







1.11 **Bullying**

Means different things to different people. Generally, it is when you are made to feel bad or humiliated by name calling, pushing, or being threatened. This can happen online too.

1.12 **Radicalisation**

This is where someone starts to believe or support extreme aspirations around terrorism, political, social or religious ideas.

**ABUSE IS NEVER OKAY. IT IS NOT YOUR FAULT AND YOU ARE NOT ALONE. THERE ARE PEOPLE WHO CAN HELP.**

2 **Allegations against members of staff**

2.1 This will include full-time, part-time, unpaid, contracted, voluntary.

2.2 If the report involves a member of staff and the club believes that the staff member has either behaved in a way that has harmed, or may have harmed a child, possibly committed a criminal offence against or related to the child, or behaved towards a child, or children, in a way that indicates being unsuitable to work with children, then the Designated Safeguarding Officer shall inform the Local Authority Designated Officer (LADO) so that they can contact the police and Children's Services as appropriate. Where the Designated Safeguarding Office may be unsure whether the criteria have been met, the advice of the LADO will be sought.

2.3 The staff member in question will be asked to write a statement, as will any other persons deemed to have an involvement. The staff member will be asked to stay away from all activities involving the other party whilst the investigation is ongoing. Providing it does not contradict the advice of the LADO, an internal investigation will be carried out in line with HR policies and any grievance procedures.

3 **Low Level Concerns**

3.1 Concerns or allegations that do not meet the threshold for harm are referred to as 'low level concerns'; these are not small concerns you may have about a child, young person or adult at risk.

3.2 PAFC promote a culture where all concerns are reported promptly and dealt with sensitively and effectively. This enables a culture where concerning behaviours are dealt with early and thus minimises the risk of abuse. This will also ensure that all staff are clearly aware of the professional boundaries and support the values of PAFC.



- 3.3 The report of a low level concern, does not mean that it is insignificant. This means that it could be a doubt that a member of staff is not adhering to the code of conduct or values of PAFC, this include outside of work.
- 3.4 Low Level concerns can exist on a wide spectrum, this could be from thoughtlessness, behaviour that looks inappropriate, but might not be in certain circumstances, through to actions that could be intended for abuse.
- 3.5 All staff in regulated activity with children are subject to minimum annual training on low level concerns.

#### 4 Reporting

- 4.1 The Designated Safeguarding Officer should be contacted as early as possible to negate any lost time for action to be taken. It is recognised that some situations may require an immediate response and so the reporting may be delayed.
- 4.2 The following guidance is in place to help support a person in reporting abuse or suspected abuse and poor practice:

##### DO:

- Always ensure the safety of the child or young person,
- Treat all allegations as serious,
- Give reassurance that the child is not to blame,
- Praise the child for doing the right thing in speaking to you,
- Be honest about who you will have to tell and why,
- The child should understand what you will do and when, a child centred approach will be at the centre of all concerns raised,
- Take action as soon as possible,
- Write everything down that has been said, sign and date also,
- Consider seeking medical advice if necessary

##### DO NOT:

- Promise anything, such as keeping secrets,
  - Interrogate – this is for the Police and/or Children’s Services,
  - Change what they are saying to you,
  - Make them feel like they are to blame,
  - Inform any parents/carers – this is for the Designated Safeguarding Officer.
- 4.3 Doing nothing is **NOT** an option. Safeguarding is **EVERYONE’S** responsibility.



## Useful Contacts

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