

**LOWESTOFT TOWN FOOTBALL CLUB LIMITED**  
**(Lowestoft town FC and Lowestoft Town Football Academy)**

**SAFEGUARDING ADULTS**  
**(Vulnerable Adults policy)**

According to the Department of Health a vulnerable adult who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation". This definition of an Adult covers all people over 18 years of age.

In the normal day to day running of a football club or academy it may not be apparent who is a vulnerable person as described in the forgoing paragraph. One of the barriers is not being able to access sensitive information to be able to put in place suitable safeguards depending on the ability of the vulnerable person. However if it becomes known to us that we are supporting a vulnerable adult being either a player or an academy attendee then the following general safeguards will come into play. This also includes any abuse to a fan by another fan on match days, the behaviour of which is unacceptable. The club has a zero tolerance to such matters.

The club has a data controller who is registered with the Information Commissioners Office to ensure that all information of staff, players, volunteers and academy attendees is kept secure, either on a password protected PC or in a locked cabinet and furthermore:-

1. If the club is asked to support and train an adult who is in the care of a statutory body then the club, with the permission of the adult, will work in partnership with that agency.
2. With the permission of the adult, the club would expect to receive sufficient information from the agency so that the club can train and assist the individual so they are able to realise their full potential.
3. That any payments received are duly receipted and recorded in the income ledger subject to any audit as deemed necessary.
4. That the club will operate a no secrets policy and therefore any suspected abuse in whatever form will be passed on to the Chairman of the Board of Directors, who after an investigation, may report it to the relevant authority.

Updated October 2017