



Founded 1953

Caldicot Town



Association

FOOTBALL CLUB

Jubilee Way, Caldicot, Mon. NP26 4NA

Officers: *Chairman: Mr A. McKay, Finance Officer: Mr D. Grenyer Club Secretary: Mr. S. Bright*

Safeguarding Adults Policy

Purpose

The purpose of this policy is to demonstrate the commitment of the Football Association of Wales (FAW) to safeguarding adults and to ensure that everyone involved in the FAW is aware of:

- The legislation, policy, and procedures for safeguarding adults.
- Their roles and responsibilities in safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult playing football within Wales.

Scope

This Safeguarding Adults Policy and associated procedures apply to all individuals involved in the FAW, including Board members, Council members, staff, coaches, volunteers, members, and our partners. It covers all concerns regarding the safety of adults participating in FAW activities and in the wider community.

We expect our partner organisations and members to adopt and demonstrate their commitment to the principles and practices outlined in this policy and associated procedures.

Commitments

To implement this policy, the FAW will ensure that:

- Everyone involved with the FAW understands the safeguarding adults procedures and knows what to do and who to contact if they have a concern.
- Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with the FAW Safeguarding Adults Policy and Procedures.
- The well-being of those at risk of harm is prioritised, and adults are actively supported in expressing their views and desired outcomes.
- Adults are respected and supported unless there are overriding reasons not to, in line with the Safeguarding Adults Procedures.
- Actions taken respect the rights and dignity of all involved and are proportionate to the level of risk.
- Confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored in line with the FAW's Data Protection Policy and Procedures.
- The FAW acts in accordance with best practice guidance from UK Sport, Sport Wales, the Child Protection in Sport Unit (CPSU), and the Ann Craft Trust.



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- The FAW cooperates with the Police and relevant Local Authorities in safeguarding actions.
- All Board members, Council members, staff, officials, and volunteers understand their safeguarding roles and responsibilities and complete appropriate and up-to-date safeguarding training.
- Safe recruitment practices are used to continually assess the suitability of volunteers and staff to prevent the employment or deployment of unsuitable individuals.
- Information about individuals who pose a risk to adults is shared with appropriate bodies (e.g., Disclosure and Barring Service, Police, Local Authority/Social Services).
- When planning activities and events, the safety and safeguarding of all adults are assessed, and a safeguarding lead is designated for each event.
- Actions under this policy are reviewed annually by the Board and senior management team.
- This policy, and associated procedures, are reviewed at least every two years or whenever relevant legislation or guidance changes, as required by the Local Safeguarding Board, UK Sport, or Sport Wales.

Implementation

The FAW is committed to developing and maintaining its capability to implement this policy effectively. To this end, the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of adults.
- Access to relevant legal and professional advice.
- A process for forming a Case Management Working Group with clear terms of reference on a case-by-case basis.
- A standing Case Management Group with an appointed Chair.
- A designated FAW Safeguarding Team.
- Regular management reports to the Board detailing safeguarding risks and how they are being managed.
- Procedures to address concerns of abuse or neglect, including poor practice.
- A delegated Safeguarding Lead for specific events, trips, camps, and competitions.
- Arrangements for effective collaboration with other relevant organisations to promote adult welfare and facilitate appropriate information sharing.
- Codes of Conduct for Board members, Council members, staff, coaches, officials, volunteers, members, and other stakeholders specifying a zero-tolerance approach to abuse.
- Risk assessments that include safeguarding considerations for adults.



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Related Policies and Procedures

Policies and procedures consistent with this Safeguarding Adults Policy include:

- Bullying and Harassment
- Social Media
- Equality, Diversity, and Inclusion
- Safe Activities Risk Assessments
- Codes of Conduct and Breach Processes for:
 - Staff
 - Coaches
 - Officials
 - Volunteers
 - Participants/Members
 - Carers/Personal Assistants
 - Fans
- Discipline and Grievance
- Concerns, Complaints, and Compliments
- Whistleblowing
- Safe Recruitment and Selection (staff and volunteers)
- Contract Compliance
- Information Policy and Data Protection

Approval

This policy has been approved by the Club's Committee .