

Reporting a Safeguarding Concern

1. About children and young people arising outside of the Foundation (e.g., at home, school or in the community)

Foundation staff or unpaid worker made aware of concerns about a child's welfare or safety. This could be through a verbal disclosure or observation.

(e.g., suspicions of bullying at school, allegations of abuse within the family, consistently inappropriate clothing for the weather).

If the child needs immediate medical attention or first aid, arrange this and let the medic know there may be a safeguarding concern or allegation.

If there are concerns around the participant's immediate safety (or that of other participants) call the police.

Member of Foundation staff uploads the disclosure or concern to the Swans Foundation MyConcern system as soon as possible and contacts the Safeguarding Manager to report the incident.

If it is a volunteer receiving the disclosure, they must contact the lead member of staff on site to upload to MyConcern and report to Safeguarding Manager.

Safeguarding Manager makes decision on immediate referral to Children's Social Care and / or police. Any conversations and actions taken to be recorded on MyConcern.

Safeguarding Manager makes decision on immediate escalation to SMT and/or the designated trustee. Any conversations and actions taken to be recorded on MyConcern.

Safeguarding Manager makes decision on immediate referral to the relevant football bodies and funders*. Any conversations and actions taken to be recorded on MyConcern.

^{*}Relevant football bodies and funders includes, but is not limited to; The Football Association, the Football Association of Wales, the Premier League Charitable Fund and the English Football League Trust



2. Allegation about the behaviour of a Foundation employee or volunteer towards a child (poor practice and/or abuse).

Concerns arise about the behaviour of a member of Foundation staff or volunteer towards a child/children (e.g. suspicions or allegations of poor practice or possible abuse).

Individual who has concerns about the conduct of staff member or volunteer reports to the lead member of staff on site and uploads to the Swans Foundation MyConcern system as soon as possible. The Safeguarding Manager is then to inform the designated Safeguarding Trustee and SMT.

If the concerns relate to the lead member of staff, they must telephone the Safeguarding Manager as soon as possible and upload to the Swans Foundation MyConcern system. The Safeguarding Manager is then to inform the designated Safeguarding Trustee and SMT.

inform the designated Safeguarding Trustee and SMT. Safeguarding Manager, in consultation with SMT and the board, decides what further action should be taken Poor Practice/ Breach of Code of Conduct Possible child abuse/ Criminal Offence Concern dealt with Based on guidance from Safeguarding Manager refers misconduct issue using statutory agencies (Children's to Children's Social Care and/ Foundation's disciplinary Care, or police and LADO. Social police), procedures. Safeguarding Manager consults with HR regarding potential disciplinary Foundation Safeguarding Foundation Safeguarding procedures. Immediate Manager to notify Club Head Manager to notify Club Head temporary suspension of Safeguarding if member of of Safeguarding if member of prejudice). (without staff also works for the club staff also works for the club relevant Notification οf and reports to the relevant and reports to the relevant football bodies and funders football bodies and funders* football bodies and funders* Disciplinary process initiated. Children's Social Care and/or Disciplinary investigation Investigation may be paused police hold strategy meeting undertaken and hearing held or delayed pending the (this may involve outcome of statutory representation from the agencies processes. Foundation) and agree Outcome of disciplinary investigation process. process (e.g., no case to answer, advice or warning, Fully disciplinary investigation sanctions. Referral to DBS if under-taken and hearing Outcome of Children's Social appropriate held. Decision taken and Care or police investigation. possible appeal. criminal NFA, (e.g., prosecution. assessment of Disciplinary appeals process risk etc.)

Last review 17th February 2022

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3. Allegation reported about the behaviour of a staff member or unpaid worker from a partner organisation

Concerns arise about the behaviour of a member of staff or volunteer from partner organisation towards a child/children (e.g. suspicions or allegations of poor practice or possible abuse)

Individual who has concerns about the conduct of staff member or volunteer reports to the lead member of staff on site and uploads to the Swans Foundation MyConcern system as soon as possible. The Safeguarding Manager is then to inform the designated Safeguarding Trustee and SMT.

Safeguarding Manager, in consultation with SMT and the board, decides what further action should be taken

Poor Practice/ Breach of Code of Conduct

Inform subject of concerns of intention to pass information to employing organisation's Safeguarding Lead. This will be in line with Foundation safeguarding policy and any Service Level Agreements or information-sharing agreements with partner organisation

If subject of concern also engages with Swansea City AFC, inform their Head of Safeguarding and keep informed throughout process. Safeguarding Manager also reports to the relevant football bodies and funders*

Safeguarding Manager contacts Safeguarding Lead in employing organisation and passes on concern. Record actions and plans agreed on Foundation MyConcern system. Inform subject of concern.

Possible child abuse/ Criminal Offence

If matter appears urgent and indicates a high level of risk to child/children, either contact Children's Care Services or Police directly. Inform the Safeguarding Lead in the employing organisation of this decision.

Safeguarding Manager advises Swansea City AFC Head of Safeguarding of situation and keeps informed throughout process. Safeguarding Manager also reports to the relevant football bodies and funders*

Safeguarding Manager records actions and plans agreed on Foundation MyConcern system.

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