

# Harrogate Town AFC Safeguarding Process

## You must make an accurate record at the time, including:

- Date, time and place of incident
- Exactly what the child/adult at risk said, using their own words about the abuse and how it occurred or exactly what has been reported to you
- Appearance and behaviour of the child/adult
- Any injuries observed
- Name and signature of the person making the record
- If you witnessed the incident, write down exactly what you saw.

## You must report your concerns as soon as possible to the Council's nominated person in referring to allegations or suspicions to the statutory authorities.

### Harrogate Town Football Club FA Qualified Welfare officers

Dave Riley [daveriley@harrogatetownafc.com](mailto:daveriley@harrogatetownafc.com)

07712787505

Garry Plant [GarryPlant@harrogatetownafc.com](mailto:GarryPlant@harrogatetownafc.com)

07740822497

Sarah Johnson (Girls) [SarahJohnson@harrogatetownafc.com](mailto:SarahJohnson@harrogatetownafc.com)

07769 702566

### West Riding County FA Welfare Officer

Paul Radcliffe [Paul.Radcliffe@westridingfa.com](mailto:Paul.Radcliffe@westridingfa.com)

### FA NSPCC 24 Hour Helpline for advise on

0808 800 5000

If you consider it to be an emergency, i.e. there is an on-going risk to life or limb, **contact the Police directly by calling 999.**

If the suspicions relate to the Designated Safeguarding Officer, then the Deputy Safeguarding Officer or NYCC Social Care should be contacted.

You should not discuss your suspicions with anyone other than those named above.

## DO:

- Stay calm
- Listen carefully
- Let the child know the information will need to be shared
- Go at the child's pace
- Ask open questions
- Reassure they have done the right thing in telling you
- Tell them what you are going to do next
- Record ASAP using the child's own words
- Maintain confidentiality

## DON'T

- Dismiss the concern
- Panic
- Promise to keep it secret
- Allow shock or distaste to show
- Probe for more information than is offered
- Make promises you cant keep
- Speculate or make assumptions
- Approach the alleged abuser
- Make negative comments about the accused person
- Attempt to investigate concerns
- Discuss with anyone other than the DSO/DDSO, NYCC social care or the police.

**Remember Safeguarding  
is everyone's Responsibility**

