



Merseyside Nighthawks

Safeguarding

Policy and Procedures
SOP-WEL-001

Version 1.0.1

Last Updated: 23 October 2022

Review Date: 23 April 2023

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Position: Welfare Director



INDEX

0. Introduction	2
1. Safeguarding Principles	2
2. Legislation	4
3. Definitions	4
4. Roles and Responsibilities of those within the Merseyside Nighthawks	5
5. Types of Abuse and neglect	6
6. Poor practice and Abuse	8
7. Indicators of Abuse	8
8. Disclosure of Abuse by a Child or Young Person	9
9. Reporting possible Abuse concerning a Child or Young Person	11
10. Disclosure of Abuse by an Adult	12
11. Reporting possible Abuse concerning an Adult	14
12. Escalation of reporting outside of the Merseyside Nighthawks	15
13. Media relations and the issuing of statements	16
14. Important contacts	17
Annex 1 – Incident reporting form	18
Annex 2 – Safeguarding Flowchart	22



0. Introduction

Merseyside Nighthawks are committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all individuals involved in the organisation, in accordance with the Care Act 2014.

Merseyside Nighthawks safeguarding policy and procedures apply to all individuals involved in Merseyside Nighthawks.

Merseyside Nighthawks will encourage and support partner organisations, including clubs, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this Safeguarding Policy and Procedures.

1. Safeguarding Principles

The guidance given in the policy and procedures is based on the following principles:-

- All individuals, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from Abuse and poor practice and to participate in an enjoyable and safe environment.
- Merseyside Nighthawks will seek to ensure that our sport is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of all individuals will always be respected.
- We recognise that ability and disability can change over time, such that some individuals may be additionally vulnerable to Abuse, in particular young persons and adults with care and support needs.
- We all have a shared responsibility to ensure the safety and well-being of all individuals and will act appropriately and report concerns whether these concerns arise within Merseyside Nighthawks or in the wider community.
- All allegations will be taken seriously and responded to quickly in line with Merseyside Nighthawks Safeguarding Policy and Procedures.
- Merseyside Nighthawks recognises the role and responsibilities of the statutory agencies in safeguarding and is committed to complying with the procedures of the Local Safeguarding Boards.



The Care Act 2014 sets out the following principles that underpin safeguarding:-

- *Empowerment* - People being supported and encouraged to make their own decisions and informed consent.
- *Prevention* – It is better to take action before harm occurs.
- *Proportionality* – The least intrusive response appropriate to the risk presented.
- *Protection* – Support and representation for those in greatest need.
- *Partnership* – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and Abuse
- *Accountability* – Accountability and transparency in delivering safeguarding.

Merseyside Nighthawks will ensure that the principles of safeguarding are followed for all individuals involved in the organisation.

Where applicable, Merseyside Nighthawks will discuss safeguarding concerns with the individual, ensuring to seek consent before sharing information outside of the organisation where necessary.

Merseyside Nighthawks will ensure to uphold the wellbeing of individuals within or affiliated with the organisation, as outlined by the Care Act 2014. The criterion of wellbeing is unique for all individuals. Thus, the organisation recognises the following as part of our wellbeing principle:-

- Personal dignity
- Personal respect
- Physical and mental health, including emotional wellbeing
- Protection from Abuse and neglect
- Control by the individual over their day-to-day life (including over care and support provided and the way they are provided)
- Participation in work, education, training or recreation
- Social and economic wellbeing
- Domestic, family and personal domains
- Suitability of the individual's living accommodation
- The individual's contribution to society

By recognising these principles, the Merseyside Nighthawks will ensure that all individuals can partake in our sport and become a part of our organisation.



2. Legislation

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement the Safeguarding Boards policy and procedures. Merseyside Nighthawks acknowledge and take the following into consideration:-

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 1998

3. Definitions

To assist working through and understanding this policy a number of key definitions need to be explained:

Child or Young Person is any person ages 18 or under.

Adult is any person aged 18 or over.

Adult at Risk is a person aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs);
and;
- Is experiencing, or is at risk of, Abuse or neglect;
and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, Abuse or neglect.

Adult in Need of Care and Support is determined by a range of factors including personal characteristics, factors associated with their situation or environment and social factors. A person's disability or frailty does not mean that they will inevitably experience harm or Abuse. In the context of safeguarding adults, the likelihood of an adult in need of care and support experiencing harm or Abuse should be determined by considering a range of social, environmental and clinical factors, not merely because they may be defined by one or more of the above descriptors. 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.



Individual is any person of any age.

Abuse is a violation of an individual's human and civil rights by another person or persons.

Safeguarding is protecting a person's right to live in safety, free from Abuse and neglect.

Capacity refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005). (See Appendix 2)

4. Roles and Responsibilities of those within the Merseyside Nighthawks

Safeguarding is the responsibility of everybody within the organisation, to ensure that all individuals can enjoy our sport in a safe environment. To ensure the safety of all within the organisation, the Merseyside Nighthawks are committed to having the following in place:-

- A Welfare Director, lead Welfare Officer and/or Welfare team to produce and disseminate guidance and resources to support the policy and procedures.
- A clear line of accountability within the organisation for work on promoting the welfare of all individuals.
- Procedures for dealing with allegations of Abuse or poor practice against members of staff and volunteers.
- A Case Referral system that effectively deals with issues, manages concerns and refers to a disciplinary panel where necessary (i.e. where concerns arise about the behaviour of someone within the Merseyside Nighthawks).
- A Disciplinary Panel will be formed as required for a given incident, if appropriate and should a threshold be met.
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of individuals, including arrangements for sharing information.
- Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.
- Clear codes of conduct are in place for coaches, participants, officials, spectators and other relevant individuals.



5. Types of Abuse and neglect

Merseyside Nighthawks recognise that there are different types and patterns of Abuse and neglect and different circumstances in which they may take place. The Care Act 2014 identifies the following as an illustrative guide and is not intended to be exhaustive list as to the sort of behaviour which could give rise to a safeguarding concern:-

Self-neglect – this covers a wide range of behaviour: neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

Modern Slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of Abuse, servitude and inhumane treatment

Domestic Abuse – including psychological, physical, sexual, fiscal and emotional Abuse. It also includes so called 'honour' based violence.

Discriminatory Abuse – discrimination is Abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

Organisational Abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Physical Abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual Abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the individual has not consented or was pressured into consenting.

Financial or Material Abuse – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Emotional or Psychological Abuse – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal Abuse, isolation or withdrawal from services or supportive networks.



The following are not included in the Care Act 2014, however the Merseyside Nighthawks still deem these forms relevant:-

Cyber Bullying – cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage – forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.

Mate Crime – a ‘mate crime’ as defined by the Safety Net Project as ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.’ Mate Crime is carried out by someone the individual knows and often happens in private. This type of Abuse is mostly carried out on an adult, but a child is still vulnerable to this form of Abuse. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

Radicalisation – the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

It is essential for all individuals within the Merseyside Nighthawks to recognise the previous as Abuse, and be aware of the potential for these acts to occur within the organisation. It is the responsibility of everybody to respond and report any concerns of potential Abuse.



6. Poor practice and Abuse

It can be difficult to distinguish poor practice from Abuse, whether intentional or accidental. It is not the responsibility of any individual involved in Merseyside Nighthawks to make judgements regarding whether or not Abuse is taking place, however, all Merseyside Nighthawks personnel have the responsibility to recognise and identify poor practice and potential Abuse, and act on this if they have concerns.

In order to avoid poor practice, the Merseyside Nighthawks expects that coaches of athletes:-

- Adopt and endorse all Merseyside Nighthawks safeguarding policies and procedures.
- Have completed training in working with athletes and follow the Merseyside Nighthawks Safeguarding Policy and Procedures at all times, and the principles outlined within.

Everyone in the Merseyside Nighthawks should:-

- Aim to make the experience of the Merseyside Nighthawks fun and enjoyable.
- Promote fairness.
- Not tolerate the use of prohibited or illegal substances.
- Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

7. Indicators of Abuse

Abuse is often not obvious, however there are sometimes indicators which can point toward Abuse. It is important to note that while one or more of the following may indicate Abuse, indicators alone are not proof of Abuse. Always follow procedures outlined in the Merseyside Nighthawks Safeguarding Policy and Procedures if you are concerned about possible Abuse.

Indicators of Abuse can be:-

- Unexplained injuries, particularly on the trunk, or hard to see areas.
- Old but untreated injuries
- Unclean appearance and/or poor hygiene
- Unexpected changes in weight
- A reluctance to go home
- Frequently late to practice or game
- Uncharacteristic behaviour, including emotional or violent outburst
- Fatigue
- Constant hunger
- Anxious behaviour, including out of context flinching.



8. Disclosure of Abuse by a Child or Young Person

The most direct way in which Abuse may be indicated is via disclosure by the child or young person. In addition to the possibility of Abuse taking place within the organisation, children or young persons find it difficult to know where to go when seeking help, therefore it is very possible they will come to a member of an organisation such as ours for help. However, as we are not professionals, we must ensure that we handle these situations appropriately, so that any escalation can be carried out as fast and efficient as possible. The following information is to be used as a guide for disclosures and what to do if a child or young person discloses possible Abuse:-

- Children and young persons may disclose Abuse in more than one way, this can include;
 - direct verbal statements.
 - indirect verbal statements, such as vague or off hand comments involving Abuse, aimless pleas for help.
 - non – verbal, such as writing letters or stories, drawing pictures.
 - behaviourally, such as acting out or distressed role play.

Be aware that children or young persons may not be aware they are disclosing Abuse through their actions.

Any disclosures of Abuse **must** be reported to the Merseyside Nighthawks via the procedure outlined in the Merseyside Nighthawks Safeguarding Policy and Procedures (See Section 9)

- Children may not always provide complete disclosures of Abuse. This can be for a number of reasons such as:-
 - Mental capacity.
 - Fear of the Abuser.
 - Wanting to protect family members.
 - Guilt or feelings of shame.
 - Believing they deserved it.
 - Avoidance of painful memories.
 - Fear of not being believed.



- If a child or young adult discloses Abuse to you, how you act is vital. There are best practices that can ensure that the child or young person feels safe, comfortable and that any escalation can take place as efficiently as possible:-

DO NOT:

- Panic or show distress. Avoid frowning or negative body language such as crossing your arms. Do not show anger or disgust at the information they are giving you.
- Interrupt the child or young person. Respect pauses and do not interrupt them to clarify any details for your own sake.
- Encourage answers or ask leading questions, such as “Did they”, “Was it who did it”. This can lead to a bias account and can cause problems in any potential escalation.
- Criticise the child or young person, for example, asking them why they didn’t tell you sooner.
- Confront the individual or individuals accused.
- Present your opinion of the account when providing your report. Present only what you were told.
- Offer shelter to the child or young person.

DO:

- Be calm and patient. Allow the child to disclose information at their own pace. They may be unable to provide a whole picture, or may not have their thoughts in order, so allowing them to take time to pause and reflect is important in making them comfortable and getting as much detail as possible.
- Show positive, relaxed and open body language.
- Reflect back to them. This shows the child or young person that you are listening, and also allows you to ensure you understand what they are trying to communicate.
- Take detailed notes shortly after the disclosure, including dates, times and places. If you must take notes during the disclosure, avoid doing it to excess, in such a way that you may seem distracted or uninterested by the child or young person.
- Ask open questions, such as “who was there?”, “What happened?”.
- Reassure the child or young person. Confirm that they have done the right thing by telling you and that any Abuse is never their fault
- Use a non-bias approach. Although it is important that we take any accusation seriously, it is not our place to believe what we are being told or to make judgements. Ensure any notes you take are free from any personal biases.



9. Reporting possible Abuse concerning a Child or Young Person

There may be a time when you become concerned that a Child or Young Person within the organisation is being Abused. This may be a result of your observations, or information from the victim or a third party. It is not your responsibility to decide whether or not a child or young person has been Abused. It is however everyone's responsibility to respond to and report concerns. The following are intended as guidelines to deal with such situations:-

- If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you **must** involve the police.
- If you have concerns or you are told about possible or alleged Abuse, poor practice or wider welfare issues you must report this to the Merseyside Nighthawks Welfare Director, or, if the Lead Welfare Director is implicated then report to a member of the Merseyside Nighthawks Welfare team, Managing Director or the Merseyside Nighthawks Chairperson.
- If you believe that intervention is urgent and such action may take too much time by reporting solely within the organisation, do not hesitate to escalate your report (See Sections 12 and 14) alongside your report to the Merseyside Nighthawks.

How to respond to a concern

- Make a note of your concern. An incident reporting form can be found in appendix 1 of this policy.
- Make a note of what the person has said using his or her own words as soon as practicable. Complete the Incident Form and submit to the Merseyside Nighthawks Welfare Director, Welfare Officer or Welfare team.
- Contact the Merseyside Nighthawks Welfare Director or a member of the Welfare team as soon as possible after the disclosure or immediately after submitting your report.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential at all times, this information must only be shared with your Welfare Director and others on a need to know basis.
- If the matter is urgent and relates to the immediate safety of an individual at risk then contact the emergency services immediately.

If you are unsure as to the appropriate action to take regarding concerns regarding safeguarding, consult the Safeguarding Flowchart in Appendix 2 or contact the Merseyside Welfare team for further advice.



10. Disclosure of Abuse by an Adult

The most direct way in which Abuse may be indicated is via disclosure by the adult. In addition to the possibility of Abuse taking place within the organisation, adults, particularly those who have become engaged in the inclusive environment we promote, may see teammates or the organisation as a safe place to make a disclosure. However, as we are not professionals, we must ensure that we handle these situations appropriately, so that any escalation can be carried out appropriately, fast and in as an efficient way as possible. The following information is to be used as a guide for disclosures and what to do if an adult discloses possible Abuse:-

- Adults may disclose Abuse in more than one way, this can include;
 - direct verbal statements
 - indirect verbal statements, such as vague or off hand comments involving Abuse, or making jokes.
 - non – verbal, such as writing letters, stories, poetry or through drawings or paintings.
 - behaviourally, such as acting aggressively, being easily startled or displaying erratic emotional outbursts or “mood swings”

Be aware that adults may disclose to you historic instances of Abuse. These disclosures are to be taken as seriously as disclosures involving current or ongoing Abuse.

Any disclosures of Abuse **must** be reported to the Merseyside Nighthawks via the procedure outlined in the Merseyside Nighthawks Safeguarding Policy and Procedures (See Section 11)

- Adults may not always provide complete disclosures of Abuse. This can be for a number of reasons such as:-
 - Fear of the Abuser.
 - Wanting to protect family members.
 - Guilt or feelings of shame.
 - Believing they deserved it.
 - Avoidance of painful memories.
 - Fear of not being believed.
 - Believing they should “put on a brave face”.
 - Embarrassment.
 - Peer Pressure.
 - Mental capacity.



- If an adult discloses Abuse to you, how you act is vital. There are best practices that can ensure that the person feels safe, comfortable and that any escalation can take place as efficiently as possible:-

DO NOT

- Panic or show distress. Avoid frowning or negative body language such as crossing your arms. Do not show anger or disgust at the information they are giving you.
- Interrupt their disclosure. Respect pauses and do not interrupt them to clarify any details for your own sake.
- Encourage answers or ask leading questions, such as “Did they”, “Was it who did it”. This can lead to a bias account and can cause problems in any potential escalation.
- Criticise them, for example, asking them why they didn’t tell you sooner.
- Confront the individual or individuals accused.
- Present your opinion of the account when providing your report. Present only what you were told.

DO

- Be calm and patient. Allow them to disclose information at their own pace. They may be unable to provide a whole picture, or may not have their thoughts in order, so allowing them to take time to pause and reflect is important in making them comfortable and getting as much detail as possible.
- Show positive, relaxed and open body language.
- Reflect back to them. This shows them that you are listening, and also allows you to ensure you understand what they are trying to communicate.
- Take detailed notes shortly after the disclosure, including dates, times and places. If you must take notes during the disclosure, avoid doing it to excess, in such a way that you may seem distracted or uninterested by what they are telling you.
- Ask open questions, such as “who was there”, “What happened”.
- Reassure them. Confirm that they have done the right thing by telling you and that any Abuse is never their fault
- Use a non-bias approach. Although it is important that we take any accusation seriously, it is not our place to believe what we are being told or to make judgements. Ensure any notes you take are free from any personal biases.



11. Reporting possible Abuse concerning an Adult

There may be a time when you become concerned that an adult within the organisation is being Abused. This may be a result of your observations, or information from the victim or a third party. It is not your responsibility to decide whether or not an adult has been Abused. It is however everyone's responsibility to respond to and report concerns. The following are intended as guidelines to deal with such situations:-

- If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you **must** involve the police.
- If you have concerns or you are told about possible or alleged Abuse, poor practice or wider welfare issues you must report this to the Merseyside Nighthawks Welfare Director, or, if the Welfare Director is implicated then report to a member of the Merseyside Nighthawks Welfare team, Managing Director or the Merseyside Nighthawks Chairperson.
- When raising a concern with the Welfare Director, remember Making Safeguarding Personal. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult you will be passing on your concern, and;
- It is vital when considering your concern that you also ensure that keep the person informed about any decisions and action taken about them and always consider their needs and wishes.

How to respond to a concern

- Make a note of your concern. An incident reporting form can be found in annex 1.
- Make a note of what the person has said using his or her own words as soon as practicable. Complete the Incident Form and submit to the Merseyside Nighthawks Welfare Director, Welfare Officer or Welfare team.
- Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns to your lead safeguarding officer, welfare team or Welfare Director.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential at all times, this information must only be shared with your Welfare Director and others on a need to know basis.
- If the matter is urgent and relates to the immediate safety of an individual at risk then contact the emergency services immediately.

If you are unsure as to the appropriate action to take regarding concerns regarding safeguarding, consult the Safeguarding Flowchart in Annex 2 or contact the Merseyside Welfare team for further advice.



12. Escalation of reporting outside of the Merseyside Nighthawks

If you feel that Abuse is not being addressed within the Merseyside Nighthawks, you should escalate your concerns with any or all of the following:-

- British American Football Association (BAFA)
- Merseyside Safeguarding Adults Board.
- Merseyside Police.
- Crimestoppers
- NSPCC or NSPCC Whistleblowing advice line.

You may feel an escalation outside of the organisation is necessary if:-

- You are being Abused and no action has been taken by the organisation;
or;
- You are a third party who's concerns of Abuse have not been addressed by the organisation;
or;
- You are aware of systematic Abuse or failures within the organisation, and feel it is not applicable to raise these issues within the procedures outlined in the Merseyside Nighthawks Safeguarding Policy and Procedures.



13. Media relations and the issuing of statements.

It is not uncommon in instances of Abuse, particularly Abuse involving a child or young person, for media companies to become involved. As our governing body, the British American Football Association (BAFA) would mainly be involved with media relations should instances of Abuse come to light within the Merseyside Nighthawks, however, we are still required to manage any national or local media relations when an approach is made to the organisation.

The Merseyside Nighthawks take the stance of being an open and honest organisation. When dealing with the media, we will not attempt to hide, or cover up any instances of wrongdoing in an attempt to present a false image or play down any Abuse allegations. However, Abuse allegations often comes with sensitivities and confidentiality that we must protect.

In order to fulfil both our policy and our duty of care, the following procedure should be used if any member of the organisation is approached for comment by a journalist or media company representative:-

- Ask for the journalist or representative's name, the company they work for and contact details.
- Inform the journalist or representative that they should contact the Merseyside Nighthawks Welfare Director or a member of the Welfare team. This is to ensure that they receive, if appropriate, the most accurate and up to date information that the organisation has.
- Do not disclose any information of the individuals involved, including names or positions involved in the organisation.
- Do not discuss the allegations.
- Never speak "off the record" with a journalist or media representative.
- Once the Merseyside Nighthawks Welfare Director receives the referral, or if the approach is made directly to the Welfare Director in the first instance, they will immediately contact BAFA in order to discuss the approach and either respond to or refer the approach as appropriate.
- This procedure will be repeated for any subsequent approaches.
- The Merseyside Nighthawks Welfare Director will communicate any local or national media coverage involving the organisation with BAFA at every instance.



14. Important contacts

- Merseyside Nighthawks Welfare Director:** - Ash Marsden
Tel: 07762123101
Email: Welfare@mnighthawks.org
- Merseyside Nighthawks Managing Director :** - Andy Taylor
Email: ManagingDirector@MNighthawks.org
- Merseyside Nighthawks Chairperson:** - Arron Harrison
Email: Chairperson@MNighthawks.org
- British American Football Association** - Web: <https://www.britishamericanfootball.org/>
Email: safeguarding@britishamericanfootball.org
- Merseyside Safeguarding Adults Board** - Tel: 0345 140 0845
Web:
<https://www.sefton.gov.uk/safeguardingadults~>
- NSPCC** - Tel: 0808 800 5000
Email: help@nspcc.org.uk
- Merseyside Police** - Tel: 101
Web: <https://www.merseyside.police.uk>
Emergency Tel: 999
- Crimestoppers** - Tel: 0800 555 111
Web: <https://crimestoppers-uk.org/>



Annex 1. Incident reporting form

Your information			
Name			
Address			
Contact number(s)			
Email			
Name of organisation		Your role	

Personal information – Affected Person					
Name				Date of birth	
Gender ¹	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>	
Is there any information about the affected that would be useful to consider?					

Contact information – parent / carer		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed
Details:		



Incident details*			
Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern		Role within the organisation or relationship to the affected person	
Contact number(s)			
Email			
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay. Use Additional pages if necessary.)			



Affected Person's account of the incident			
Please provide any witness accounts of the incident			
Name of witness (and date of birth, if a child)		Role within the organisation or relationship to the affected person	
Address			
Contact number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth, if a child)		Role within the organisation or relationship to the affected person	
Address			
Contact number(s)			
Email			
Please provide details of action taken to date			
Has the incident been reported to any external agencies?		<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide further details:
Name of organisation / agency			
Contact person			
Contact number(s)			
Email			
Agreed action or advice given			



Declaration	
Your signature	
Print name	
Today's date	

Report receipt confirmation	
Safeguarding Officer's name	
Date reported	

¹ Not Mandatory



Annex 2. Safeguarding Flowchart

