



Strategic Safeguarding Plan 2022-2025

Luton Town Football Club

Approved by: Club Board

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Strategic Safeguarding Plan 2022-2025

Luton Town Football Club and its Community Trust recognise that Safeguarding is a core part of its values.

The club will work with integrity and transparency to ensure that the most vulnerable groups at the football club and wider community are given the care and support that they need.

To ensure that the club is committed to its Safeguarding obligations the six Strategic objectives charting our commitment to Safeguarding will be:

- 1 Instilling a Safeguarding ethos in all departments of Luton Town Football club and its Community trust
- 2 Ensuring appropriate care and welfare support is available to all.
- 3 Developing and implementing a centralised data system to record staff HR records with an internal system for staff to read policy and procedures.
- 4 Ensuring all Safeguarding policy and procedure are updated reviewed and implemented
- 5 Provide appropriate and accessible safeguarding training for everybody involved with vulnerable groups
- 6 Encourage and build constructive partnerships with Statutory and non-statutory bodies and offer best practice support to local groups.



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Outline of six Strategic objectives Charting the way forwards

Strategic Objective	Key Tasks	Key Tasks	Success Indicator	Deadlines	Key People	Possible issues and wider considerations
Instil a Safeguarding ethos in all departments at Luton Town Football club and Luton Town Community trust	1.1 Ensure each department within the club and community trust has a designated Safeguarding Officer (DSO) committed to ensuring that the protection of children and adults at risk is considered in all areas of their departments	Each department at the club and community trust will have a designated person to take reports or raise concerns	All departments have designated safeguarding officers who are given extra training in Safeguarding via the EFL on line course and the SSM	May 2023	SSM HR	Staff turnover and suitability of individual for the role
	1.2 Ensure that the contact details of the Designated Safeguarding Officer(s) DSO) and the Safeguarding team are shared via internal and external communication	The details of all DSO's should be readily available to all staff and participants / visitors to the club or community trust	The DSO chart is on the HR system for staff, The Club Website and the customer charter	August 2023	SSM	Staff leaving may result in this being out of date, the SSM and HR should undertake to review the list regularly
	1.3 Raise awareness of child protection and adults at risk within the club and community trust	Ensure that suitable and available training is offered to all staff and participants by the club and community trust	The staff workforce development plan sets out objectives and expectations of staff to ensure they are aware of their safeguarding responsibility. Each staff member also has Safeguarding objectives listed in their Personal Development Plan	March 2024	SSM HR Line Managers	The volume of part time and casual staff working across the organisation means that not all will be monitored in PDR's or available for safeguarding training
	1.4 Develop a shared awareness of Safeguarding and how to report concerns with partners and contractors	Build on a common understanding of safeguarding and encourage team work and collaboration in dealing with concerns or reports	Working groups and regular staff and DSO meetings where any training needs or concerns can be raised. Develop a safeguarding SLA between contractors and club to ensure their staff are aware of the safeguarding obligations	Ongoing	SSM EFL	Understanding of safeguarding by contractors or external partners. Reluctance to commit by external partners or contractors
	1.5 Improve the Safeguarding reporting and recording system at Luton Town Football club and Luton Town community trust	The club and community trust must identify a suitable safeguarding reporting system which can be used by staff and others to raise concerns	The SSM has delivered a new Safeguarding recording system. "My Concern" across the club and community trust, delivering training to staff who require access	August 2023	SSM External Contractors	Training for staff in how to record an incident and what might happen if they fail to record an incident

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Strategic Safeguarding Plan 2022-2025

Strategic Objective	Key Tasks	Key Tasks	Success Indicator	Deadlines	Key People	Possible issues and wider considerations
Ensure appropriate care and welfare support is available to all who are associated with the club and community trust	2.1 Improve the player care provision and support at Luton Town FC academy and Luton Town community trust football programmes	The Club should identify a full time role for player care at its academy. The Community trust should identify a member of staff who can be welfare officer	The club has recently employed as full time member of staff who is the player care coordinator at the academy, The trust need to identify the same	Jan 2023	SSM Director of Community Trust	Lack of staff in the community trust who may be suitably trained for the role
	2.2 Consult and engage with vulnerable groups to develop a wider support network for all	Local groups and charities should be invited to review the club and community trust policy and procedures and offer feedback and opinion on 't's content	Contact with identified local organisations has started	Dec 2024	SSM TRUST DIRECTOR DSO's Supporters trust	Lack of buy in from local community
	2.3 Offer experience and support as a club and community trust to those organisations locally who may need it	Local groups and charities should be offered support and guidance in their own Safeguarding policies and procedures by the club and community trust professionals	Contact with identified local organisations has started	Dec 2024	SSM TRUST DIRECTOR DSO's Supporters trust	Lack of buy in from local community



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Develop and implement a centralised data system to record staff HR records with an internal system for staff to read policy and procedures	3.1 Ensure clear lines of accountability for Safeguarding with staff development and training	Develop a Safeguarding training for all new staff members, including part time or casual staff, match day staff. Include safeguarding in staff PDR's and objectives through the year	Initial development of PRD's taking place	Jan 2024	SSM HR	Funding for training of staff
	3.2 Develop a staff induction training system in consultation with HR to encourage a Safeguarding culture within the club and community trust	Induction training in person as well as on line training should be rolled out to new starters within 4 weeks of their start date at the club or community trust	Initial training is on line but face to face training is in development	Dec 2024	SSM HR	Lack of 1-2-1 training could mean that staff miss a serious safeguarding concern



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Ensure all Safeguarding policy and procedures are updated reviewed and implemented	4.1 Review all policy for the club and community trust	All policy should be reviewed to ensure it aligns with the relevant governing body requirements and aligned	The club and Community Trust should have the same policy's for Safeguarding and these should reflect their commitment to protecting vulnerable group	Dec 2022	SSM	None considered
	4.2 Review the club and community trust's safer recruitment practices and develop a best practice guidance	All safer recruitment practices should be reviewed to ensure it aligns with the relevant governing body require	The club and Community trust should adopt the same recruitment processes and follow the same safer recruitment processes	May 2023	HR Director of Community Trust	Lack of continuity could cause a lack of safer recruitment
	4.3 Develop a work force within the academy and community trust to conduct risk assessments of venue's trips, tours and tournaments	The club and community trust should acknowledge the importance of risk assessments and develop a Safeguarding risk matrix for staff to use	Club and Community trust have new safeguarding templates in place, these were rolled out in Sept 2022, the SSM signs off all venue risk assessments	Dec 2022	SSM DSOs	The academy has not got the same volume of staff with the ability to complete the risk assessments
	4.4 Streamline the club and community trust disciplinary process to include the Safeguarding Policy and Procedure	The club and trust should follow the same disciplinary process and the same Safeguarding allegations against staff process	The club and trust have a joint disciplinary policy that has recently been reviewed	August 2022	SSM Director of Community Trust COO	Overlap with club and community staff, who is responsible for dealing with the disciplinary concerns?
	4.5 Ensure that senior managers and board members are aware of any changes to Safeguarding policy and practice	The club and Community trust should ensure that it has a system in place for all staff and managers to be notified of any new policy and for them to acknowledge the receipt of it and review of it	The club has a new HR system which is able to disseminate information to all staff, the community trust are yet to use the system	March 2023	SSM HR Director of Community Trust	Lack of knowledge from trust staff until they have access to the hi bob system



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Provide appropriate and accessible safeguarding training for everybody involved with vulnerable groups	5.1 Develop a register of training and development for staff using the clubs Safeguarding Workforce Development plan	The club and community trust should have a workforce development plan in place for all staff	The club has a workforce development plan in place.	May 2022	SSM HR Director of Community Trust	The trust staff do not yet have access to a work force development plan and this may result in a lack of understanding



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Encourage and build constructive partnerships with Statutory and non-Statutory bodies	6.1 Offer best practice Safeguarding support to local groups and organisations whose work involves children and adults at risk	The club and community trust should share its vast experience in Safeguarding and welfare with local groups and companies		Dec 2025	SSM	Community engagement opportunities may be limited with a small safeguarding team
	6.2 Develop and share guidance on Safeguarding with local organisations	The club and community trust should offer its support to local organisations planning large events or events that involve children and adults at risk		Dec 2025	SSM	Small workforce may prove difficult to engage with as many groups as required
	6.3 Endorse close partnerships and knowledge exchange with other clubs	The club should actively commit to sharing information with and attending group meetings of other clubs in the EFL or local area	SSM has committed to sharing experience and time with EFL clubs and the Women in Football group to assist other safeguarding leads in their implementation	Dec 2025	SSM	Lack of time for SSM to commit fully to the commitment of support

Date of next review: December 2025

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