



SAFEGUARDING ADULTS POLICY

A policy for safeguarding adults in sport in Sussex

This policy was agreed by the Active Sussex Board of Trustees on 09 08 2018

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Referenced documents

- *Care Act 2014 statutory guidance*
<http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted>
- *Mental Capacity Act 2005*
<http://www.legislation.gov.uk/ukpga/2005/9/introduction>
- *Active Sussex Trust Handbook (internal document)*
- *Sussex Safeguarding Adults Policy and Procedures*

Ann Craft Trust resources

- *Good Practice and Guidance in Sport and Activity*
<http://www.anncrafttrust.org/good-practice-in-sport.php>

Thank you to the Ann Craft Trust who has supported the development of this policy.

Terms and Abbreviations

Adult – anyone over the age of 18 years old

Adult safeguarding - protecting a person's right to live in safety, free from abuse and neglect.

Adult at Risk – Defined in the Care Act as: any adult who has a need for care and support (whether or not the local authority or anybody else is meeting those needs) and is experiencing, or is at risk of, abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it

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.

Naturally, 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.

ACT – The Ann Craft Trust provides safeguarding adults advice to sport

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).

Care Act 2014 - made key changes to adult social care with a new general duty to "Promote individual well-being" and placed the safeguarding of adults on a statutory footing for the first time

LSAB - Local Safeguarding Adults Board

MCA – Mental Capacity Act 2005. States that every individual has the right to make their own decisions and provides the framework for this to happen. The principles underpin adult safeguarding

MSP - Making Safeguarding Personal is the approach now taken to all safeguarding work. The key principle of MSP is to support and empower each adult to make choices and have control about how they want to live their own life. It is a shift in culture and practice in response to what is now known about what makes safeguarding more or less effective from the perspective of the adult being safeguarded.

NGB - National Governing Body

Foreword

Active Sussex recognises the importance that sport and physical activity can have in enriching a person's quality of life, and we want to ensure safe, quality, sport and physical activity provision is customary practice across the county, and therefore the welfare and safety of participants is the responsibility of everyone involved. ***It's up to all of us!***

By fulfilling our charity priorities we hope to drive our aims for more safe, quality sports and physical activity opportunities in Sussex, to achieve our vision of creating a more physically active county by 2023.

Active Sussex is committed to working in partnership with all agencies to ensure that the information and training opportunities are made available for all staff, coaches and volunteers to guide them in best practice when working with adults. Adopting best practice will help to safeguard adults from potential abuse within a sport and activity setting as well as protecting staff, volunteers and other adults in positions of responsibility from potential false allegations of abuse. It will also enable staff and volunteers to recognise and respond when they suspect that participants are being harmed in other areas of their life.

We acknowledge that partners such as Local Authorities (LA), National Governing Bodies of Sport (NGBs), Sports Club, educational institutions and other private or third sector organisations, will have their own policy to adhere to when they organise activities.

However, it will be a requirement that all organisations carrying out activities on behalf of Active Sussex or receiving funding from Active Sussex to deliver, will declare they have appropriate safeguarding policy and procedures in place. A statement to that effect is placed within Service Level Agreements.

Active Sussex has a strategic focus and is an influencing body for many key partner organisations, with little direct responsibility for delivery.

While this policy and its procedures are specifically focused on safeguarding of adults, the principles of best practice should apply to all participants (including children and young people) who should equally be assured of a safe and enjoyable experience.

See <https://www.activesussex.org/deliver-sport/safeguarding> for more resources relating to safeguarding children.

Policy Statement

Active Sussex is committed to promoting the safety and welfare of all adults engaged in sporting activities locally. It contributes to safeguarding by:

- Committing to developing and implementing this policy and procedures with guidance from ACT and in line with the Sussex Safeguarding Adults Policy and Procedures
- Embedding safeguarding adults across services
- Implementing and demonstrating best safeguarding practice when, core staff, delivery staff, helpers or volunteers, are providing services, activities and programmes
- Working with partners to establish and implement agreed, consistent minimum safeguarding standards for sports activities locally.
- Requiring those individuals or organisations that are funded or commissioned to provide any services to effectively address safeguarding requirements.
- Maximising its influence to promote safeguarding practice and principles within its wider partnership roles and relationships.

Safeguarding compliance is monitored by the Chief Executive and reported via the HR and Nominations Committee which includes the lead Trustee for safeguarding, to the Full Board of Trustees on a quarterly basis. The Board of Trustees endorses these aims and supports Active Sussex in this work and the development of an implementation plan.

Active Sussex fully accepts our moral and legal responsibilities under The Care Act 2014 and the Mental Capacity Act 2005. Safeguarding adults is everybody's responsibility and the 6 principles of safeguarding underpin this policy and procedures:

- **Empowerment** - People being supported and encouraged to make their own decisions and informed consent. *"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."*
- **Prevention** – It is better to take action before harm occurs. *"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."*
- **Proportionality** – The least intrusive response appropriate to the risk presented. *"I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed."*
- **Protection** – Support and representation for those in greatest need. *"I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want."*
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse. *"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."*
- **Accountability** – Accountability and transparency in delivering safeguarding. *"I understand the role of everyone involved in my life and so do they."*

Also underpinning safeguarding adults is Making Safeguarding Personal. This is about developing a safeguarding culture that focuses on the personalised outcomes desired by people with care and support needs, ensuring that the views of adults lead the safeguarding process.

Active Sussex will work in partnership to ensure that all adults irrespective of age, gender, disability, race, ethnic origin, nationality, colour, religious belief, class or social background, sexual preference or political belief, are able to take part in sport (as a participant or volunteer) in a fun, safe environment and are protected from harm or abuse.

Active Sussex will ensure that concerns and all incidents of suspicious poor practice and allegations of abuse should be taken seriously and responded to swiftly and appropriately in accordance with disciplinary procedures or, where necessary, through referral to statutory agencies. It is the responsibility of the safeguarding adult's team to determine whether or not abuse has taken place but it is everyone's responsibility to respond to concerns.

Confidentiality will be upheld in line with the Data Protection Act 2018 and Human Rights Act 1998. Appendix G provides more information about consent and information sharing.

Making Safeguarding personal

'Making safeguarding personal' means that adult safeguarding should be person led and outcome focused. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control. As well as improving quality of life, well-being and safety.

Wherever possible discuss safeguarding concerns with the adult to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

Wellbeing Principle

The concept of wellbeing is threaded throughout the Care Act and it is one that is relevant to adult safeguarding in sport and activity. Wellbeing is different for each of us however the Act sets out broad categories that contribute to our sense of wellbeing. By keeping these themes in mind, we can all ensure that adult participants can take part in sport fully.

Policy objectives

Corporate responsibilities

- Ensure that there is strong organisational commitment to safeguarding adults across all core staff and trustees, which is clearly reflected in the culture, policies, working practices, attitudes and behaviours
- Ensure all core staff are given the opportunity to input into the Implementation plan from their respective work areas
- Promote a culture that ensures all adults are listened to and respected as individuals in line with 'Making Safeguarding Personal' principles
- Include a requirement to address safeguarding minimum standards within partnership funding and commissioning criteria and contractual arrangements (**Appendix A**)
- Ensure an equitable sports programme is delivered that offers equal access to all within the Active Sussex area
- Ensure updates and outcomes of the implementation plan are included in all necessary reporting

Recruitment and selection

Take all reasonable steps to assess the suitability of all staff (paid and volunteer) to work with adults using safeguarding checks as required by legislation. Active Sussex will refer to the *Defining 'Supervision' and Regulated Activity Sport and Recreation Sector Guidance (March 2013)* to determine if a DBS check is required

- Where relevant require trustees to complete a self-declaration form as a pre- appointment check
- Require staff and volunteers to adopt best practice to safeguard and protect adults from abuse, and themselves against false allegations and abide by the Active Sussex Codes of Conduct within the *Active Sussex Trust Handbook* and both Safeguarding Policies and Procedures
- Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns or make complaints
- Ensure all staff clearly understand the Active Sussex Grievance and Disciplinary Procedures as set out in the *Active Sussex Trust Handbook* and are able to raise concerns in a confidential way
- Formal complaints made against any Active Sussex staff and volunteers, will also be dealt with using the Active Sussex Grievance and Disciplinary Procedures in the *Active Sussex Trust Handbook*

Training

- Provide a comprehensive induction for all staff (paid and volunteer), which includes familiarisation with the Safeguarding Adults Policy and associated procedures and the Active Sussex disciplinary/appeals procedures
- Where necessary, appropriate training will be identified and implemented to enable individuals to deliver their responsibilities with regard to their own good practice, recognising poor practice and reporting suspected concerns of possible abuse.
- Ensure staff (paid and volunteer) with designated responsibilities in relation to adults with specific needs, are provided with training to enable them to develop the necessary skills and knowledge and have regular opportunities to update their knowledge and understanding
- Delivery staff must have the appropriate, up to date qualifications or training, in line with the minimum standards of each NGB
- Training will be organised by Active Sussex to raise awareness of safeguarding issues as it becomes available. Delivery staff are encouraged to attend the following;
 - First Aid (recognised by Health and Safety Executive e.g. 'An Appointed Persons First Aid', St John's Ambulance First Aid qualifications);
 - 'How to Coach Disabled People in Sport' – UK Coaching workshop

Operational procedures

- Ensure there are designated members of staff with clearly defined roles and responsibilities in relation to safeguarding
- Ensure there are clear and unambiguous procedures in place in respect of safeguarding, which provide step-by-step guidance on what action to take if there are concerns about an adult's safety or welfare (**Appendix D & E**)
- Establish robust processes for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation (**Appendix F & G**)
- Develop clear processes for dealing with complaints about unacceptable and/or abusive behaviour towards adults, with clear timescales for managing and resolving these complaints
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures
- Ensure that where there is direct responsibility for running/providing activities or services, operating standards are set out to ensure the highest possible standard of care
- Implement good practice protocols in relation to the use of photography/video equipment and use of electronic communication and social media (**Appendix I, J & K**)
- All staff and volunteers should be given the opportunity to provide feedback on any events and work carried out and the provision made to safeguard adults, and the practice of all those involved
- As far as is reasonably practicable, Active Sussex has a duty of care to ensure that all volunteers work in a safe and supportive environment, and are appropriately matched to volunteer opportunities
- Respect and promote the rights, wishes and feelings of all adults

Advocacy and communication

- Be a champion of safeguarding in the county for sport
- Actively promote the Partnership's commitment to safeguarding adults to all
- Make contact details for Active Sussex designated Safeguarding lead officers, statutory agencies and ACT readily available for dealing with adult safeguarding concerns (**Appendix B**)
- Ensure that safeguarding procedures are available to all and actively promoted
- Provide adults with information on where to go for help and advice in relation to abuse, harassment and bullying
- Provide access to specialist advice, information and resources, ensuring designated Safeguarding Lead Officers or Welfare leads are aware of this support
- Assist individuals involved both during and following an incident or allegation of abuse, or a complaint to access professional support
- Make arrangements for supervision and support to be provided to staff and volunteers during and following an incident or allegation
- Raise awareness of different types of abuse and promote best adult safeguarding practices and principles
- Ensure all adults are aware of their right to be safe from abuse
- Publicise the complaints process to all those involved with the organisation

Information sharing

The sharing of information in adult safeguarding situations can be confusing. Here are some key messages to assist when considering information sharing.

- If someone knows that abuse or neglect is happening they must act upon that knowledge, not wait to be asked for information.
- The six safeguarding principles should underpin all safeguarding practice, including information-sharing.
- The Data Protection Act enables the lawful sharing of information.
- Decisions on sharing information must be justifiable and proportionate, based on the potential or actual harm to adults or children at risk, against the right of confidentiality for the individual concerned. The rationale for any decisions made should always be recorded.
- When sharing information between agencies about adults, children and young people at risk it should only be shared: If relevant and necessary (not simply all the information held about the person); With the relevant people who need all or some of the information; When there is a specific need for the information to be shared at that time.
- Workers and volunteers within sports and physical activity organisations should always share safeguarding concerns in line with their organisation's policy, usually with their safeguarding lead or welfare officer in the first instance, except in emergency situations.
- As long as it does not increase the risk to the adult at risk, the worker or volunteer should explain to them that it is their duty to share their concern with their safeguarding lead or welfare officer.
- The safeguarding lead or welfare officer will then consider the situation and plan the actions that need to be taken, in conjunction with the adult at risk and in line with the organisation's policy and procedures and Local Safeguarding Adults Board (LSAB) policy and procedures.
- A conversation can be had with the safeguarding adults team without disclosing the identity of the person in the first instance.
- If it is thought that a referral needs to be made to the safeguarding adult's team, consent should be sought from the adult at risk.
- Individuals may not give their consent to the sharing of safeguarding information with the safeguarding adult's team for a number of reasons. Reassurance, appropriate support and revisiting the issues at another time may help to change their view on whether it is best to share information.
- If they still do not consent then their wishes should usually be respected. However there are circumstances where information can be shared without consent such as when the adult does not have the capacity to consent, it is in the public interest because it may affect other people or a serious crime has been committed. This should always be discussed with the safeguarding adult's team.
- It is inappropriate for agencies to give assurances of absolute confidentiality in cases where there are concerns about abuse, particularly in situations when people may be at risk.

For more information regarding Consent and Information sharing please see **Appendix G**. Plus visit [Sussex Safeguarding Adults Policy and Procedures](#) and the [Social Care Institute for Excellence Care Act 2014 Key messages – Adult Safeguarding: Sharing information](#)

Implementation, Monitoring and Review

Active Sussex is committed to working in accordance with the Safeguarding Adults in Sport advice and guidance developed by the Ann Craft Trust. A Safeguarding Implementation Plan which underpins practical delivery of outlined policy aims and objectives, will be developed based on this policy. When a quality assurance process or standards are developed by ACT, Active Sussex will then review this policy and procedures and the Safeguarding Adults Implementation plan.

The purpose for the implementation plan is to;

- Disseminate Active Sussex's Safeguarding message so that it reaches and influences all related sporting organisations to safeguard people in sport.
- Operate sound recruitment procedures for paid and voluntary staff in sport
- Identify and enable the appropriate safeguarding training for Active Sussex core staff, delivery staff and volunteers within the county
- Remain updated with legislation related to safeguarding
- Monitor and update the implementation plan annually to keep Safeguarding high on the sporting agenda
- Measure the impact of the policy and procedures on an annual basis

The Implementation plan will be formally updated twice a year by working with relevant core staff responsible for actions named in the plan to supply updates - the lead safeguarding officer, deputy safeguarding officer, Chief Executive and lead Trustee for safeguarding. Mechanisms will be put in place to enable partners and other stakeholders to be part of the policy review process when necessary.

General safeguarding progress will be reported throughout the year in team meetings by the Safeguarding Lead Officer and quarterly to the Board of Trustees via the lead Trustee for Safeguarding.

This safeguarding policy will be reviewed at least every 2 years. Where there are legislation changes, or a significant incident occurs then the policy will be reviewed more often. The review will be carried out by the above individuals. The policy will then be taken to The Board of Trustees for approval.

All staff will be given a briefing and a copy of the updated policy.

Appendix A: Minimum standards for Safeguarding

Being physically active can help people to manage stress and anxiety, retain focus and attention, and generally feel better and more connected, as well as improving their general health.

It is important to keep in mind everyone has the right to be safe and enjoy the sports activities that they take part in; and where applicable parents and others, including staff and volunteers, have a right to believe that organisations provide a safe environment.

This is just as important for online provision as it is face to face.

This checklist covers the usual 'offline' criteria but will also help you to think through what the potential risks of an 'online' offer might be, consider what you already have in place that will help you and your members, and what additional safeguards you might need to build in.

This checklist is designed to be a *working tool* to enable you to keep revising and improving your provision, based on observations, feedback, latest guidance, examples of good practice that we will endeavour to share, and resources available on our website.

We ask clubs and organisations to think about what you can realistically achieve when you complete this checklist, and how you can continue to reassess and address any gaps over time. Use the 'actions' sections to record your decision making, and please share with us any changes that you make.

[E] – an essential element that should already be in place

[P] – an element that should be planned or being developed and continually revised

[G] – an element that is good practice

***Delete as appropriate (if only referring to children or adults)**

Organisation:	Project:
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Criteria			
1. Safeguarding Policy	Points to note	Yes/No	Comment/action
[E] There is a *child protection/safeguarding policy and/or a Safeguarding Adults policy that all involved in the activity are required to adhere to	Your existing policies are vital and should be a point of reference when making decisions. Make them available, accessible and communicate them to everyone.		
[E] The policy meets the requirements of the activity			
[P] The policy is publicised, promoted and available to all stakeholders, including *children, young people and/or adult participants, parents and carers			
[G] The policy has been endorsed by a local external safeguarding agency e.g. Safeguarding Children Partnerships, Children's Social Care, Local Safeguarding Adult Board, Adult Social Care			
2. Procedures	Points to note	Yes/No	Comment/action
[E] There are clear procedures for recording, reporting and sharing concerns, including clear instructions on what to do in the event of concerns about the welfare of a child or adult arising outside the sport/activity	Some children may be exposed to risk due to or despite isolation, and may still turn to trusted adults for support. Know what to do if concerns are raised.		
[E] There are clear procedures for raising and dealing with allegations against staff or poor practice against those involved with delivery of the activity	Expectations of behaviour should remain as high as always. Everyone should know what these are, how to raise concerns, and the consequences of non-adherence.		
[E] In all instances, there are clear guidelines for recording concerns about the welfare or safeguarding needs of a *child or adult and the organisation's response and reasons through the organisation's management structure			
[P] There are clear guidelines for when and how to report concerns to external agencies (such as Children's Social Services or Adult Social Care or Police) and partner agencies	See our reporting concerns page to check you have listed the right local contacts		
[P] There are complaints and disciplinary procedures to manage concerns about the behaviour of staff, coaches, volunteers, etc.			
[P] Online safety policy, social media policy and acceptable use statement	If you don't have them in place already, this should be a priority. Existing policies should be revisited and reissued to staff, volunteers, members and parents.		
[G] There is information about how support can be accessed following an incident, including arrangements to support whistleblowers			

3. Prevention	Points to note	Yes/ No	Comment/action
[E] There is an identified Lead Officer or identified staff within each partner organisation , with designated responsibility for safeguarding and protecting *children or adults , and who will be informed if a concern arises	This should be communicated within existing policies. Make alternative arrangements should a key person become unavailable.		
[E] There are procedures for safe recruitment of staff and volunteers including DBS checks where appropriate	Existing processes to ensure that coaches have been recruited appropriately will be reassuring to parents. Difficulties with interviews, observations and DBS checks mean that safe recruitment of new coaches is not easily achievable at this time.		
[E] There are operating procedures in relation to the organisation's duty of care to *children or adults			
[E] The activity provider has valid public liability insurance	Check with your governing body and/or insurance provider for guidance on cover for any new provision or activities.		
[P] There are robust health & safety arrangements in place, including First Aid	Online sessions should be carefully planned to minimise risk of injury. Communicate to participants and parents what their responsibilities are. See more guidance here .		
[P] Risk assessments are undertaken that are specific to the activity and audience (age and ability), and consider the specific environments in which people will be participating (including facilities and equipment), plus staffing ratios	Risk assessments should still be undertaken, with the usual considerations and any additional risks being addressed. How can any potential risks be minimised? How will incidents be managed? Guidance can be found here		
[P] Self-employment status of coaches has been verified, where applicable			
[P] There are codes of conduct and ethics for staff, coaches, volunteers and participants	Existing codes of conduct are still relevant and should be reiterated to all staff, volunteers, participants and parents, or updated to reflect new ways of working.		
[G] Young people are involved in developing codes of conduct	This is a great opportunity to tap into young people's knowledge of online and social platforms, to help put a code together to keep everyone safe during online sessions.		

4. Communication	Points to note	Yes/ No	Comment/action
[G] All stakeholders, including participants, have been informed about the policy and procedures			
5. Education and Training	Points to note	Yes/ No	Comment/action
[E] All staff, coaches and volunteers appropriately skilled, qualified and insured to undertake their role in providing the activity	Check with your governing body for guidance on coaches delivering face to face and online sessions. See our Active at Home Workforce and Safeguarding pages for tips and resources to help you deliver successful online sessions.		
[P] All staff and volunteers receive an adequate induction which addresses facilities, health & safety, supervision and accountability, including basic information on how to record and report safeguarding concerns	Ensure that the usual processes for recording and reporting concerns are still feasible, and if not, what changes can be made? Communicate this to everyone.		
[G] All staff and volunteers have access to training about safeguarding	Use this period to ensure all staff have refreshed their safeguarding training. Whilst attending workshops may not be possible, online training is available .		
6. Equality and Diversity	Points to note	Yes/ No	Comment/action
[P] All members should have access to the sessions to avoid anyone feeling excluded from the group	Consider how communication between the coach, the children and their parents is managed. Is this in line with your existing safeguarding procedures?		
[P] Staff are supported to recognise and respond to additional needs of some children	Online sessions should be carefully planned to meet the abilities of participants as closely as possible. Consider how individual needs can be met.		

7. Review and Monitoring	Points to note	Yes/ No	Comment/action
[E] The policy is monitored and reviewed (Policy date for review)			
[P] There are processes for seeking, holding and sharing information (following Data protection regulations), including participant registration, disability, medical and photography consent where applicable	Parental involvement is critical to ensure you have consent for participation in any new offer, particularly if it involves sharing images or recordings of the child. Consider the privacy, security and confidentiality of any online platform that is being used, and ensure coaches are not putting themselves at risk.		
[P] There are strategies for addressing any difficulties or disagreements within the partnership arrangement			
[P] There are clear procedures for parents, children, staff and volunteers to voice their concerns or lodge complaints if they feel unsure or unhappy about anything	This could be an existing complaints policy but should be publicised to participants and parents.		
[G] There are plans in place to capture and use participant and parent feedback	This is the best way to ensure your new offer is meeting the needs of your members and their parents, and to improve on anything that isn't working as well.		

Organisational sign off	Date of next review:	
Contact responsible for checklist:	Signed:	Date:
Safeguarding lead:	Signed:	Date:

Appendix B: Contact details

Contacts for Specialist Advice

If you would like any independent or specialist advice, you can telephone the local Adult Services Team. You do not need to disclose personal information to get some guidance regarding an issue

*N.B. Information passed to Adult Services or the Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure or concern (**Appendix F**).*

Sussex Police

101 (Dial 999 only in an emergency)

National Safeguarding Contacts

- [Ann Craft Trust](#) - 0115 951 5400
- [NSPCC dedicated footballers hotline](#) – 0800 023 2642
- [National Bullying Helpline](#) – 0845 22 55 787
- [Support Line](#) – 01708 765200 (*hours vary so ring for details*)
- [GOV.UK Workplace bullying and harassment](#)
- [NHS Abuse & Neglect of Vulnerable Adults](#)

Active Sussex Safeguarding contacts

- Gemma Finlay-Gray - Lead Safeguarding Officer for Adults:
Gfinlay-gray@activesussex.org / 07760 164001
- Nick Chellel - Lead Safeguarding Officer for Children & Young People:
nchellel@activesussex.org / 07766 894494

These officers will act as deputy in the others absence.

Safeguarding Adults in Sussex

Sussex Safeguarding Adults [Policy and Procedure Manual](#) – written by the LSABs for Brighton and Hove, East Sussex and West Sussex

Brighton & Hove Safeguarding Adults Board

If you are concerned about an adult in Brighton & Hove contact:

Phone: 01273 295555 / Out of hours contact: 01273 295555

Minicom: 01273 296205

Email: accesspoint@brighton-hove.gov.uk

Adult Social Care, 2nd Floor, Bartholomew House, Bartholomew Square, Brighton, BN1 1JP

East Sussex Safeguarding Adults Board

If you are concerned about an adult in East Sussex contact:

Phone: 0345 60 80 191 / Out of hours contact: 01323 636399

Text: 07797 878 111

Email: [Health and Social Care Connect](#)

West Sussex Safeguarding Adults Board

If you have concerns about an adult in West Sussex contact CarePoint:

Phone: 01243 642121

Appendix C: Dealing with concerns/allegations about the welfare of an adult

Dealing with concerns and allegations about the welfare of an adult

It is the responsibility of the Safeguarding Adults Team to determine whether or not abuse has taken place, but it is everyone's responsibility to follow up any concerns about an adult. The reporting of such concerns should never be delayed and allegations made by adults must never be dismissed.

The supporting flow diagram provides a clear illustration of the steps to be followed if you have a concern about poor practice or abuse. Where necessary, you should always ensure the immediate safety of the adult involved (and any other adults or children) before clarifying concerns.

Child protection

The Children Act 1989 provides the legislative framework for agencies to take decisions on behalf of children and to take action to protect them from abuse and neglect. Everyone must be aware that in situations where there is a concern that an adult at risk is or could be being abused or neglected and there are children in the same household, they too could be at risk. If there are concerns about abuse or neglect of children and young people under the age of 18, the [Active Sussex policy for safeguarding children and young people](#) in sport should be followed.

Types of Abuse and Neglect - Definitions from the Care Act 2014

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue within sport or activity 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. *In (insert name of your sport) this could be a player whose appearance becomes unkempt, does not wear suitable sports kit and deterioration in hygiene.*

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. *In (insert name of your sport) you may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.*

Domestic Abuse – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. *Sport may notice a power imbalance between a participant and a family member. For example a participant with Downs syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.*

Discriminatory – discrimination is abuse which centers on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act. *This could be the harassing of a club member because they are or are perceived to be transgender*

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 ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. *In (insert name of your sport), this could be training without a necessary break.*

Physical Abuse – includes hitting, slapping, pushing, kicking, restraint or inappropriate sanctions, misuse of medication. *This could be a coach intentionally striking an athlete.*

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 adult has not consented or was pressured into consenting. *This could be a fellow athlete who sends unwanted sexually explicit text messages to a learning disabled adult they are training alongside.*

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. *This could be someone taking equipment from an athlete with dementia.*

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. *This could be a coach not ensuring athletes have access to water.*

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. *This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.*

Not included in the Care Act 2014 but also 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.

‘Honour’-based violence - ‘Honour’-based violence may be committed when family members feel that dishonour has been brought to their family. Women are predominantly (but not exclusively) the victims, and the violence is often committed with a degree of collusion from family members and / or the community. Many victims are so isolated and controlled that they are unable to contact the police or other organisations. Safeguarding concerns that may indicate ‘honour’-based violence include domestic abuse, concerns about forced marriage or enforced house arrest and missing person reports. If a concern is raised and there is a suspicion that the adult is the victim of ‘honour’-based violence, a referral to the police should always be considered as they have the necessary expertise to manage the risk.

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.

Mate Crime- Mate crime occurs when a person is harmed or taken advantage of by someone they thought was their friend. Mate crime can become a very serious form of abuse. In some cases, victims of mate crime have been badly harmed or even killed. Surveys indicate that people with disabilities can often become the targets of this form of exploitation.

Different types of mate crime can include:

- Theft or financial abuse. The abuser might demand or ask to be lent money and then not pay it back. The perpetrator might misuse the property of the vulnerable adult.
- Physical assault or abuse. The abuser might hurt or injure the vulnerable adult.
- Harassment or emotional abuse. The abuser might manipulate, mislead or make the person feel worthless.
- Sexual assault or abuse. The abuser might harm or take advantage of the person sexually

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.

Prevent - Prevent is a key part of the Government's Counter Terrorist Strategy. Its aim is to stop people becoming terrorists or supporting terrorism. Early intervention to divert people away from being drawn into terrorist activity is at the heart of Prevent. Safeguarding adults from radicalisation is no different from safeguarding them from other forms of harm.

Signs and indicators of abuse and neglect - Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the club who an athlete comes into contact with. Or club members, workers, volunteers or coaches may suspect that an athlete is being abused or neglected outside of the club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions.
- Someone losing or gaining weight / an unkempt appearance.
- A change in the behaviour or confidence of a person
- They may self-harm.
- They may have a fear of a particular group or individual.
- They or another person may tell you / another person they are being abused – i.e. a disclosure.

Appendix D: Responding to a safeguarding concern

If an adult is in immediate danger contact Emergency services – dial 999 or 101

- You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this either to one of the designated Active Sussex Safeguarding Officers or to Safeguarding Adults team for the area (see **Appendix B**).
- It is important when considering your concern that you also consider the needs and wishes of the person at risk, taking into account the nature of the concern
- Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form to help you record all the relevant and necessary details.
- As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with a Lead Safeguarding or Welfare Officer.
- Describe the circumstances in which the disclosure/ concern 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 a Lead Safeguarding or Welfare Officer and others on a need to know basis.

Staff and volunteers working for Active Sussex are not experts on safeguarding adults, and it is not their responsibility to determine whether or not abuse has taken place. If there is any doubt about whether or not the alleged behaviour constitutes abuse, the concern must be shared with professional agencies that will be responsible for subsequent action.

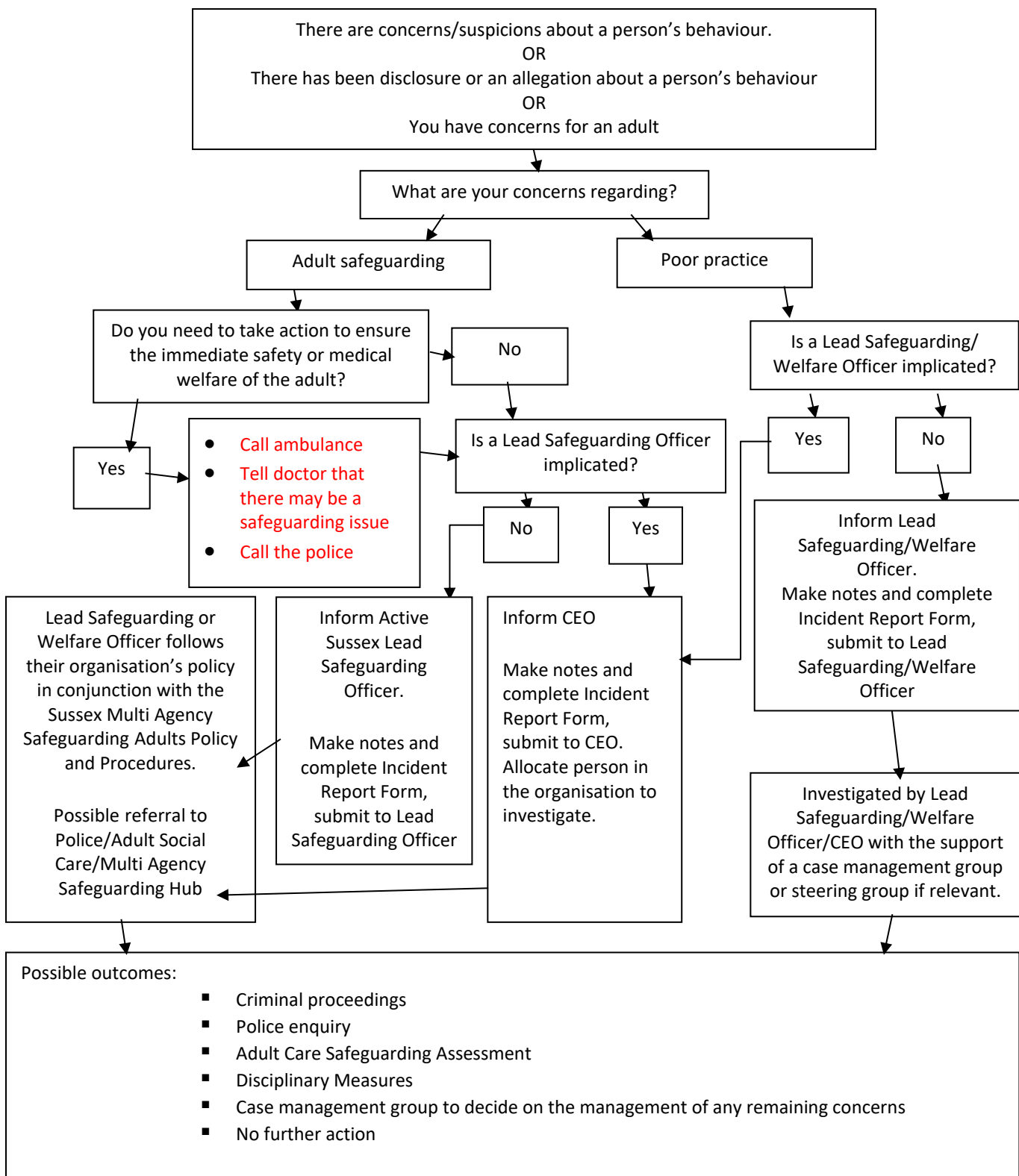
Records and confidentiality

*Confidentiality should be maintained at all times. (See **Appendix G** for Consent and Information Sharing details)*

Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The designated person in charge;
- The person making the allegation;
- Social services and police;
- Designated officers within the governing body of sport e.g. Legal Adviser, Lead Safeguarding Officer;
- The alleged abuser

Appendix E: Reporting process flowchart



Remember to involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity

Appendix F: Incident Report Form

Information passed to the Adults Services department or the Police must be as helpful as possible and it may be used in any subsequent legal action, hence the necessity for making a detailed record.

The report should contain as much of the following information as possible:

- The adult's name, address and date of birth, ethnicity and disability (if appropriate);
- The nature of the allegation or concern;
- The adult's account, if it can be given, of what has happened and how any bruising or other injuries occurred;
- A description of any visible bruising or other injuries;
- Any observations that have been made by you or to you;
- Any times, locations, dates or other relevant information;
- A clear distinction between what is fact, opinion or hearsay;
- Your knowledge of and relationship to the adult;
- Information and details of the abuser, where possible;
- Referrals to Adult's Services should be confirmed in writing within 24 hours;
- Keep a record of the name and designations of the Adult's Services member of staff or Police Officer to whom concerns were passed and record the time and date of call, in case any follow-up is needed

To record an incident, please use the following form.

The form will be passed on to those who need to know if consent is given.

Any forms passed to Active Sussex will be held securely in a confidential file, and deleted in line with GDPR guidelines in terms of holding data.

INCIDENT REPORT FORM

Have you:

- Reassured the adult
- Benn honest and made promises you cannot keep
- Explained why you may have to tell other people in order to stop what's happening
- Gained the consent of the adult where he/she has the capacity to make a decision

Date:

Time of incident:

Location of Accident/Incident:

Name of individual involved in incident:

Name: _____

Date of Birth: _____ Male Female

Any known disability: _____

Ethnic Background: _____

Name of all individuals(s) who dealt with the Incident:

Individuals Address and Contact Telephone Number:

Parents/carers names:

Parents/carers address (if different from individuals address):

Circumstances or nature of suspected/alleged incident(s):

Individuals disclosure in their own words where possible:

(Do not lead the adult – record actual details. Continue on a separate sheet, if necessary.)

I am happy for the information on this form to be shared as necessary.

Signed: _____ Print Name: _____

(Individual involved in the incident)

Your/witness observations:

(Continue on a separate sheet, if necessary.)

Details of suspected/alleged abuser

Name:

Address (if known):

Contact number (if known):

<p>If you are passing on someone else's concerns, record;</p> <p>Name: _____ Contact Number: _____</p> <p>Position: _____ Organisation: _____</p>
<p>Action take so far (Has the incident been resolved? Was any First Aid Treatment given if necessary?)</p>
<p>Please detail names and contact numbers of those who have been contacted and any advice recieved:</p> <p>Police Y / N</p> <p>Adult services Y / N</p> <p>Sport's Governing body Y / N</p> <p>Other agencies... Y / N</p>
<p>Has the adult been informed that contact is going to be made with Social Services or Police? Yes / No</p> <p>If it is believed that the adult does not have the capacity to consent, have the parents/carers been informed that contact is going to be made with Social Services or Police? Yes / No</p> <p>If in doubt seek advice of Adult Services/Police</p>
<p>Reporting person's details.</p> <p>I acknowledge that the details described above are accurate and will remain strictly confidential between myself, Active Sussex Safeguarding Lead and statutory services.</p> <p>Name: _____ Contact Number: _____</p> <p>Position: _____ Organisation: _____</p> <p>Signature: _____ Date: _____</p>
<p>For Designated Safeguarding Officer Use</p> <p>Actions Taken:</p> <p>Signature: _____ Date: _____</p>

Appendix G: Consent and Information sharing

Individuals may not give their consent to the sharing of safeguarding information with the safeguarding adult's team for a number of reasons. Reassurance, appropriate support and revisiting the issues at another time may help to change their view on whether it is best to share information.

If they still do not consent, then their wishes should usually be respected. However, there are circumstances where information can be shared without consent such as when the adult does not have the capacity to consent, it is in the public interest because it may affect other people or a serious crime has been committed. This should always be discussed with your safeguarding lead and the local authority safeguarding adult's team.

If someone does not want you to share information outside of the organisation or you do not have consent to share the information, ask yourself the following questions:

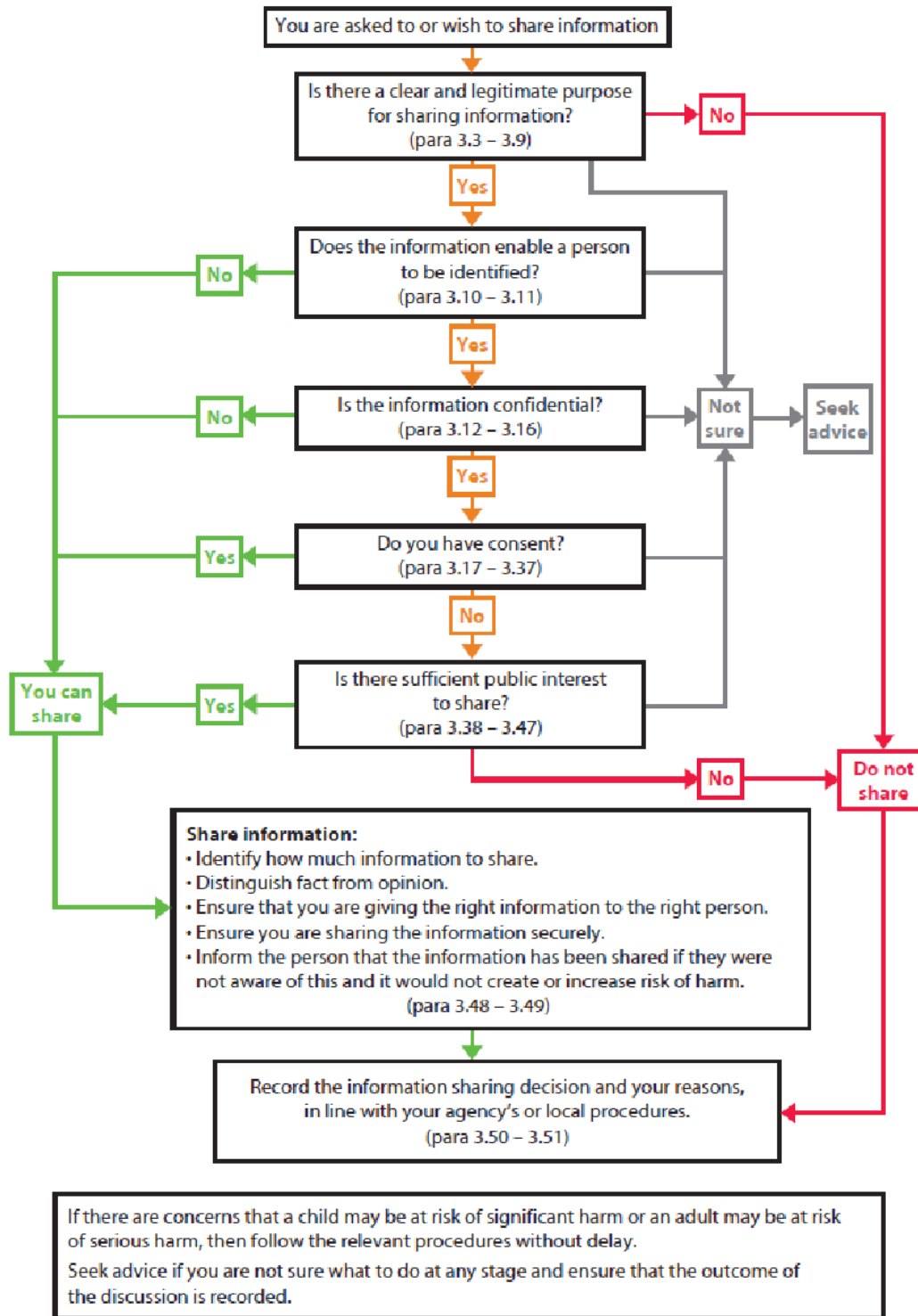
- Is the adult placing themselves at further risk of harm?
- Is someone else likely to get hurt?
- Has a criminal offence occurred? This includes: theft or burglary of items, physical abuse, sexual abuse, forced to give extra money for lessons (financial abuse) or harassment
- Is there suspicion that a crime has occurred?

If the answer to any of the questions above is 'yes' - then you can share without consent and need to share the information.

When sharing information there are seven Golden Rules that should always be followed.

1. Seek advice if in any doubt
2. Be transparent - The Data Protection Act (DPA) is not a barrier to sharing information but to ensure that personal information is shared appropriately; except in circumstances where by doing so places the person at significant risk of harm
3. Consider the public interest - Base all decisions to share information on the safety and well-being of that person or others that may be affected by their actions
4. Share with consent where appropriate - Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if this is in the public interest
5. Keep a record - Record your decision and reasons to share or not share information
6. Accurate, necessary, proportionate, relevant and secure - Ensure all information shared is accurate, up-to-date; necessary and share with only those who need to have it
7. Remember the purpose of the Data Protection Act (DPA) is to ensure personal information is shared appropriately, except in circumstances where by doing so may place the person or others at significant harm

Flowchart of key questions for information sharing



Information Sharing: Guidance for practitioners and managers (Published by the Department for Children, Schools and Families, and Communities and Local Government 2008)

Appendix H: Capacity for decision making and consent

The Mental Capacity Act (MCA) is designed to protect and empower individuals who may lack the mental capacity to make their own decisions. It is a law that applies to individuals aged 16 and over. Someone can lack capacity to make some decisions (for example, to decide on complex financial issues) but still have the capacity to make other decisions (for example, to decide what items to buy at the local shop).

You should always assume an individual has the capacity to make a decision themselves, unless it is proved otherwise through a capacity assessment. Individuals must be given help to make a decision themselves. This might include, for example, providing the person with information in a format that is easier for them to understand. Just because someone makes what those caring for them consider to be an "unwise" decision, they should not be treated as lacking the capacity to make that decision. Where someone is judged not to have the capacity to make a specific decision (following a capacity assessment), that decision can be taken for them, but it must be in their best interest and it should be the least restrictive of their basic rights and freedoms possible.

Consent

Workers and volunteers within sports and physical activity organisations should always share safeguarding adults concerns, usually with their safeguarding lead or welfare officer in the first instance, except in emergency situations. As long as it does not increase the risk to the individual, the worker or volunteer should explain to the adult that it is their duty to share their concern with their safeguarding lead or welfare officer.

The safeguarding lead or welfare officer will then consider the situation and plan the actions that need to be taken, in conjunction with the adult at risk and in line with the organisation's policy and procedures and local safeguarding adult's board policy and procedures.

A conversation can be had with the safeguarding adult's team without disclosing the identity of the person in the first instance. If it is thought that a referral needs to be made to the safeguarding adult's team, consent should be sought from the adult.

Individuals may not give their consent to the sharing of safeguarding information with the safeguarding adult's team for a number of reasons. Reassurance, appropriate support and revisiting the issues at another time may help to change their view on whether it is best to share information.

If they still do not consent then their wishes should usually be respected. However there are circumstances where information can be shared without consent such as when the adult does not have the capacity to consent, it is in the public interest because it may affect other people or a serious crime has been committed. This should always be discussed with the safeguarding adult's team.

Appendix I: Guidelines for the Use of Electronic Communication

Active Sussex recognises that mobile phones have a valuable role to play in ensuring the safety and welfare of coaches and participants, particularly when an emergency occurs.

However, the use of mobile phones by coaches during practical delivery, for the general purposes of either making or receiving calls, is considered to be unsafe and inappropriate conduct. The primary responsibility of the coach must be the supervision and safety of the people that they coach and the provision of a structured, quality coaching experience.

Some sports and many Local Authorities have strict regulations about the use of mobile phones in sports centres and use of such devices which have integrated photographic/video cameras are not permitted based on concerns that have been identified about their potential misuse. It should be recognised that coaches using mobile phones may be breaching guidance, and undermining the ability of a facility to enforce their restrictions.

Active Sussex encourages clubs to use disclosed lists for sending club information via electronic communications through a designated and suitably trained adult (because of their position, this person should also have been subject to appropriate selection and vetting processes).

Active Sussex also advises that group emails should give individuals the opportunity to have their contact details removed from the list by including a statement such as: "If you wish to be removed from this e-mail list please contact the administrator" or having an "unsubscribe" link. This will also fulfil GDPR requirements.

Appendix J: Social media Guidance

E-safety checklist

1. Understand the safety aspects including what is acceptable and unacceptable behaviour when using digital technology such as social networking sites (e.g. Twitter and Facebook), mobile phones, game consoles and the internet
2. When engaging with digital technology/social networking companies (e.g. Facebook, Twitter) it is important to ensure that they adhere to relevant legislation and good practice guidelines.
3. Review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated:
 - reporting online concerns about possible abuse
 - reporting other breaches of terms
4. Decide how your sports webpage/profile will be managed within your club/organisation:
 - vetting and managing the webpage/profile
 - training for the person/s managing the organisation's online profile
 - involvement from your club's/organisation's designated safeguarding lead person
 - ensure any interactive content is moderated e.g. club social network page/forums
5. Registration or 'signing up' to your sports club/organisation:
 - choose an appropriate email address to register/set up a profile/account
 - ensure appropriate security settings are set up
6. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.
7. Ensure that staff and volunteers, including coaches and athletes, are aware of the need to protect their privacy online. Staff and volunteers should be encouraged by the club/organisation to carefully consider who they give access to their personal information online. All staff and volunteers should ensure that a clear differentiation between their personal and professional profiles.
8. Address safety when adding content to your webpage/profile:
 - sports contact details
 - promote your sports webpage/profile
 - promote safe and responsible use
 - avoid taking personal details of children and young people
 - when uploading content – 'think before you post'
 - report fake or impostor webpage/profiles
9. Address safeguarding when promoting the sport, organisation, events and competitions.
10. Promote your sports webpage/profile
 - where possible use the club's/organisation's own webpage/profile/email instead of using personal accounts

Appendix K: Photography guidance - adults

General images of events

There is no legal power to prevent photography or filming in a public place, however, certain individuals may visit sporting events to take inappropriate photographs or video footage of adults with care and support needs. All organisations should be vigilant about this possibility.

At many events organisers will take general images or footage of the event, the site, opening and closing ceremonies, and so on.

If you intend to be taking photographs or filming at an event, it is good practice to inform people and ask them to let you know if they do not want to be involved.

Specific use of images

Sometimes organisations want to use photos or films for specific usage, for example a press release, social media, leaflet or website. In the case of large group photos e.g. of a closing ceremony, you would not be expected to seek individual consent. However when an adult is the main subject or would be recognised, you should seek specific consent from them, letting them know how exactly their image will be used.

Before using any photographs or film footage for publicity purposes, show them to the person/people concerned for approval.

Images of people with care and support needs

Some organisations provide specific activities targeted at adults with care and support needs. For example dementia friendly events.

If you wish to take photographs or will be filming, consider whether people are able to consent to their image being used. Legally, the only person who can offer consent for the use of their image is the adult themselves. Family members such as adult children, parents, spouses or siblings and support workers/ personal assistants should not be approached to sign consent forms for adults.

Information about how the images will be used should be provided to the adult in an accessible format, using for example, easy read language or pictures.

If you have any concerns that an adult does not have the capacity to give consent to photography, or understand that photographs are being taken during an activity, you must discuss this with them and any support person/ personal assistant for the adult.

If after this conversation you feel that the adult still cannot give consent then please seek advice from a designated safeguarding officer in your organisation, or an organisation that the adult is connected with.

For information and advice regarding photography and filming of children see the Active Sussex Safeguarding Children Policy.

For more information and advice about capacity and helping people with decision making see www.anncrafttrust.org/resources/capacity-making-decisions

Appendix L: Legislation and Government Initiatives

The Care Act 2014 – statutory guidance

<http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted>

The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

Making Safeguarding Personal Guide 2014

<http://www.local.gov.uk/documents/10180/5852661/Making+Safeguarding+Personal+-+Guide+2014/4213d016-2732-40d4-bbc0-d0d8639ef0df>

This guide is intended to support councils and their partners to develop outcomes-focused, Person-centered safeguarding practice.

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children. www.opsi.gov.uk

Mental Capacity Act 2005

<http://www.legislation.gov.uk/ukpga/2005/9/introduction>

Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention. www.dca.gov.uk

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance. www.opsi.gov.uk

Deprivation of Liberty Safeguards

<https://www.gov.uk/government/collections/dh-mental-capacity-act-2005-deprivation-of-liberty-safeguards>

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

Disclosure & Barring Service 2013

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS). www.gov.uk/dbs-update-service