Stevenage Football Club
Safeguarding Team

Stevenage Football Club recognises that the safety and protection of those children and young people in day to day contact with the Club is paramount.

The following staff members have been trained to help manage and receive any queries and concerns you may have about safeguarding:

TOM NORMAN
Club Safeguarding Officer
01438 223223 | tomn@stevenagefc.com

GLENN QUIRKE
Academy Safeguarding Officer
01438 368068 | glennq@stevenagefc.com

DARYL SMITH
Foundation Safeguarding Officer
01438 223223 Ext. 67 | daryls@stevenagefc.com

DEANNE GORING
Academy Welfare Officer
01438 368068 | deanneg@stevenagefc.com

For more information please refer to the Club's safeguarding policies, procedures and guidelines which can be found online at stevenagefc.com or requested from any of the club's safeguarding officers.

Stevenage Football Club
Useful Contacts

THE CHILD ABUSE INVESTIGATION UNIT
(Specialist Unit within the Police)
01707 354000 (24 hours)

SAFEGUARDING ADULTS BOARD
(Hertfordshire)
0300 123 4042 (24 hours)

CHILDREN SCHOOLS AND FACILITIES
(Hertfordshire)
0300 123 4043 (24 hours)

Useful Numbers

POLICE	**999** (Emergency)
	101 (Non-emergency)
FA NSPCC	**08908 800 5000**
CHILDLINE	**0800 1111**

SAFEGUARDING

CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

Stevenage Football Club is committed to ensuring the safety and wellbeing of all staff.

A quick reference guide for those engaging with Stevenage Football Club

Things To Remember...

- Treat everyone with respect and set a positive example for others
- Respect personal space and privacy
- Ensure another adult is present or within sight or hearing of an activity, or interaction with a child/young person or vulnerable adult
- Ensure any actions cannot be misinterpreted by someone else

  Challenge unacceptable behaviour
- Do not put a child, young person, vulnerable adult or yourself in a vulnerable or compromising situation
- Do not have inappropriate physical or verbal contact with others
- You must report all allegations of suspected abuse. Do not keep it secret.

Always Remember The Four 'R's':

- Recognise
- Respond
- Refer
- Record

What To Do If...

YOU SUSPECT ABUSE...

- Are you concerned about a child/young person's or vulnerable adult's immediatewelfare (physical, emotional, sexual) or do you suspect neglect?
- Do not delay, consult the person to whom you are responsible
- Advise the Club Safeguarding Offier (CSO), the Academy Safeguarding Officer (ASO) or the Foundation Safeguarding Officer (FSO)

If appropriate after consultation with the above, contact the Police or Social Services

AN ALLEGATION IS MADE ABOUT ANOTHER PERSON OR YOURSELF...

- Makes notes, record dates, times and events. Sign them and keep a copy
- Report it to the person to whom you are responsible
- Report it to either the CSO, ASO or FSO
- Only tell those who need to know

A CHILD OR YOUNG PERSON WISHES TO DISCLOSE THEY HAVE BEEN ABUSED...

- Listen, keep listening, do not question or investigate
- Do not promise confidentiality - tell them it will need to be shared
- Assure them they are not to blame
- Tell them what you are going to do and that they will be told what happens
- Make careful notes of what is said, record dates, times, events when you are told.
- Sign them and keep a copy
- Report it to the person to whom you are responsible, either the CSO, ASO or FSO
- Only pass information to those who need to know

Useful Policies

- Safeguarding Children Policy
- Anti-Bullying Policy
- Adults At Risk Policy
- Late Collection of Children Policy