and incidents**

Remember – IT IS NOT the responsibility of Staff to decide if abuse has taken place, but IT IS everybody's responsibility to act on any concerns.

If the victim is in need of urgent medical treatment, the person raising the concern needs to contact the medical team or emergency services immediately – not the Matchday Safeguarding Officer. The medical team or emergency services should be advised there is a potential Safeguarding issue. The Matchday Safeguarding Officer should then be informed.

### **Ball Team**

The Ball Team Co-Ordinator is Craig Hadley. Please see Ball Team Documents.

### **Unaccompanied Children**

The age limit is 14.

### **Searching of U18's**

The decision to conduct searches of U18's will be made by the Safety Officer.

Protocols and the process of searching children should promote mutual respect to and from all parties. Someone is deemed a child up to their 18<sup>th</sup> birthday.

### **The basics**

Stewards should always identify themselves and provide proof that they are an authorised event steward with the Club.

Good practice is to have two stewards present for the search, who should both give their name and job title.

### **Thereafter stewards should:**

1. Explain the reason for the search;
2. Ask the child for permission to undertake the search, explain that the person has a right to refuse, but doing so can lead to non-admittance; if an adult is present with the child, obtain their permission to conduct the search.
3. Ask the child if they are carrying anything which may be dangerous, prohibited or that they plan to use to celebrate during the match;
4. Ask if anyone else has asked them to carry anything into the ground for them;
5. Explain what they think they may find in the search;
6. Only search people of the same gender as themselves;

7. Follow the correct Stadium procedure when finding unauthorised items and explain these procedures to the people involved;
8. Keep people only for as long as necessary;

### **Searching**

Stewards should not need to touch the child during the search, as the procedure is to guide the child or young person to demonstrate that they are not carrying/hiding any dangerous or prohibited items.

1. Ask the child to empty and turn out their pockets;
2. Ask the child to take off any outer jacket(s) and pass them over to the other steward for searching;
3. Ask the child to roll up their trousers to the knees and roll down their socks;
4. If wearing trousers, ask them to pull out the shirt at the waist and visually ensure there is nothing in the trouser belt area;
5. Request that they replace all clothing before moving on;

### **Lost/Missing children**

Lost and/or missing children will be managed by stewards as per Club standard operating procedure. The Safeguarding Officer should be notified if the circumstances of the child being lost and/or missing raise a potential safeguarding concern. For example, if the parent/carer is intoxicated and the child has been lost due to the actions of the parent/carer.