



BRADFORD CITY FOOTBALL CLUB

Low Level Safeguarding Concerns Policy

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Amendment History

Date	Version	Author	Details of Amendment
September 2020	1	Paula Watson	Initial Release

Bradford City Football Club are fully committed to the safeguarding and welfare of children, young people, young players, vulnerable adults, vulnerable groups and expects all staff, players and volunteers to share this commitment.

Aims

The overarching aim of the club's low-level concern policy is to facilitate a culture in which the clear values and expected behaviours which are set out in our Code of Conduct are lived, constantly monitored, and reinforced by all staff. This is consistent with 'Working Together to Safeguard Children' which states "Children are best protected when professionals are clear about what is required of them individually and how they need to work together".

In particular, the intention of this policy is to:

- maintain a culture of openness, trust and transparency in which staff are confident and clear about expected behaviours of themselves and their colleagues, the delineation of boundaries and reporting lines;
- ensure staff feel empowered to raise any low-level concern, whether about their own or a colleague's behaviour, where that behaviour might be construed as falling short of the standards set out in our Code of Conduct;
- and provide for responsive, sensitive and proportionate handling of such concerns when they are raised – maintaining on the one hand confidence that concerns when raised will be handled promptly and effectively whilst on the other hand protecting staff from false allegations or misunderstandings.

What is a low-level concern?

A low-level concern for this purpose is any concern, no matter how small and even if no more than a 'nagging doubt', that an adult may have acted in a manner inconsistent with the Club's Code of Conduct or simply – even if not linked to a particular act or omission – a sense of unease as to the adult's behaviour particularly towards or around children. From time to time an individual may find him/herself in a situation which might appear compromising to others or which could be misconstrued.

Equally, an individual may for whatever reason have behaved in a manner which on reflection he/she considers falls below the standard set out in the Code of Conduct. Self-reporting in these circumstances is encouraged as it demonstrates both awareness of the expected behavioural standards and self-awareness as to the individual's own actions or how they could be perceived. As such, the club sees self reporting of low-level concerns as an important means of maintaining a culture where everyone aspires to the highest standards of conduct and behaviour.

What should I do if I have one?

Where a low-level concern exists it should be reported to the DSO or to the Senior Safeguarding Officer as soon as reasonably possible and in any event within 24 hours of becoming aware of it (where the concern relates to a particular incident).

How will my low-level concern be handled?

The DSO will discuss all low level concerns s/he receives with the Senior Safeguarding Officer as soon as possible and in any event within 24 hours of becoming aware of it. The Senior Safeguarding Officer will in the first instance satisfy him/herself that it is a low-level concern and should not be reclassified as an allegation and dealt with under the appropriate procedure below.

The circumstances in which a low-level concern might be reclassified are where:

- (a) the threshold is met for an allegation
- (b) there is a pattern of low-level concerns which collectively amount to an allegation or
- (c) there is other information which when taken into account leads to an allegation.

Where the Senior Safeguarding Officer is in any doubt whatsoever, advice will be sought from the LA Designated Officer, if necessary on a no-names basis.

Having established that the concern is low-level, the DSO or Senior Safeguarding Officer as appropriate will discuss it with the individual who has raised it and will take any other steps to investigate it as necessary. Most low-level concerns by their very nature are likely to be minor and will be dealt with by means of management guidance, training etc.

What records will be kept?

Where a low-level concern has been communicated, a confidential record will be kept in a central file which logs all low-level concerns. This is necessary to enable any patterns to be identified. However, no record will be made of the concern on the individual's personnel file (and no mention made in job references) unless either:

- (a) the concern (or group of concerns) has been reclassified as an allegation as above; or
- (b) the concern (or group of concerns) is sufficiently serious to result in formal action under the club's grievance or disciplinary procedure.

Summary Table to help identify differences between low level concerns and Allegations.

(please note it is your responsibility to report but the safeguarding leads to determine how to deal with the report)

Allegation

Behaviour which indicates that an adult who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

Low-Level Concern

Any concern – no matter how small, even if no more than a 'nagging doubt' – that an adult may have acted in a manner which:

- is not consistent with an organisation's Code of Conduct, and/or
- relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about that adult's suitability to work with children.

Appropriate Conduct

Behaviour which is entirely consistent with the organisation's Code of Conduct, and the law.

Useful Contact Details

The Senior Safeguarding Officer at the club is Paula Watson 07967 510560. The SSO is the senior manager with primary responsibility for managing and reporting safeguarding concerns and for putting into place and monitoring policies, procedures and daily practice to safeguard children and adults at risk in the organisation.

The Match day Safeguarding contact at the club is Sian Nuttall 07496698298

The Academy Safeguarding & Club DSO contact at the club is Lee-Ann Brewer 07949 814505. The DSO is the designated person with primary responsibility for managing and reporting safeguarding concerns and to ensure there is good daily practice to safeguard children and adults at risk in the organisation.

Bradford City FC Community Foundation DSO is Lizzie Saunderson -

Lizzie.saunderson@bcfccommunity.co.uk 07983 602864

If you prefer to report an incident by email please contact safeguarding@bradfordcityfc.co.uk

If there are any concerns about any of the above named people then any of the external agencies can be contacted or Julian Rhodes (Interim CEO) can be contacted at Julian.Rhodes@bradfordcityfc.co.uk

If you have serious concerns about the immediate safety of the child or young person contact the Police or Social Services. Record the name of the person you spoke to and tell your DSO what you have done.