

SAFEGUARDING POLICY

Notts County Football Club Supporters Association (NCFCSA)

1. Policy Statement

The Notts County Football Club Supporters Association (NCFCSA) is fully committed to safeguarding and promoting the welfare of children, young people, and adults at risk. We recognise our duty of care to ensure that all individuals who engage with the Association are able to do so in a safe, supportive, and respectful environment.

NCFCSA adopts a zero-tolerance approach to all forms of abuse, neglect, exploitation, and harm. All concerns will be taken seriously and responded to appropriately and without delay.

2. Legislative Framework

This policy is underpinned by the following UK legislation and guidance:

Children Act 1989 and 2004

Care Act 2014

Working Together to Safeguard Children (HM Government)

Safeguarding Vulnerable Groups Act 2006

Protection of Freedoms Act 2012

Equality Act 2010

Human Rights Act 1998

Data Protection Act 2018 and UK GDPR

NCFCSA will operate in accordance with these legal requirements and any subsequent updates.

3. Purpose

The purpose of this policy is to:

Provide a clear framework for safeguarding within NCFCSA

Ensure the protection of children, young people, and adults at risk

Outline roles and responsibilities of those involved in the Association

Establish procedures for reporting and responding to safeguarding concerns

4. Scope

This policy applies to all individuals associated with NCFCSA, including:

Committee members

Volunteers

Members

Representatives acting on behalf of the Association

It applies to all activities organised by or linked to NCFCSA, including meetings, matchday travel, events, and online engagement.

5. Definitions

Child / Young Person: Any individual under the age of 18.

Adult at Risk: Any person aged 18 or over who has needs for care and support and is unable to protect themselves from abuse or neglect.

6. Safeguarding Principles

NCFCSA is guided by the following principles:

The welfare of the individual is paramount

All individuals have the right to protection from harm

Safeguarding is everyone's responsibility

Concerns must be acted upon promptly and appropriately

Partnership working with parents, carers, and statutory agencies is essential

7. Roles and Responsibilities

Designated Safeguarding Officer (DSO) NCFCSA shall appoint a Designated Safeguarding Officer who will:

Act as the primary point of contact for safeguarding concerns

Maintain accurate, secure, and confidential records

Refer concerns to relevant statutory agencies (e.g. local authority, police)

Ensure compliance with safeguarding legislation

Lead on policy review and implementation

Committee Members and Volunteers All individuals must:

Familiarise themselves with this policy

Adhere to safeguarding procedures

Maintain appropriate professional boundaries

Report concerns immediately

8. Code of Conduct

All individuals representing NCFCSA are expected to:

Treat all persons with dignity, fairness, and respect

Act as appropriate role models at all times

Avoid inappropriate physical or verbal behaviour

Refrain from discriminatory, abusive, or exploitative conduct

Not misuse their position of trust

Ensure alcohol consumption does not impair safeguarding responsibilities

9. Recognition of Abuse

Abuse may take various forms, including:

Physical abuse

Emotional or psychological abuse

Sexual abuse

Neglect

Financial or material abuse (adults at risk)

Indicators may include unexplained injuries, behavioural changes, withdrawal, fearfulness, or signs of neglect.

10. Reporting Procedures

All safeguarding concerns must be handled as follows:

1. Ensure immediate safety of the individual
2. Report the concern to the Designated Safeguarding Officer without delay
3. Record factual details accurately and promptly

4. Do not investigate or attempt to resolve the issue independently

If there is immediate risk of harm or a crime has been committed, contact emergency services (999).

The DSO will determine whether referral to external agencies is required in line with statutory guidance.

11. Confidentiality and Information Sharing

Information will be handled in accordance with the Data Protection Act 2018 and UK GDPR. Safeguarding information will only be shared on a need-to-know basis where it is necessary to protect an individual or comply with legal obligations.

12. Safer Recruitment and Training

Where applicable, NCFCSA will:

Carry out Disclosure and Barring Service (DBS) checks for relevant roles

Provide safeguarding training and guidance

Ensure all individuals understand their responsibilities

13. Online Safety

NCFCSA will:

Promote safe and responsible use of digital platforms

Use official communication channels wherever possible

Avoid private or unmonitored communication with minors

14. Monitoring and Review

This policy will be reviewed annually or following any safeguarding incident, legislative change, or updated guidance.

15. Key Contacts

Designated Safeguarding Officer: [Insert Name]

Contact Details: [Insert Contact Information]

Emergency Services: 999

NSPCC Helpline: 0808 800 5000

16. Policy Adoption

Adopted on: [Insert Date]

Next Review Date: [Insert Date]

APPENDIX A – SAFEGUARDING INCIDENT REPORT FORM

Confidential

1. Details of Person Reporting Concern

Name:

Role (e.g. volunteer/member):

Contact details:

2. Details of Individual at Risk

Name:

Age/Date of Birth (if known):

Address (if known):

3. Details of Concern

Date of incident:

Time of incident:

Location:

Description of concern (factual account only):

4. Observations

Physical signs observed:

Behavioural signs observed:

5. Action Taken

Immediate action taken (if any):

Was emergency service contacted? Yes / No

If yes, provide details:

6. Reporting

Name of Designated Safeguarding Officer informed:

Date reported:

Time reported:

7. Additional Information

8. Signature

Signed:

Date:

Note: This form must be completed as soon as possible after the concern arises and submitted to the Designated Safeguarding Officer. All information must be accurate, factual, and free from personal opinion.

17. Whistleblowing

NCFCSA is committed to the highest standards of openness, honesty, and accountability. All individuals associated with the Association have a duty to raise concerns about wrongdoing, including safeguarding failures.

Whistleblowing concerns may include:

Failure to follow safeguarding procedures

Covering up or ignoring safeguarding concerns

Unsafe practices that place individuals at risk

Abuse of position or trust

All concerns should be reported to the Designated Safeguarding Officer in the first instance. If the concern involves the DSO, it should be raised with the Chair of the Association or reported directly to relevant external authorities.

NCFCSA will:

Take all whistleblowing concerns seriously

Ensure concerns are investigated appropriately

Protect individuals who raise concerns in good faith from victimisation or retaliation

NCFCSA recognises the importance of acting swiftly and effectively if a child, young person, or adult at risk is reported missing during any Association activity.

If a person is reported missing:

1. Remain calm and obtain key information (name, age, description, last known location, time last seen)
2. Inform the Designated Safeguarding Officer immediately
3. Conduct an initial search of the immediate area (without putting anyone at risk)
4. Check with responsible adults, group leaders, or transport providers
5. If the individual is not located promptly, contact venue staff and/or police (999 in an emergency or 101 as appropriate)
6. Inform parents/carers where applicable
7. Record all actions taken and times

Key Principles:

Do not delay contacting emergency services where there is concern for safety

Maintain supervision of the wider group at all times

Avoid creating panic while ensuring appropriate urgency

Following any incident, a full report must be completed and reviewed to identify any improvements to procedures.