



SAFEGUARDING ADULTS POLICY

A policy & procedures for safeguarding adults in sport in
Sussex

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

Last updated 06 01 2023 (GFG)

Reviewed and approved by the Active Sussex Board of Trustees on 24 01 2023

Last updated 10 01 2024 (GFG)

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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 priorities we will drive our aims for more safe, quality sports and physical activity opportunities in Sussex, to achieve our [strategic vision and purpose](#).

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 activities, have appropriate safeguarding policy and procedures in place or are supported to implement these inline with agreements. A statement to that effect is placed within Service Level Agreements.

While this policy and its procedures specifically refer to safeguarding 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. To read our Active Sussex Safeguarding Children Policy and differences in procedures when working with children and young people, please visit our [website](#).

Thank you to the Ann Craft Trust who supported the development of the policy, which draws upon the [Ann Craft Trust Good Practice and Guidance in Sport and Activity](#).

Policy Statement

Active Sussex believes everyone has the right to live free from abuse or neglect regardless of age, gender, ability or disability, sex, race, religious belief, ethnic origin, nationality, sexual preference, marital status, class or social background or political belief. It will work in partnership to ensure that all adults 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 is committed to promoting the safety and welfare of all adults engaged in sporting activities locally, and contributes to safeguarding by:

- 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 work areas.
- Implementing and demonstrating best safeguarding practice when staff 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 to the Full Board of Trustees on a quarterly basis via the Lead Director: Safety & Welfare who is a member of the HR & Nominations Committee. 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."*

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* to determine if a DBS check is required
- Where relevant require staff and 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 by conducting themselves in a professional manner with integrity and in accordance with the policies, rules and procedures as set out within the *Active Sussex Employee Handbook* and *Board Governance Handbook*
- Abide by the Codes of Conduct set out in the policy (**Appendix B**)
- 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 Employee 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 Employee 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 promoted and advocated by Active Sussex to raise awareness of safeguarding issues. Delivery staff are encouraged to attend the following;
 - o Ann Craft Trust e-learning courses for sports and activity organisations
 - o First Aid (recognised by Health and Safety Executive);
 - o UK Coaching workshop relevant to inclusive coaching for adults

Operational procedures

- Ensure there are designated members of staff with clearly defined roles and responsibilities in relation to safeguarding (**Appendix C**)
- 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 (**See Reporting Procedures p7-13**)
- Establish robust processes for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation
- 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 and that Codes of Conduct (**Appendix B**) are adhered to
- Implement good practice protocols in relation to the use of photography/video equipment, electronic communication and social media (**Appendix G, H & I**)
- 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 adults in sport and physical activity within Sussex
- 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 C**)
- 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 (**Appendix E**)
- 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

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 and completion of their Safeguarding Adults Framework. The framework provides an opportunity to benchmark current practice, identify areas for development and monitor progress. Active Sussex will continue to review this policy and procedures inline with the Safeguarding Adults Framework and agreed action plan, with assessment undertaken every two years.

The Safeguarding Adults action plan works in conjunction with the Active Sussex Safeguarding Implementation Plan, which underpins the practical delivery of the outlined policy aims and objectives.

The purpose of the Implementation Plan is to:

- Ensure safeguarding is kept high on the sport and physical activity agenda
- Ensure that Active Sussex's Safeguarding message is disseminated so that it reaches and influences all related sporting organisations to safeguard people in sport
- Highlight the action that needs to be taken, by whom, how and when in order to implement Safeguarding Policy and Procedures or priorities raised following reviews with the CPSU and Ann Craft Trust
- 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
- Ensure the organisation remains updated with legislation related to safeguarding
- Provide a mechanism to monitor and review developments
- Measure the impact of the policy and procedures on an annual basis

The Safeguarding Implementation Plan is formally updated once a year with key actions and priorities set out for the year ahead, with relevant staff responsible for actions named in the plan. A quarterly reporting process is in place that directly links to the Implementation Plan and Safeguarding Adults Action Plan in order to help staff report on developments and any impact to ensure Safeguarding remains a priority across the team. Overall responsibility of the plan will sit with the lead safeguarding officers, the Chief Executive and Lead Director: Welfare & Safety.

General safeguarding progress will be reported throughout the year in team meetings by the Lead Safeguarding Officers and quarterly to the Board of Trustees via the Lead Director: Welfare & Safety.

Mechanisms will be put in place to enable partners and other stakeholders to be part of the policy review process when necessary.

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 presented to The Board of Trustees for approval. All staff will be given a briefing and a copy of the updated policy which will also be available on the website.

Supporting Information

The following supporting information is referenced to support the Active Sussex Safeguarding Adults Procedures.

Safeguarding Adults Legislation

The Safeguarding Adults legislation creates specific responsibilities on Local Authorities, Health, and the Police to provide additional protection from abuse and neglect to Adults at Risk. ([Safeguarding adults comes under the Care Act 2014 statutory guidance](#))

When a Local Authority has reason to believe there is an adult at risk, they have a responsibility to find out more about the situation and decide what actions need to be taken to support the adult.

The actions that need to be taken might be by the Local Authority (usually social services) and/or by other agencies, for example the Police and Health. A sporting organisation may need to take action as part of safeguarding an adult, for example, to use the disciplinary procedures in relation to a member of staff or member who has been reported to be harming a participant. The Local Authority role includes having multi-agency procedures which coordinate the actions taken by different organisations.

Definition of an Adult at Risk

An adult at risk is an individual aged 18 years and over who:

- (a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
- (b) is experiencing, or at risk of, abuse or neglect, AND;
- (c) 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.

Categories of Adult Abuse and Harm

The England Care Act (2014) defines categories of adult abuse and harm as follows:

- Physical
- Sexual
- Emotional/Psychological/Mental
- Neglect and acts of Omission
- Financial or material abuse
- Discriminatory
- Organisational / Institutional
- Self-neglect
- Domestic Abuse (including coercive control)
- Modern slavery

Harm is defined as damage done to a person's well-being.

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance. There are different types and patterns of abuse and neglect and different circumstances and context in which they may take place; e.g. Institutional abuse, Domestic Abuse, Forced Marriage, Human Trafficking,

Modern Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyber bullying, Scams.

Abuse can take place in any relationship and could be carried out by:

- A spouse, partner or family member
- Neighbours or residents
- Friends, acquaintances or strangers
- People who deliberately exploit adults they perceive as vulnerable
- Paid staff, professionals or volunteers providing care and support
- Often the perpetrator is known to the adult and may be in a position of trust and/or power.

Abuse can take place within a sporting or physical activity context and the person causing harm might be any other person. For example: a member of staff, a coach, a volunteer, a participant or a fan.

Examples of Abuse & Neglect

The following examples are not intended to be an exhaustive list, but an illustrative guide as to the sort of behaviour or issue, including within a sport or physical activity setting, which could give rise to a safeguarding concern under the listed categories.

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 or person in a position of trust who sends unwanted sexually explicit text messages to an adult they are training alongside.*

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.*

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.*

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.*

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 harassment of a participant because of their (perceived) disability or other protected characteristics.*

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. *Not meeting the needs of a participant e.g. training without a necessary break.*

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. *This could be seen by a person's appearance becoming unkempt, not wearing and deterioration in hygiene.*

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.*

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. *You may notice that a participant has been missing from practice sessions and is not responding to reminders from team members or coaches.*

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

An adult may confide to a member of staff, coach, volunteer or another participant that they are experiencing abuse inside or outside of the organisation's setting. Similarly, others may suspect that this is the case.

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. The signs and symptoms 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. 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.
- Someone losing or gaining weight / an unkempt appearance. This could be a player whose appearance becomes unkempt, does not wear suitable sports kit and there is a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant 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.
- Self-harm.
- A fear of a particular group of people or individual.
- A parent/carer always speaks for the person and doesn't allow them to make their own choices
- They may tell you / another person they are being abused – i.e. a disclosure

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.

Making Safeguarding personal

Underpinning safeguarding adults is Making Safeguarding Personal. This is about developing a safeguarding culture that is 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 safeguarding concerns should be discussed with the adult to get their view of what they would like to happen. Keep them involved in the safeguarding process and seek their consent to share information outside of the organisation where necessary.

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. The following sections provide more information about information sharing, records and consent.

Mental Capacity and Decision Making

We make many decisions every day, often without realising. UK Law assumes that all people over the age of 16 have the ability to make their own decisions, unless it has been proved that they can't. It also gives us the right to make any decision that we need to make and gives us the right to make our own decisions even if others consider them to be unwise.

We make so many decisions that it is easy to take this ability for granted. The Law says that to make a decision we need to:

- Understand information
- Remember it for long enough
- Think about the information
- Communicate our decision

A person's ability to do this may be affected by things such as learning disability, dementia, mental health needs, acquired brain injury and physical ill health.

Most adults have the ability to make their own decisions given the right support however, some adults with care and support needs have the experience of other people making decisions about them and for them.

Some people can only make simple decisions like which colour T-shirt to wear or can only make decisions if a lot of time is spent supporting them to understand the options. If someone has a disability that means they need support to understand or make a decision

this must be provided. A small number of people cannot make any decisions. Being unable to make a decision is called “lacking mental capacity”.

Mental capacity refers to the ability to make a decision at the time that decision is needed. A person’s mental capacity can change. If it is safe/possible to wait until they are able to be involved in decision making or to make the decision themselves.

For example:

- A person with epilepsy may not be able to make a decision following a seizure.
- Someone who is anxious may not be able to make a decision at that point.
- A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

Mental Capacity is important for safeguarding for several reasons.

Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult may want to take part in an activity but their parent who is their carer won’t allow them to and will not provide the support they would need. Conversely the adult may not seem to be benefiting from an activity other people are insisting they do.

Another situation is where an adult is being abused and they are scared of the consequences of going against the views of the person abusing them. It is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make ‘free and informed decisions’.

Mental Capacity must also be considered when we believe abuse or neglect might be taking place. It is important to make sure an ‘adult at risk’ has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell you their views.

Each home nation has legislation that describes when and how we can make decisions for people who are unable to make decisions for themselves. The principles are the same.

- We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed.
- If the decision can wait, wait – e.g. to get help to help the person make their decision or until they can make it themselves.
- If we have to make a decision for someone else then we must make the decision in their best interests (for their benefit) and take into account what we know about their preferences and wishes.
- If the action we are taking to keep people safe will restrict them then we must think of a way to do that which restricts their freedom and rights as little as possible.

Many potential difficulties with making decisions can be overcome with preparation. A person needing support to help them make decisions whilst taking part in a sports organisation will ordinarily be accompanied by someone e.g. a family member or formal carer whose role includes supporting them to make decisions.

It is good practice to get as much information about the person as possible. Some people with care and support needs will have a ‘One page profile’ or a ‘This is me’ document that describes important things about them. Some of those things will be about how to support the person, their routines, food and drink choices etc. but will also include things they like and don’t like doing. It’s also important to have an agreement with the person who has

enrolled the adult in the sports activity about how different types of decisions will be made on a day to day basis.

If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected you will need to refer the situation to the Local Authority, and this should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support they need to make decisions.

There may be times when an organisation needs to make decisions on behalf of an individual in an emergency. Decisions taken in order to safeguard an adult who cannot make the decision for themselves could include:

- Sharing information about the concerns with people that can help protect them.
- Stopping them from being in contact with the person causing harm.

For more information visit the [Ann Craft Trust website - Guidance on Making Decisions](#)

Multi-Agency Working

Safeguarding adults' legislation gives the lead role for adult safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.

Multi-Agency Safeguarding Hubs (MASH) are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of these various agencies e.g. Local Authority, Police and Health.

Active Sussex may need to cooperate with the Local Authority and the Police including to:

- Provide more information about the concern raised.
- Provide a safe venue for the adult to meet with other professionals e.g. Police/Social Workers/Advocates.
- Attend safeguarding meetings.
- Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies.
- Share information about the outcomes of internal investigations.
- Provide a safe environment for the adult to continue their sporting activity/ their role in the organisation.

Where appropriate Active Sussex may form a **Case Management Group** or be part of a Case Management Group. This is a group created to ensure the organisation carries out its role/s in individual cases of abuse or neglect AND to maintain an overview of the implementation of the organisation's safeguarding functions.

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.

Reporting Procedures

Reporting Concerns About Yourself

If you are in **immediate** danger or need **immediate** medical assistance contact the emergency services 999.

If you are experiencing harm within Active Sussex contact the designated Active Sussex Safeguarding Officers or Safeguarding Adults team for the area (**Appendix C**).

If you would prefer, please contact another member of staff who will help you raise the issue to the Adult Safeguarding Lead. If the Safeguarding Lead is implicated or you think has a conflict of interest, then report to the Deputy Safeguarding Lead or Active Sussex Chief Executive.

You can also contact the Police, Social Services, your doctor or other organisations that can provide information and give help and support (**Appendix E**).

Active Sussex will follow the procedure in this document. If you do not think your concerns are being addressed in the way that they should be please contact the Chief Executive Officer or, ask to contact the Lead Director: Safety & Welfare of the Active Sussex Board by contacting the [Active Partnership Business Administrator](#) who will notify the lead to contact you.

At all stages you are welcome to have someone who you trust support you and help you to explain what happened and what you want to happen.

Reporting Concerns About Others

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and/ or you are told about possible or alleged abuse, poor practice or wider welfare issues you must contact the Active Sussex Safeguarding Lead as soon as you can. However if the Safeguarding Lead is implicated or you think has a conflict of interest, then report to the Active Sussex Chief Executive Officer.

If you are concerned about harm being caused to someone else, please follow the guidance below.

- Staff and volunteers working for Active Sussex are not experts on safeguarding adults, and it is not your responsibility to prove or determine whether an adult has been harmed or abused. It is, however, everyone's responsibility to respond to and report concerns they have.
- If someone has a need for **immediate** medical attention call an ambulance on 999.
- If you are concerned someone is in **immediate** danger or a serious crime is being committed contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- Remember to be person centred and consider decision making (**see Making Safeguarding Personal p 18**). If it will not put them or you at further risk, discuss

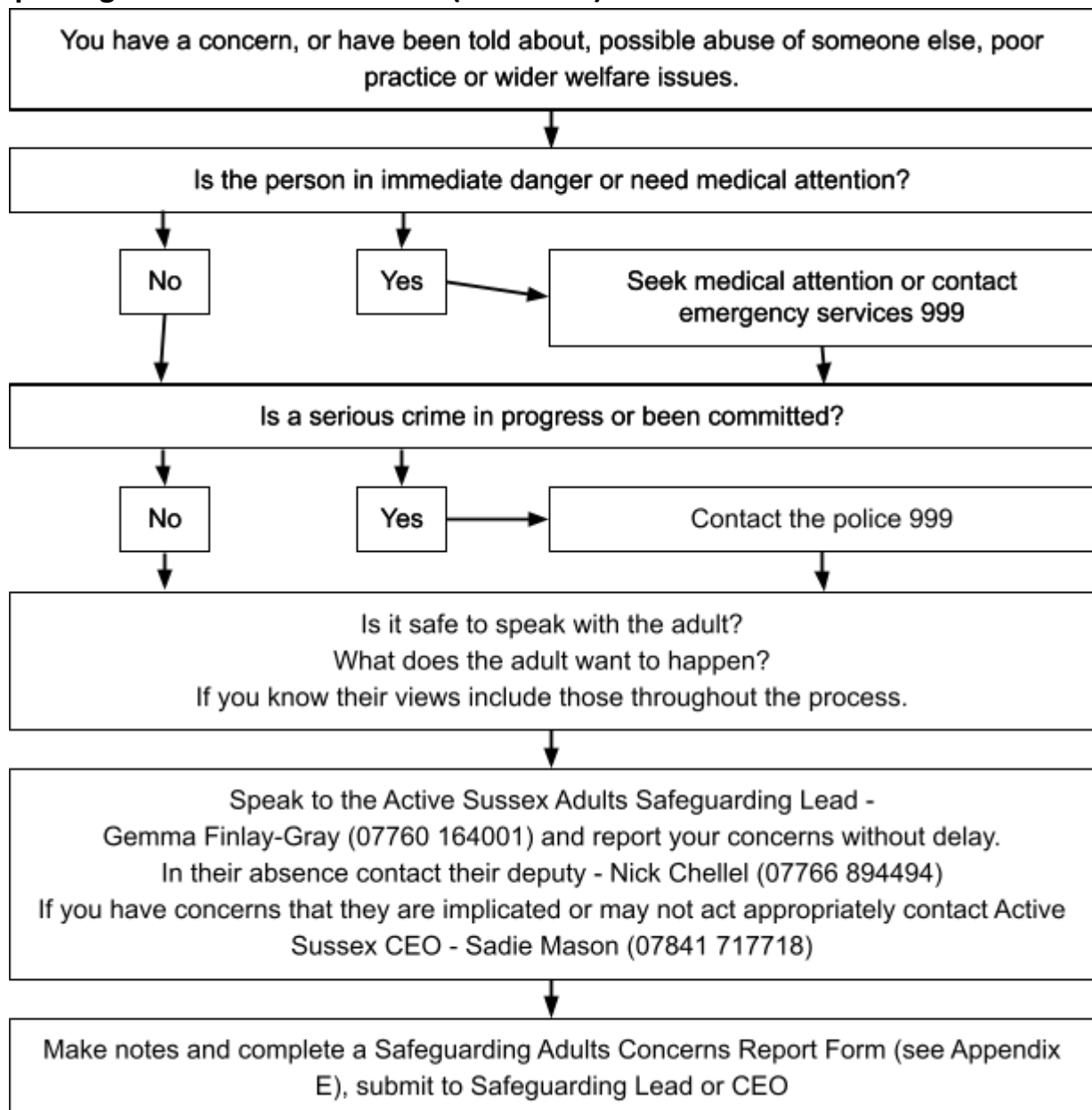
your safeguarding concerns with the adult and ask them what they would like to happen next. Inform them that you have to pass on your concerns to the designated officer or professional agencies (**Appendix C**). However, do not contact the adult before talking to the designated Active Sussex Safeguarding Officers or to Safeguarding Adults team if the person allegedly causing the harm is likely to find out.

- Remember not to confront the person thought to be causing the harm.

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.

The following Reporting Concerns About Others flowchart 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.

Reporting Concerns About Others (flowchart)



Responding to a Direct Disclosure

If an adult indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously.
- Stay calm.
- Listen carefully to what is said, allowing the adult to continue at their own pace.
- Be sensitive.
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Ask them what they would like to happen next.
- Explain what you would like to do next.
- Explain that you will have to share the information with Active Sussex Safeguarding Lead.
- Ask for their consent for the information to be shared outside the organisation.
- Make an arrangement as to how you/the Safeguarding Lead can contact them safely.
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse helpline, Victim Support -see Appendix 6).
- Act swiftly to report and carry out any relevant actions.
- Record in writing what was said using the adult's own words as soon as possible.

It is important **not** to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone.

Confidentiality

Be mindful of the need to be confidential at all times. Information must only be shared with a Lead Safeguarding Officer and others on a need to know basis - e.g. to keep the person safe whilst waiting for action to be taken.

- Make a note of what the person has said using his or her own words as soon as practicable and complete the **Safeguarding Adults Report Form (Appendix D)** to help you record all the relevant and necessary details.
- 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.
- If someone has written to you (including by email, message) include a copy with the form.

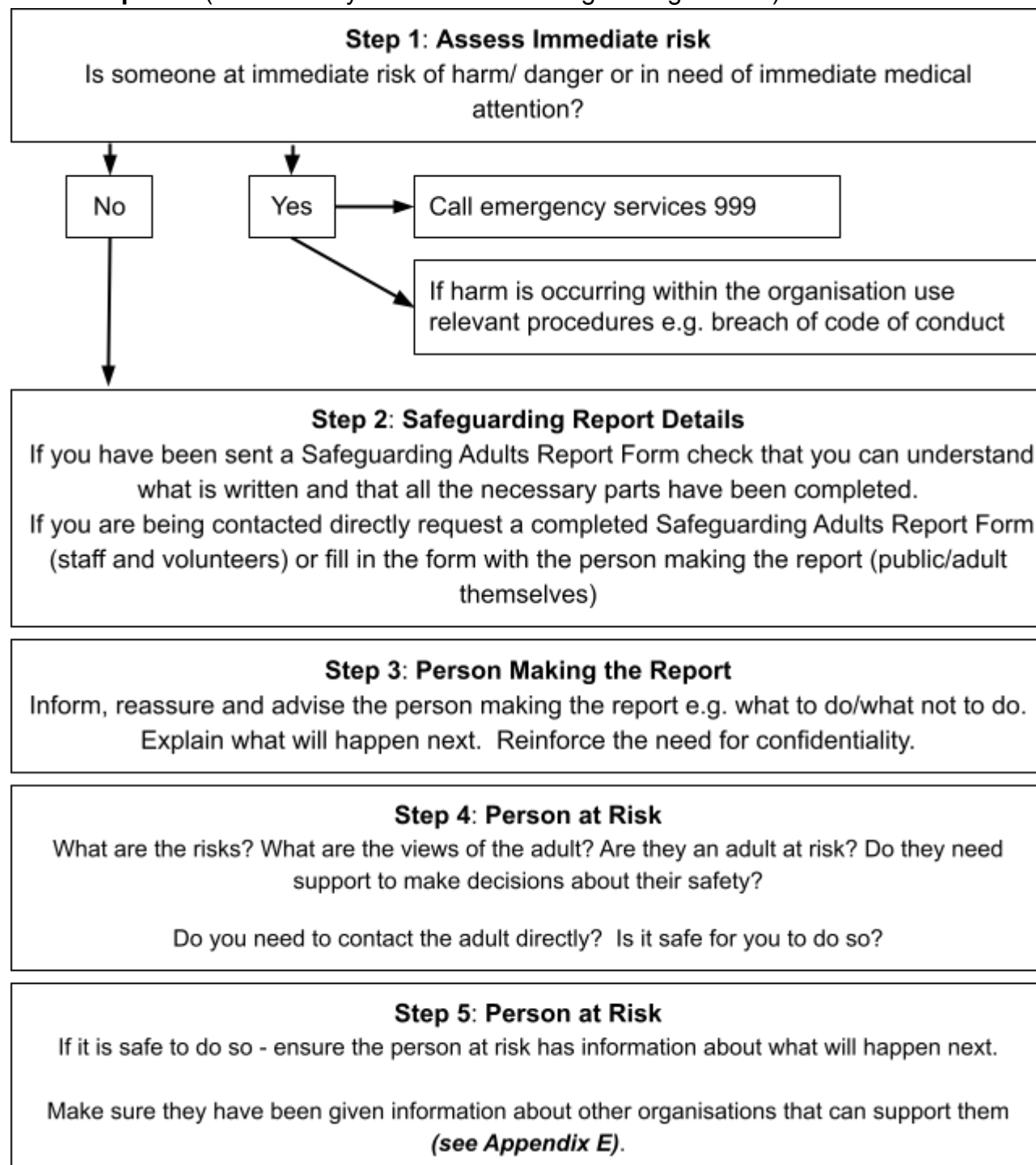
Safeguarding Lead and organisational response

Once a concern has been passed to the Active Sussex Adult Safeguarding Lead (or appointed individual), they will follow the Active Sussex Safeguarding Adults Procedure (see Flowchart A)

This sets out clear steps of how to manage an initial response (steps 1 - 5) and then how to take action (steps 6 - 14).

The Safeguarding Lead or appointed individual will keep clear records of decision making, actions taken, and the outcomes achieved. They will also collect feedback from the adult.

Initial response (as soon as you receive the Safeguarding referral)



Taking Action

Step 6: Consult and Decide

As needed create a Case Management Group to include Active Sussex representative, Local Authority/the Police and decide which one or more of the following need to be taken.

Step 7: If a serious crime is suspected contact the police

Criminal enquiry, investigation, proceedings

Step 8: If you believe there is an 'adult at risk' make a safeguarding adults report to the Local Authority

Safeguarding adults process led by Local Authority

Step 9: If harm is suspected of being caused within Active Sussex

e.g. by an employee or volunteer report to relevant manager

Organisation takes **short term steps** within relevant policy and procedures to **prevent harm**

Step 10: Consult with and inform the adult (Unless advised not to by the Police or Local Authority)

Organisation decides who maintains regular contact with the adult/s who have been at risk

Step 11: Consult and Decide

Take advice from and **coordinate actions** taken by Active Sussex with those of **other agencies**. **Attend and contribute to Safeguarding Adults strategy meetings**

Step 12: Case Management meeting (Active Sussex)

Share information including views of adult, actions taken already and actions for Active Sussex.

Possible outcomes: e.g.

- Criminal Caution or Conviction
- Police referral back to organisation
- Referral to Independent Barring Board
- Unsubstantiated – no further action

Possible outcomes e.g.

- LA enquiries triggered
- Adult supported to 'make safeguarding personal'
- Other adults at risk identified
- Multi-agency meetings to coordinate actions
- New/changed care and support and protection plan for any adult at risk
- NOT an adult at risk – info advice provided

Possible outcomes: e.g.

- Informal resolution
- Education and training
- Formal warning
- Dismissal
- Role conditions applied
- Contract ended
- Referred to Independent Barring Board
- Unsubstantiated – no further action

Possible Outcomes: e.g.

- Adult receives information about the process
- Adult supported to have their views and experience heard
- Adult supported to gain support from other agencies
- Adult continues to participate in organisation/sport

Steps 13 and 14: Recording and reporting

Ensure decisions made, actions taken, and outcomes logged and reported, and records stored securely. **Follow up meetings** should be held as necessary until the actions needed are complete. Report monitoring to senior management team/ the Board as requested.

Recording and Information Sharing

Active Sussex must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.

Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a 'need to know'. This does **not** automatically include the person's spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/friends/carers need to know in order to help keep the person safe.

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation
- Case management meetings can take place to agree to coordinate actions by the organisation

There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly personal information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed. Their wishes should be respected unless there are over-riding reasons for sharing information.

The circumstances when we need to share information without the adult's consent include those where:

- it is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk
- you believe they or someone else is at risk, including children
- you believe the adult is being coerced or is under duress
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed - this could include theft or burglary of items, physical abuse, sexual abuse, forced to give extra money for lessons (financial abuse) or harassment
- the adult does not have mental capacity to consent to information being shared about them
- the person causing harm has care and support needs

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

If you are in doubt as to whether to share information, seek advice, e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

You can also visit [Sussex Safeguarding Adults Policy and Procedures](#) and the [Social Care Institute for Excellence Care Act 2014 Key messages – Adult Safeguarding: Sharing information](#).

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

As a recap here are Six Golden Rules that should always be followed when sharing information:

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 or others 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

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.		
[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	Make them available, accessible and communicate them to everyone.		

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	<i>Some adults may be exposed to risk due to or despite isolation, and may still turn to trusted individuals for support. Know what to do if concerns are raised.</i>		
[E] There are clear procedures for raising and dealing with allegations against staff or poor practice against those involved with delivery of the activity	<i>Everyone should know what these are, how to raise concerns, and the consequences of non-adherence.</i>		
[E] In all instances, there are clear guidelines for recording concerns about the welfare or safeguarding needs of a <u>*child or adult</u> 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	<i>See our reporting concerns page to check you have listed the right local contacts</i>		
[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	<i>Existing policies should be revisited and reissued to staff, volunteers and members</i>		
[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 <u>*children or adults</u> , and who will be informed if a concern arises	<i>Communicate this clearly within existing policies with alternative arrangements should a key person be unavailable.</i>		
[E] There are procedures for safe recruitment of staff and volunteers including DBS checks where appropriate			
[E] There are operating procedures in relation to the organisation's duty of care to <u>*children or adults</u>			

[E] The activity provider has valid public liability insurance	Check the 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	All sessions (face to face and online) should be carefully planned to minimise risk of injury. Communicate to participants what their responsibilities are		
[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 be undertaken, with any additional risks being addressed for online provision. 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	Codes of conduct should be reiterated to all staff, volunteers, participants and parents/carers		
[G] Participants 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 governing body guidance on coaches delivering face to face and online sessions. See our Active at Home Workforce and Clubs and Activity Providers pages for tips/resources		

[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	Consider processes for recording and reporting concerns for online provision		
[G] All staff and volunteers have access to training about safeguarding	Ensure all staff have refreshed their safeguarding training. See what 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	Is your session inclusive?		
[P] Staff are supported to recognise and respond to specific needs of participants	Sessions should be carefully planned to meet the abilities of participants as closely as possible. Consider how individual needs can be met. Training, adjustments, extra staff, etc.		

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	Follow GDPR guidelines and consider the privacy, security and confidentiality of any online platforms		
[P] There are strategies for addressing any difficulties or disagreements within the partnership arrangement			
[P] There are clear procedures for participants, parents/carers, 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.		
[G] There are plans in place to capture and use participant and parent feedback	This is the best way to ensure your offer is meeting the needs of your members and to improve		

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

Appendix B: Codes of Conduct

A Code of Conduct, is partly a value statement but also a useful framework and tool to reduce situations where abuse may occur.

All staff and volunteers working for or representing the Trust are required to conduct themselves in a professional manner with integrity and in accordance with the policies, rules and procedures as set out in both the Active Sussex Employee Handbook and the Board Governance Handbook, which reference conduct throughout.

However along with the policies, rules and procedures, the following is a broad overview of the care should be taken by all when working within a sports/physical activity environment.

You should:

- Treat everyone with dignity and respect and ensure diversity is valued
- Provide an example for good conduct you wish others to follow
- Ensure that whenever possible there is more than one adult present during activities, or at least that you are within sight or hearing of others
- Respect the right to personal privacy and encourage participants to feel comfortable and caring enough to point out attitudes or behaviours they do not like
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Be aware that physical contact may be misinterpreted
- Recognise that special caution is required when you are discussing sensitive issues
- Operate within Active Sussex's principles, guidance and procedures
- Challenge unacceptable behaviour and report all allegations / suspicions of abuse
- The member of staff must always place the well-being and safety of the participant above the development of performance.
- Staff should build relationships which are balanced and based on mutual trust
- Give guidance and support to inexperienced helpers.

You should not:

- Have inappropriate physical or verbal contact
- Allow yourself to be drawn into inappropriate attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of people
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise abuse issues
- Show favouritism to any individual
- Rely on your good name or that of Active Sussex to protect you
- Believe 'it could never happen to me'
- Take a chance when common sense, policy or practice suggests another more prudent approach

Where relevant we would always encourage the use of a Participant Code of Conduct so that participants are also aware of their own conduct.

Should you have concern over the conduct of Active Sussex staff or trustees you can raise your concern using our complaint procedure. Should employees of the trust have concerns they are encouraged to follow the Active Sussex Whistleblowing Policy. Both can be found on our [Policies page of the website](#).

Appendix C: Useful Contacts

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 D).

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 deputise 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 D: Safeguarding Adults 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

Please use the following **Safeguarding Adults Report Form** and complete as fully as possible.

If it is safe to do so, it is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding lead. The Safeguarding Lead will then look at the information and start to plan a course of action.

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.

Before you complete the form remember the following;

- Reassure the adult
- Be honest and not make promises you cannot keep
- Gain consent of the adult where he/she has the capacity to make a decision
- Explain why you may have to tell other people in order to stop what's happening

Safeguarding Adults Report Form

Section 1 – Details of adult (you have concerns about)	
Name of adult	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Name of organisation / club	
Your Role in organisation	
Section 3 – Details of concern	
<p><i>Please explain why you are concerned. Give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)</i></p>	

Date/ Time	What happened

Section 5 – Details of the person thought to be causing harm (if known)

Name	
Address	
Date of Birth/Age	
Relationship/connection to adult	
Role in organisation	
Do they have contact with other adults at risk in another capacity? E.g. in their work/family/as a volunteer	

Section 6 - Have you discussed your concerns with the adult? What are their views, What have they stated about what they want to happen and what outcomes they want?

Section 6A – Reasons for not discussing with the adult (Tick and explain)	
Discussion would put the adult or others at risk.	
<i>Please explain:</i>	
Adult appears to lack mental capacity.	
<i>Please explain:</i>	
Adult unable to communicate their views.	
<i>Please explain:</i>	
Section 7 – Risk to others	
Are any other adults at risk Yes/No/Not known (delete as appropriate) <i>If yes complete another Safeguarding Adults Report Form answering questions 1-6</i>	
Are any children at risk Yes/No/Not known (delete as appropriate) <i>If yes please fill in a Safeguarding Children Incident form (see Active Sussex Safeguarding Children Policy) and attach to this.</i>	
Section 8 – What action have you taken if any/agreed with the adult to reduce the risks?	
<i>Actions by club: e.g. person causing harm suspended, session times changed.</i>	
Section 9: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken
Police	
Ambulance	
Other – state who and why:	

Section 10: Contact with others within the organisation	
<i>Who else has been informed of this issue? – and what was the reason for information sharing</i>	
Consultation with Safeguarding Lead	Dates and times
Completed Form copied to Safeguarding Lead	
Signed:	
Date:	

OFFICE USE ONLY
Section 11 – Sharing the concerns (To be completed by Safeguarding Lead)
<i>Details of your contact with the adult at risk of harm. Have they consented to information being shared outside of Active Sussex?</i>
<i>Details of contact with the Local Authority Safeguarding Team/MASH where the adult at risk of harm lives – advice can be still sought without giving personal details if you do not have consent for a referral.</i>
<i>Details of any other agencies contacted:</i>
<i>Details of the outcome of this concern:</i>

Appendix E: Sources of Information and Support

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: [020 8765 7000](tel:02087657000)

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector.

Tel: [0115 951 5400](tel:01159515400)

Email: Ann-Craft-Trust@nottingham.ac.uk

www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors. Offering non-judgmental support, practical advice and information.

Tel: [0808 801 0327](tel:08088010327)

<https://mensadvice.org.uk/>

National 24Hour Freephone Domestic Abuse Helplines

Refuge is the largest specialist domestic abuse organisation in the UK. On any given day our services support thousands of survivors, helping them to overcome the physical, emotional, financial and logistical impacts of abuse and rebuild their lives — free from fear.

Tel: [0808 2000 247](tel:08082000247)

[Online chat service \(All-female Helpline team\)](#)

[British Sign Language BSL interpreter service](#)

www.nationaldahelpline.org.uk/Contact-us

National LGBT+ Domestic Abuse Helpline

UK helpline open to anyone who identifies as LGBTQ+, and professionals who may be concerned about an LGBTQ+ person who is facing abuse.

Tel: [0800 999 5428](tel:08009995428)

<https://galop.org.uk/>

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk

www.rapecrisis.co.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities and training and support to those working with them.

Tel: [020 7383 0700](tel:02073830700) or [0808 808 0700](tel:08088080700) (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: [020 83921839](tel:02083921839)

Email: info@suzylamplugh.org

www.suzylamplugh.org

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: [0800 138 1625](tel:08001381625)

Web Chat: www.stophateuk.org/talk-to-us/

Email: talk@stophateuk.org

Text: [07717 989 025](tel:07717989025)

Text relay: [18001 0800 138 1625](tel:1800108001381625)

By post: [PO Box 851, Leeds LS1 9QS](mailto:POBox851@leeds.gov.uk)

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: [0808 168 9111](tel:08081689111)

www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

[Live chat service](#)

Email: helpline@womensaid.org.uk

www.womensaid.org.uk/information-support

[Domestic Abuse Directory](#) - search by location

Appendix G: 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

Appendix H: 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 I: 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 J: 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 to 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 **Mental Capacity and Decision Making (p18)**.