



**Foundation**

THE CLUB'S OFFICIAL CHARITY

## **Safeguarding Guide for Adults**

The Guide below is for vulnerable adults to learn more about:

- What LFC Foundation does to keep vulnerable adults safe and well when they are participating in an LFC Foundation Activity
- What to do if you are worried about something
- What we do at LFC Foundation if we are worried about your safety or wellbeing

**Date: January 2021**

## What is Safeguarding?

Safeguarding is putting the safety and wellbeing of anyone who is vulnerable at the centre of what we do. We aim to create an environment where they feel encouraged; listened to; feel able to reach their potential, and to make a positive contribution to society.

You have the right to be safe wherever you are; at home, at work, with friends or family, out and about or at football. We want to ensure all our young players are safe and happy.

We recognise that some of our players can be vulnerable.

Everyone at LFC Foundation has responsibility to make sure that the wellbeing of vulnerable adults is put first.

## What is a vulnerable adult?

An adult at risk is any adult aged 18 years and older who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs); and
- Is experiencing, or at risk of, harm, abuse or neglect or exploitation; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Some vulnerabilities are visible some are hidden. Some are pervasive and permanent, some are intermittent.

We also include in our definition of vulnerable adults any adult who conducts themselves in a manner that makes themselves vulnerable. This might be through their behaviour or circumstance.

## Creating the LFC Foundation environment for Safeguarding

It is important that everyone at LFC Foundation feels safe and happy. We make sure that:

- We have an environment where you can feel comfortable to tell someone in authority if something worries you.
- We take your concerns seriously
- Our staff have special training and guidelines on the best ways to work with vulnerable adults.

## What is Abuse?

Abuse is anything another person does that causes harm.

Abuse can happen in families, between friends or anywhere

### **Neglect**

When people do not provide basic needs such food, medicine, housing, clothing, as well as other physical, emotional, social, educational and safety needs. It also means not protecting you from harm.

This is a problem when the person in question lacks the mental capacity to assess risk for themselves.

Neglect can be intentional or unintentional. It can include self-neglect.

### **Physical Abuse**

Things like

- Hitting, smacking, and slapping
- Burning or scalding
- Throwing things or spitting at you
- Shaking or suffocating you

### **Sexual Abuse**

When someone ...

Touches you  
Says things  
Makes you watch, or  
Makes you take part in...

... things that makes you uncomfortable

Did you know that up-skirting is now a criminal offence?

### **Psychological Abuse**

When someone makes you feel bad about yourself. They might ignore you or put you down. It can include;

- Putting you in a difficult situation or humiliating you.
- Calling you names or controlling you
- Being aggressive to you, your friends or family
- Preventing you from using services that help you in life
- Withholding information that would help you.
- Threatening or intimidating you.

### **Domestic Abuse**

Any event or series of events at home that do not make you feel comfortable

### **Financial Abuse**

When other people take money from you, or not giving you money, you are entitled to. This can be online or actual money, or credit or other cards. This can also include using a person for financial gain i.e. putting pressure on them about wills, property, inheritance.

### **Organisational Abuse**

Any poor care from an organisation or group of people who should be caring from you. This could be in your home, care home or a hospital.

### **Discriminatory Abuse**

When you feel harassed or picked on because of who you are. This includes racist, sexist, homophobic, ageist comments or jokes or comments based on your disability.

Grooming is defined as developing the trust of an individual and/or their family for the purposes of sexual abuse, sexual exploitation or trafficking.

### **Bullying**

This is repeated actions that make you feel bad.

It can be name calling, pushing, or threatening you.

This can happen online, through others, or face to face.

### **Coercive Control and Modern Slavery.**

Coercive Control is a pattern of controlling behaviour incidents that occur over time for one individual to exert power, control or coercion over another, e.g. restricting movements, access to money, isolating victim from family and friends.

Modern Slavery encompasses slavery, human trafficking, forced labour and domestic servitude.

Abuse can also take other forms such as child sexual or criminal exploitation, genital mutilation (FGM), hazing (initiation activities)

**Abuse is not acceptable.**

**Being a victim of abuse is not your fault.**

**Don't keep it to yourself.**

## Preventing Radicalisation and Extremism

LFC Foundation will not tolerate activity of any sort which creates an environment for the radicalization of individuals regardless of which extremist ideology it is based upon.

Radicalization is “the process through which an individual change from passiveness or activism to become more revolutionary, militant or extremist, especially where there is intent towards, or support for, violence.”

Extremism is defined as “the holding of extreme political or religious views”.

The strategy covers all forms of terrorism, including far right extremism and some aspects of non-violent extremism. It is important to remember that Islamist ideology should not be confused with traditional religious practice. It is an ideology which is based on a distorted interpretation of Islam, which betrays Islam’s peaceful principles.

All LFC Foundation staff have been trained to spot and how to report any concerns that they might have that someone is showing extremist views or might have been radicalised.

## What LFC Foundation does to protect Vulnerable Adults?

### Recruitment and Training

All staff who work with any vulnerable adult goes through a rigorous recruitment and induction process. This includes background checks before they start working. Interviewing them to ensure their values match the LFC Foundation values. Getting references to ensure they can do their job well.

All LFC Foundation staff have specialist training, so they know what to look for, and what to do to safeguard all vulnerable adults.

All our staff who work in the community are vetted, chosen and trained to be able you to have an enjoyable and safe time.

## Information held about me

If you have any ongoing contact with LFC Foundation it is likely we will take some personal details, for example your name, address, date of birth, details of your parents, guardian, or carer.

This is so we know who you are and can contact you again.

We might also ask to take your picture. This will be for good reason, like to celebrate an event or an achievement. We might take pictures to help you develop your football technique.

Either way we will ask you or your carer if you want to so.

Normally if you give permission, we apply it to all situations where photographs might be taken.

You can always opt out

At the outset, or mid-way through you, or your carer can opt out, and withdraw your permission.

We store all information and images in line with data protection law. This means all information is;

- Collected with your consent and your parents/ carers consent
- Stored safely
- Deleted within the correct timescales.

## **LFC Foundation Safeguarding Team**

All staff at LFC Foundation are responsible for your safeguarding.

We also have a specialist team whose job is to ensure you are listened to, and action is taken to help you. They are specially trained and know how best to help you.

If you are worried about something – however small - tell us, we will listen, we will help.

### **Safeguarding Leaders**

- John Pout – LFC Director of Safeguarding
- Nicola Fryer - Associate Safeguarding
- Karl Carney - LFC Foundation Designated Safeguarding Lead

### **Safeguarding Officers**

- Andrew Hanlon – Safeguarding Officer
- David McParland – Safeguarding Officer
- Elaine Birkenhead – Safeguarding Officer (Compliance / Governance)
- Alex Jones – Safeguarding Officer
- James McCall – Safeguarding Officer
- Terri Ritchie - Advisory Safeguarding Officer
- Alex Hughes – Safeguarding Officer
- Rob Fairfield - Safeguarding Officer
- Anna Slack – Advisory Safeguarding Officer
- Nicky Rae - Advisory Safeguarding Officer

## **Worried about Something? We will listen. Asking for help?**

### **How to report something you are worried about?**

LFC Foundation is somewhere where you can have a good time. We know that it also somewhere you can turn to to share your worries.

These could be worries at home, with friends, family or at LFC Foundation Sometimes people who know you can spot that something is different. Sometimes they can't spot any change.

### **We Will Listen**

It can be difficult to share things

You might worry that something is wrong, you might not be able to explain things well

This does not matter

LFC Foundation staff will listen and give you the time to talk.

Staff have a responsibility to listen, act on what you say and to make sure you are safe.

### **Asking for Help**

It can be difficult to ask for help, here's what you can do...

### **Start Somewhere**

You don't have to share everything all at once. Tell them what worries you. Telling someone is the most important thing. You can ask someone else to speak for you.

### **Who to talk to...?**

Choose an adult you trust. Someone who makes you feel safe and you know will listen.

It could be;

A member of LFC Foundation staff

A member of the LFC Foundation safeguarding team

A family member

A family friend

### **Tell us, we will help**

Telling someone your worries might make you nervous. Don't worry that is normal.

Telling someone about things that worry you, will make you feel better. It might be hard to describe things, but we will listen, we understand.

You might prefer to write things down. That's fine too.

**Talk to us if you have any worries, you can report a problem in detail to LFC Foundation here this will go straight to the Director, Safeguarding**

### **Are you worried about the conduct of a member of staff?**

Please report it in on the form on the website. It will go straight to the Safeguarding team who will investigate every concern thoroughly. We might contact you for further detail. We will keep you updated on any investigation.