



SWANSEA CITY ASSOCIATION FOOTBALL CLUB LIMITED

SPEAK UP POLICY - SAFEGUARDING

Document History

Document Location

This document can be accessed from the following location:

www.swanseacity.com

The Net (Employees)


Revision History

The latest revision can be found at the top of the list

Revision Date	Author	Version	Summary of Changes
18 th June 2025	Rebeca Storer	V7.1	Review
11 th June 2026	Allan Davies	V7.0	Update for 25/26 season
21 st February 2025	Rebeca Storer	V6.1	New Safeguarding Champion
11 th June 2024	Rebeca Storer	V6.0	Update for 24/25 season
6 th February 2024	Rebeca Storer	V5.0	Update for 23/24 season
6 th August 2022	Rebeca Storer	V4.0	Update for 22/23 season
22 nd September 2020	Rebeca Storer	V3.0	Update for 20/21 season
11 th July 2019	Rebeca Storer	V2.0	Update for 19/20 season
13 th November 2018	Rebeca Storer	V1.0	New Policy

Approvals

This document requires the following approvals:

Name	Version	Date of Approval	Signature
Tom Gorringe	V7.1	19/06/2025	

SECTION 1: INTRODUCTION

Purpose of this Policy

The Club is committed to developing a culture where it is safe and acceptable for everyone involved in Club activities to raise concerns about any unacceptable practice, behaviour, wrongdoing or misconduct. This includes, but is not limited to, offences under the Sexual Offences Act 2003, Protection of Children Act 1978 s1, Domestic Violence Act 2021, Worker Protection (Amendment of Equality Act 2010) Act 2023 and Equality Act 2010 s.26.

Recognising that, through loyalty or fear of repercussion, people may be reluctant to voice worries, this policy has been created to encourage everyone to speak up, knowing that they will be supported and their concerns will be handled sensitively.

Speaking up will enable safeguarding concerns to be investigated and dealt with for the benefit of all involved and for all stakeholders of the Club. Anyone making a disclosure can be confident that the matter will be handled appropriately and with an appropriate level of confidentiality.

Scope of this Policy

This is a Club-wide policy open to everyone associated with the Club.

It enables anyone to raise concerns through channels that they are comfortable with and gives all parties the opportunity to resolve a concern and for any necessary action to be taken.

This policy should NOT be used for any matters presenting an immediate threat to life or property. For emergency assistance, please contact your local authority or call 999.

Once the immediate risk to life or property has been managed please inform the Head of Safeguarding.

Neither should it be used for:

- Grievances or whistleblowing relating to your employment ordinarily dealt with under your employer's grievance or whistleblowing policies
- Contractual or personal disputes, including contractual disputes with for example, agents / managers / clubs / teams
- Issues relating to club memberships or other internal organisational disputes, which should be raised with and managed by the Club
- Breach of sporting or technical regulations

SECTION 2: HOW TO SPEAK UP

Hopefully, you can raise concerns with your coach or line manager. However, where a matter is more serious, you feel that your concerns have not been addressed, or you prefer not to raise it with those individuals, you can contact:

Rebeca Storer	Head of Safeguarding	07800 747051	safeguarding@swanseacity.com
Lloyd Griffin	Head of Player Care	07886 276448	lloydgriffin@swanseacity.com
Allan Davies	Academy Designated Safeguarding Lead	07773 594470	allandavies@swanseacity.com
Nicola Butt	HR Manager (Club)	01792 616548	nicolabutt@swanseacity.com
Emily Thomas	HR Advisor	01792 616549	emilythomas@swanseacity.com

A dedicated webpage for safeguarding is available here:
www.swanseacity.com/safeguarding

SECTION 3: HOW WILL MY CONCERN BE HANDLED?

This section of the policy sets out the key principles underpinning how the concern you have reported will be dealt with.

- All disclosures will be dealt with appropriately, fairly and professionally
- All disclosures will be handled sensitively, securely and with an appropriate level of confidentiality. Information will be shared on a strictly need-to-know basis
- Disclosure to outside agencies may be necessary by law or where an important public interest is at stake, or for the purposes of a full investigation. We will aim to discuss this with you in advance whenever possible the steps that will be taken
- It may be more appropriate for your concern to be referred to a statutory agency and if so, your disclosure may be passed on. In certain circumstances, we will be legally obliged to share the information with statutory agencies, even if you are not supportive of this action
- Concerns can be shared anonymously but you are encouraged to give your identity as it will be difficult, or even impossible, to investigate anonymous reports
- Your concern will be passed to the person best equipped to deal with it, depending on the nature of the complaint
- We will seek to keep you informed and updated on any investigation and outcome, including next steps and time frames where appropriate to do so and in line with data protection legislation
- Any instances of victimisation, discrimination or negative repercussions experienced as a result of your disclosure are wholly unacceptable. The Club encourages all people involved with the sport to feel comfortable reporting any concerns they may have and speak up

- Data provided to us will be processed and handled securely and fairly, in accordance with data protection legislation

SECTION 4: WHAT HAPPENS NEXT?

The process for dealing with a concern will vary depending on its nature, complexity and seriousness. It may not always be possible or appropriate to investigate. However, as far as practicably possible, we will seek to deal with your concern as below:

- We will acknowledge receipt of your disclosure as soon as possible.
- It will then be directed to the person best placed to deal with it and we will provide you with their name.

The nominated person may then contact you to:

- Let you know they have been passed your concern to deal with
 - Provide you with an estimate of how long it will take to handle and assess your concern
 - Ask for further information
 - Advise you of the process for dealing with your concern
- Your disclosure may then undergo an initial review and may be investigated, which could include contacting the individuals relevant to the concern. It is also possible that the matter may not be investigated further. The Club is not obliged to investigate if it believes there is no merit in doing so, or if an investigation is not appropriate or proportionate.
 - As far as practicable, we will keep you informed of developments and of the overall finding, although we may not be able to disclose full details of the outcome for reasons of confidentiality, privacy and the legal rights of others involved.

Possible outcomes of investigation:

- No evidence of any breaches or poor practice found, then no further action will be taken and the case will be closed
- Evidence of professional breach, then disciplinary action will be taken and when a child or adult at risk is involved, a referral to the Local Authority Designated Officer (LADO) will be made
- Evidence inappropriate behaviour towards a child or adult at risk, a referral will be made to statutory agencies such as the Police and Local Authority Designated Officer (LADO)

In all instances, records will be maintained in line with the Club's Data Protection Policy.

As far as practicable, we will keep you informed of developments and of the overall finding, although we may not be able to disclose full details of the outcome for reasons of confidentiality, privacy and the legal rights of others involved.

Legislation

Sexual Offences Act 2003

Protection of Children Act 1978 s.1

Equality Act 2010 s.26

Data Protection Act 2018

Online Safety Act 2023

Further Relevant Policies

Safeguarding Children Policy

Adults at Risk Policy

Equality Policy

Data Protection Policy