IPSWICH TOWN FOOTBALL CLUB

SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY

IPSWICH TOWN FOOTBALL CLUB, IPSWICH TOWN FOUNDATION & IPSWICH TOWN WOMEN'S FIRST TEAM

2025/2026

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INTRODUCTION

Ipswich Town Football Club, Ipswich Town Foundation and Ipswich Town Women's First Team (hereafter referred to as "the Club") are committed to adopting the highest possible standards in safeguarding all children, young people, young players, and adults at risk involved in Club activities. Our goal is to provide a safe environment where vulnerable groups feel secure, valued, and respected. We aim to create a culture of vigilance, ensuring that all children, young people and adults at risk are protected from harm, and their needs are met. Safeguarding is the golden thread that runs through all of the Club's work.

We will ensure the safety and protection of all children and young people involved in our activities by adhering to the Club's Safeguarding Policies, Procedures, and Guidelines. This policy applies to all individuals involved with the Club, as everyone has a shared responsibility for safeguarding and promoting the welfare of children and adults. This includes both paid and voluntary roles working directly or indirectly with vulnerable individuals.

Policy Aims and Core Principles

The aim of this Safeguarding Policy is to promote good practice and enable staff to:

- Ensure that all children and young people have the right to protection from harm, abuse, neglect, and exploitation in any form.
- Take safeguarding concerns or allegations seriously and respond swiftly and appropriately.
- Provide children, young people, adults and adults at risk with appropriate safety and protection while in the care of Ipswich Town.
- Offer relevant Safeguarding Guidance and Training to staff, players, and volunteers, using qualified training providers.
- Educate and raise awareness among young players and parents about their role in safeguarding.

WHO IS CONSIDERED A CHILD, A YOUNG PERSON ADULT OR AN ADULT AT RISK?

Child or Young Person: In England, a child is anyone under the age of 18. Even if a child has reached 16 and is living independently, in further education, in the armed forces, in hospital, or in custody, they are still legally a child and entitled to protection

Adult is anyone aged 18 or over.
Please see separate adults at risk safeguarding policy

Adult at Risk: Adult at risk of harm is a person aged 18 is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

In recent years there has been a marked shift away from using the term 'vulnerable' to describe **adults potentially at risk from harm or abuse.**

Adult safeguarding is protecting a person's right to live in safety, free from abuse and neglect.

THIS POLICY AIMS TO EXPLAIN:

What we do at Ipswich FC to keep children, young people adults and adults at risk safe and well.

Where you can go if you have concerns.

What we do if we are worried about a child, young person, adult or adult at risk's safety or well-being.

The Club has comprehensive safeguarding procedures which meet the requirements of:
The Premier League Rules,
The FA Charter Standard Safeguarding Children Policy and Procedures,
The Children Act 1989 & 2004,
Working Together to Safeguard Children 2023

The Club also adheres to the joint FA, Premier League, and Football League's Affiliated Football Safeguarding Policy, *Working Together to Safeguard Football,* and has a responsibility to maintain regular contact with the Local Safeguarding Children Board.

By following our Town Safe principles, we aim to create an environment where all our staff and participants feel safe, listened to and encouraged to achieve their potential.

Town Safe Principles

These are the core principles by which all staff and volunteers adhere to and strive to achieve. They underpin the work we do and, along with government legislation, define our safeguarding responsibilities.

ALWAYS LEARNING - DO IT OUR WAY

Safeguarding is embedded in organisational leadership which supports a culture of accountability and continuous improvement. Everyone takes responsibility for safeguarding.

INTEGRITY

There are effective safeguarding related policies, procedures, and practice in place. These are consistently implemented, regularly reviewed and where necessary developed.

RELENTLESSNESS

Children & adults at risk are informed about their rights and there is a commitment to developing a workforce who are empowered to recognise safeguarding concerns and risks and act as appropriate.

HIGH STANDARDS

Concerns & complaints are taken seriously & responded to swiftly & appropriately.

AS ONE

There is a clear commitment to working together to promote and protect the safety & welfare of children & adults at risk. There is a culture that promotes listening & respecting views & wishes.

OUR SAFEGUARDING TEAM

Who is responsible for safeguarding young people at ipswich Town football club and ipswich town foundation?

EVERYONE

Laura McCallum
Board Safeguarding Lead
Email: laura.mccallum@itfc.co.uk

Sian Skevington
Club Head of Safeguarding & Inclusion
Email: sian.skevington@itfc.co.uk
Phone: 01473 662742

Safeguarding Team

Lewis Robertson
Academy & Training Ground Safeguarding Manager
Email: lewis.robertson@itfc.co.uk

Sara Gillespie
Foundation Safeguarding Manager
Email: sara.gillespie@ itfcfoundation.co.uk

Beth Morrell
Women's Team Safeguarding and Welfare Officer
Email : beth.morrell@itfc.co.uk

Helen Spinner
Foundation Designated Safeguarding Officer
Phone: 01473 978 038
Email: helen.spinner@itfcfoundation.co.uk

John Cuff
Care and Accommodation Coordinator
Email: john.cuff@itfc.co.uk

Lauren Fellingham
Family Activities Manager
Email: lauren.fellingham@itfcfoundation.co.uk

Jason Curtis
Foundation Manager & Deputy Safeguarding Officer
Email: jason.curtis@itfcfoundation.co.uk

WHAT IS ABUSE?

Abuse describes any action that causes harm to a child or young person. Abuse can occur in any setting and be carried out by adults or young people.

Whether experienced over a long period of time, or an isolated incident, abuse can have a significant impact on children's health and well-being.

The signs of child abuse aren't always obvious. But there can be behaviours that children display that might indicate that they are experiencing abuse. Sometimes, physical signs of abuse might be noticeable - however it's important to remember that this is not always the case. Below are some of the signs and indicators that could suggest a child is at risk or is experiencing abuse.

Not all children experiencing abuse will display these physical and behavioural signs. Some may experience a combination of behaviours that change over time. Other children may try to hide any physical signs that something is happening to them. You might notice some of the signs but feel unsure about whether abuse is going on. It's not your responsibility to investigate abuse. You can get advice and support about the next steps to take to keep the child safe.

If you ever worry that a child or young person is at risk of being harmed or is experiencing abuse - take action by reporting your concerns to Children's & Young People's Services. Or you can make contact with a member of the ITFC Safeguarding Team. The Safeguarding Team can support you to make a referral to the appropriate services to keep the child safe - no matter where the abuse is taking place.

WHAT IS ABUSE?

The main categories of abuse are defined below.
Please see Safeguarding Handbook for more details as this is only the tip of the iceberg.

	PHYSICAL SIGNS	BEHAVIOURAL SIGNS
PHYSICAL ABUSE	Physical signs such as unexplained injuries. Unusual bruising, scalds	Behavioural signs such as fear of contact going to a certain place. Aggression and bullying or abuse of others. Feelings of depression, withdrawal.
NEGLECT	Constant hunger or significant weight change Ill-fitting or inappropriate clothes Untreated conditions and failure to attend health appointments Lack of access to hearing aids, glasses and or inhalers	Always being tired Persistent absences, lateness and lack of kit or belongings Regularly left without parental supervision at an inappropriate age
SEXUAL ABUSE	Any physical symptoms such as genital discomfort, pain or infections Bed-wetting or incontinence	Apparent fear of someone, reluctance to be alone Running away Age-inappropriate sexually explicit knowledge or behaviour
BULLYING	Weight change Unexplained injuries and bruising Stomach and headaches, bed-wetting Disturbed sleep	Difficulty making friends Low and withdrawal from others Reluctance to attend school or social events Anxiety over social media or receiving texts
EMOTIONAL ABUSE	Lack of growth or development Eating disorders Self-harm	Being unable to play or interact with other children Fear of mistakes Low mood and withdrawal from others

SAFER RECRUITMENT AT ITFC

Ipswich Town Football Club Ltd, Ipswich Town Foundation and Ipswich Town Women's First Team are committed to ensuring the safety and well-being of all individuals involved with the Club, especially children and adults at risk. The Club follows robust safer recruitment practices that reflect its legal and moral responsibilities. The Club is committed to recruiting the best candidates based on merit and suitability for the role, regardless of age, disability, gender, race, religion or beliefs, ethnicity, sexual orientation, marital or gender status, pregnancy, maternity, or socio-economic background.

In line with safeguarding requirements, the Club ensures that all roles involving direct interaction with children or adults at risk are carefully vetted and appropriate measures are taken to minimise the risk of harm.

The purpose of our Safer Recruitment policy and the processes set out within this policy is to specifically:

Deter: unsuitable applicants from applying for roles with Children, Young People.

Identify: anyone who may be attempting to obtain access to Children, Young People by working for the Club.

Reject: anyone who may not be suitable to work with Children, Young People.

- We will ensure all prospective staff are subject to:
- Completing an application form
- A criminal record check (Disclosure Barring Service) and a Self-Declaration Form
- Completing a risk assessment of any information through our DBS panel. This is chaired by our Head of Safeguarding
- Interviewing applicants and recording recruitment decisions
- Verifying applicants' qualifications and experience
- Providing staff with an induction to their role (including safeguarding policies and procedures) and accredited safeguarding training
- Ensuring all staff complete a probationary period

Temporary Staff and Consultants at ITFC

All agency staff and consultants who work with or around children are subject to robust due diligence checks. They are required to complete a self-declaration form and a questionnaire which details our due diligence policy requitements.

Consultants and agency staff who undertake regulated activity with children are required to have a valid DBS (Disclosure Barring Service). We will always request the DBS number and date of issue.

CARE & ACCOMMODATION

To overcome logistical challenges that could prevent Ipswich Town Academy players (specifically those undertaking a scholarship and first year professionals) from accessing the Academy daily or for those players who wish to have the opportunity to develop their life skills, the Academy provide the players with an opportunity to live with Accommodation Providers, at their home address.

Accommodation Providers are assessed and managed by Ipswich Town and usually reside near to Playford Road (Ipswich Town Academy & Training Ground) as the purpose is to make the players' lives easier and supports the players to enable them with the best possible opportunity to fulfil their potential, whilst with the Academy.

The Accommodation Providers are operationally managed by the Academy & Training Ground Safeguarding Manager and the Academy Care & Accommodation Co-Ordinator, with the support of the rest of Academy Multi-Disciplinary Team (MDT).

Ipswich Town recognises the importance of creating a safe and supportive environment for the players, away from the Academy and Accommodation Providers are subjected to a detailed and thorough selection/onboarding process, in line with the Club's Safer Recruitment process and the subject of regular checks and assessments, conducted by various departments across the Academy and Club.

The process we follow for the selection of Accommodation Providers includes:

The completion of a detailed application form to ensure potential Accommodation Providers have the qualities that make them a good fit with young people.

Initial contact meeting with the potential new Accommodation Providers to ascertain more information regarding themselves, their family, their home, and their motivation for wanting to host young footballers.

A formal inspection of the Accommodation Providers home, to check that the property is a comfortable for a young person and can meet the needs of young people. The inspection includes all areas of the property including bedrooms, bathrooms, living spaces, kitchen areas and outside spaces and forms part of a comprehensive Health and Safety assessment.

A formal interview with the Accommodation Provider and their family which follows statutory guidance to ensure best practice when assessing host families.

Detailed Criminal Record Checks on all family members over the age of 18 (through the Disclosure Barring Service) as well as a medical check and Local Authority (through Suffolk Children's Services).

The process we follow for the assessment of the Accommodation Providers includes:

Listening to our Players and obtaining formal feedback through questionnaires, forums, and Player Voice meetings, led by our Player Care team.

Regular visits to the property to meet with the Accommodation Provider and the players, in the home environment. These visits are both announced and unannounced and are often led by our Safeguarding and Player Care teams, at the Academy.

Regular communication between the Academy, young player and their parent/carers take place a channel that is preferable to everyone e.g. meetings, phone calls, email, or text.

Annual suitability assessments of all Accommodation Providers and their property takes place, which is submitted for review by the Academy Director and Club's Head of Safeguarding.

Any issues regarding arrangements are acted on swiftly and in collaboration with all parties to ensure the best outcome for the young person.

RECORDS & INFORMATION SHARING

The Club is committed to sharing information for the purposes of safeguarding and promoting the welfare of children and young people in line with Working Together (2023) and with respect for GDPR (2018).

Every effort though should be made to ensure that confidentiality is maintained for all concerned. DfE non statutory information sharing advice for practitioners providing safeguarding services for children, young people, parents and carers

Information must be shared on a need-to-know basis, with or without the consent of the child concerned, or the consent of that child's parent, carer, or guardian. Whilst it is good practice to obtain consent wherever possible, it is not a prerequisite. Information may be shared with (but is not limited to) the following people: parents/carers/guardians, other professionals such as health or education or external agencies such as Suffolk County Council.

THE CLUB STORES ALL PERSONAL INFORMATION AND IMAGERY IN LINE WITH DATA PROTECTION LAW. THIS MEANS THAT ALL INFORMATION IS:

- Proportionate and necessary
- Collected with the young person's (where applicable) or parent/carers consent
- Stored safely and securely by the Cub
- Deleted within correct timescales

Consent To Imagery

At times, The Club may wish to take photographs or videos of our players to celebrate football events. In the Academy we may ask to take images of players to analyse performance during training. We follow The FA and Premier League guidelines on the capture and use of images. We understand that in some instances the use of photography and video imagery can present difficulties or risk for varying reasons. Therefore, ITFC asks for your consent to take and use images or video of your child. Where specific arrangements need to be made regarding images, decisions are made in consultation with a child's parent or carer.

Ipswich town football club store all personal information and imagery in line with data protection law. This means that all information is:

- Proportionate and necessary
- Collected with the young person's (where applicable) or parent/carer consent
- Stored safely and securely by Ipswich Town FC
- Deleted within correct timescales.

REPORTING CONCERNS & SUPPORT PROCEDURE

Ipswich Town Football Club, Ipswich Town Foundation and Ipswich Town Women's First Team have clear reporting procedures for concerns.

These are acted upon appropriately and recorded.

- All staff members are encouraged to report and record any worries and concerns that they have and not see these as insignificant. Staff have a duty to respond to any disclosures from children and young people whether the issue is about home life, school or issues at The Club

- It is not the responsibility of staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information to the Head of Safeguarding in accordance with the procedures outlined in this policy and the Safeguarding Handbook.

- Parents and carers know their child best and are best placed to notice any significant changes in their behaviour or well-being. If you are concerned about your child, you can contact a member of the Safeguarding Team.

REPORTING FLOWCHART

There are concerns about the safety and welfare of a child, young person or adult at risk

Is there an immediate risk of harm?

YES

CALL 999

NO

If you believe a crime has been committed preserve any evidence

Continue to update the report as appropriate with support of a safeguarding officer

Where appropriate, the incident will be investigated, and appropriate advice and support will be given
(this may include reporting to external agencies)

The Head of Safeguarding or relevant safeguarding team member will conduct an overall learning review of the concern and implement any lessons learnt or recommendations

Log a concern on My Concern (within 24 hours of the concern being observer. The Safeguarding team will review the My Concern report

Taking no action is never an option. If you have concerns, discuss them with the designated safeguarding officer or head of safeguarding at the earliest opportunity

PREVENT DUTY

Prevent is one of the four elements of CONTEST, the governments counter-terrorism strategy.

PURSUE PROTECT PREPARE PREVENT

The aim of Prevent is to stop people becoming involved in violent extremism. The Prevent Strategy responds to the ideological challenge of terrorism and aspects of extremism, and the threat from those who promote these views. The Prevent duty also incorporates the responsibility to promote fundamental British Values.

The Prevent Duty covers all forms of radicalisation, including risk from extremist faith groups, far right extremism and some aspects of non-violent extremism.

The Club undertake a risk assessment of where and how individuals may be drawn into terrorism. This encompasses all areas and department within the Club.

All staff are trained in 'Raising Awareness about Prevent', and this is included in the induction delivery.

https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty

https://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation

The Club implements effective procedures and practice to ensure that online environments promote safety and wellbeing, and minimise the opportunity for Children and Young people to be harmed or exposed to harmful or inappropriate behaviour and content by:

- Implementing filtering, monitoring, reporting, encryption, anti-virus protection and control access systems.
- Ensuring filtering and monitoring systems reflect and adapt to changes in platforms, apps, smart and mobile technology with effective reporting.
- Actively reviewing filtering and monitoring system reports and responding swiftly and appropriately to identified procedural breaches and safeguarding concerns.

EXTERNAL CONTACTS

Customer First
0808 800 4005 - 24 HOURS
www.suffolkscb.org.uk/

Suffolk County Council LADO
(Local Authority Designated Officer)
Tracy Whittaker and Simon Hope
0300 123 2044 (for allegations against staff)
lado@suffolk.gov.uk

Fa Helpline
AVAILABLE 24 HOURS 0800 023 264

EFL Safeguarding Team
Alex Richards – Head of Safeguarding
arichards@efl.com

EFL Safeguarding Team
01772 325940
safeguarding@efl.com

Police
101 or 999 in an emergency

NSPCC 24 Hour Helpline
0808 800 500

CHILDLINE
0800 1111 (confidential advice for children)

NSPCC Football Helpline
0800 023 2642

Child Protection in Sport Unit (CPSU)
0116 366 55

Ann Craft Trust
www.anncrafttrust.org/