



Reading Football Supporters' Society Limited,  
Registered Office: c/o Vale & West, Victoria House  
26 Queen Victoria Street, Reading. RG1 1TG.

[www.star-reading.org](http://www.star-reading.org)

### **SAFEGUARDING POLICY**

<b>Date of Review</b>	<b>Reason for review</b>	<b>Amendments</b>
14/11/2013	New Policy Approved	None
13/04/2016	Periodic Review	None
13/04/2017	Periodic Review	None
09/08/2018	Periodic Review	None
09/01/2020	Periodic Review	New para. 3.10

#### **1. Introduction**

1.1. This document is drafted in accordance with the Rules of Reading Football Supporters' Society Limited and sets out the Safeguarding Policy adopted pursuant to a resolution at a Board Meeting held on 14<sup>th</sup> November 2013.

#### **2. Definitions**

2.1. Definitions of the terms used in this policy are laid out in a separate Definition of Terms document which should be read in conjunction with this policy.

#### **3. Policy**

3.1 This policy demonstrates STAR's commitment to ensure that all necessary steps are taken to protect from harm those young people and vulnerable adults who participate in activities organised by STAR.

3.2 This policy establishes STAR's position, roles and responsibilities and clarifies what is expected from every individual involved within STAR. It clearly highlights the importance placed by STAR in the protection of young people and vulnerable adults.

3.3 Every young person and vulnerable adult who participates in activities organised by STAR should be able to participate in a safe environment and be protected from abuse. This is the responsibility of every person involved in STAR.

3.4 STAR recognises that abuse is a very emotive and difficult subject and that it is important to understand the feelings involved, but not to allow them to interfere with judgement about any action to be taken.

3.5 STAR recognises its responsibility to safeguard the welfare of young persons and vulnerable adults by protecting them from physical, sexual, emotional abuse, neglect and bullying.

3.6 STAR will ensure that:

- The welfare of the young person or vulnerable adult is paramount; and
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and

3.7 STAR will take responsibility for:

- Respecting and promoting the rights of young people and vulnerable adults;
- Recruiting, training and supervising all volunteers to adopt good practice and procedures to safeguard young people and vulnerable adults from abuse;
- Responding to allegations promptly and appropriately including reporting allegations of abuse to the relevant authority; and
- Reviewing this policy regularly.

3.8 It is not STAR's responsibility to decide whether or not abuse has taken place.

3.9 All individuals involved with STAR have a responsibility to report concerns to STAR's Safeguarding Officer.

3.10 Coach Stewards.

Each coach steward will be provided with a copy of STAR's Coach Travel and Safeguarding Policies and will be required to sign to confirm they have read them.

Any coach steward who becomes aware of any changes in circumstance that may affect their DBS clearance must advise the Safeguarding Officer immediately.

## 4. Guidance

### 4.1 Good practice includes:

- Always operating in an open environment, where possible, avoiding private or unobserved situations and encouraging open communication;
- Treating all young people and vulnerable adults equally with respect and dignity;
- Always putting the welfare of each young person or vulnerable adult first;
- Maintaining a safe and appropriate distance with young people and vulnerable adults; and
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

### 4.2 If someone reports to you that they are being abused, if you witness abuse or suspect that it has taken place:

- React calmly;
- Reassure the young person or vulnerable adult that they were right to tell and that they are not to blame and take what the child or vulnerable adult says seriously;
- Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Don't ask about explicit details;
- Reassure but do not promise confidentiality, which might not be feasible in the light of subsequent developments;
- Inform the young person or vulnerable adult what you will do next; and
- Make a full and written record of what has been said/heard as soon as possible and do not delay in passing on the information to the Safeguarding Officer. The Safeguarding Officer will decide what information they need from you, but will typically include:
  - The person's name and address;
  - The nature of the allegation;
  - Whether the concerns are your own or have been reported to you; and
  - Details of witnesses.

### 5. This policy will be reviewed by STAR's Board annually, but members may call for it to be reviewed at any time by contacting the Secretary.