

Safeguarding Policy

1. Policy Statement

Maypole FC is committed to ensuring the safety and wellbeing of every child and vulnerable adult involved in our activities. Safeguarding is everyone's responsibility. All staff, coaches, and volunteers must act to protect children and vulnerable adults from harm.

2. Key Roles

Child Welfare Officers (CWOs):

Nikki Richards

Dane-Marie Miller

Trustees/Committee: Oversight and provision of resources.

All Staff & Volunteers: Follow procedures, report concerns, uphold safeguarding standards.

3. Definitions

Child: Anyone under 18.

Vulnerable Adult: Anyone 18+ unable to protect themselves from harm/exploitation.

Abuse types: Physical, sexual, emotional, neglect, bullying, financial.

4. Safe Recruitment

Roles involving contact with children/vulnerable adults require DBS clearance. DBS re-checks take place every 3 years.

Role descriptions include safeguarding responsibilities. At least 2 references must be verified.

No role begins until clearance (exceptions risk-assessed and approved).

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5. Training & Induction

All staff/volunteers receive safeguarding induction.

Regular refresher training provided.

Safeguarding is a standing item in meetings.

6. Professional Boundaries

No personal relationships with current players/participants or those within 12 months of leaving.

No exchange of gifts, money, or personal contact details.

Uphold professionalism at all times – breaches may result in disciplinary action.

7. Reporting Concerns

Flowchart:

1. Concern Identified → Immediate risk? → If yes, call 999.
2. Report to Child Welfare Officer (Nikki Richards / Dane-Marie Miller) immediately.
3. Record concern using safeguarding form.
4. Child Welfare Officer contacts Birmingham Local Authority Safeguarding Team within 24 hours.
5. Follow advice from Local Authority.
6. If a Child Welfare Officer is implicated → escalate to Club Leadership.
7. Allegations Management – All allegations against staff/volunteers recorded and referred to the Local Authority Designated Officer (LADO), Birmingham. Committee informed immediately.

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8. Information Management

Information stored securely in line with GDPR 2018.

Shared on a need-to-know basis only.

Staff must never promise confidentiality to children or families.

9. Monitoring & Review

Trustees monitor: DBS checks, training records, reporting activity.

Annual review of safeguarding policy, or sooner if legislation changes.

10. Complaints & Escalation

Complaints follow Maypole FC's complaints procedure.

Escalation of professional disagreements follows Birmingham Safeguarding Escalation Policy.

Key Contacts

Club Leadership:

James Walker (07415139169)

Callum Main (07498446780)

Child Welfare Officers:

Nikki Richards

Dane-Marie Miller

cwo@maypolefootballclub.co.uk

DATE OF POLICY CONFIRMATION – 30.08.2025

SAFEGUARDING POLICY WILL BE REVIEWED ON A SEASONAL BASIS