

CREATING A PROCESS TO RESPOND, RECORD, REPORT AND REFER

The Ann Craft Trust also provides sample safeguarding templates that will help your organisation to respond, record, report and refer.

All adults working, volunteering and participating in sport deserve their experience to be a positive one. Sports and activity organisations should have policies relating to the welfare of participants, staff and volunteers. These policies will underpin the Safeguarding Adults Policy and should be referenced in it.

The Safeguarding Adults Policy and Procedure Document should be focused on ensuring that processes are put in place to keep adults safe. An appropriate referral model should be developed which offers direction to people in your sport on how to respond, what they should record and when they should report internally and externally to statutory agencies.

It is important to explain that it is not the responsibility of people in your sport to interview or investigate if they have a concern about abuse. This is always the role for statutory agencies, such as the police or social care.



OTHER POLICIES AND PROCEDURES THAT SUPPORT SAFEGUARDING ADULTS IN SPORT AND PHYSICAL ACTIVITY

As mentioned, any Safeguarding Adults Policy and Procedures should be supported by other organisational policies.

They will help to support an environment in which everyone can fully participate.

These include the following but it is not an exhaustive list:

- Codes of conduct for all staff, volunteers and members
- Clear job description for the role of safeguarding adults lead officer/ welfare officer
- Safe recruitment and training of staff and volunteers
- Whistleblowing
- Safeguarding children
- Equality
- Social media
- Complaints
- Disciplinary
- Selection
- Trips away
- Duty of care
- Supervision
- Roles and responsibilities
- Working with parents and carers



The policy templates available from the Ann Craft Trust lists some examples of good and poor practice. Many issues raised by sports and physical activity providers regarding adults are issues that can be resolved by implementing the organisation's welfare policies.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professionals and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act' Section 14.8 of the Care Act 2016

Practice example of following safeguarding adult procedures

Jenny, is a horse rider with cerebral palsy. She attends a weekly riding club with personal assistants (PA). One week at the club a fellow rider notices that the PA's behaviour seems intimidating

and aggressive, telling Jenny to sit up straighter and ride better or Jenny would have to stop going. Jenny is visibly upset and flinching away from the PA.

After the session Sue, the fellow rider, remembers what the instructor has often said about letting them know if they have any concerns. She tells the riding instructor what she has seen and heard. The instructor writes down what the rider tells her and reassures the rider that she has done the right thing and that she will speak to Jenny about the concerns.

The instructor goes to see Jenny in the changing room and asks to see her privately in the office. She explains the concerns that Sue has had and asks Jenny how she is. Jenny states that this is a new PA and that she doesn't like her.

The instructor checks that Jenny is not injured or unsafe. She asks Jenny what she wants to happen next. Jenny tells the instructor that she doesn't want the PA to get in trouble, she just wants her to be nicer to her at the horse riding session. The instructor asks Jenny whether she is ok for her to pass this onto the regional welfare officer who has a better idea of how to help Jenny. Jenny agrees.

The instructor calls the regional welfare officer whilst Jenny is there and passes on the information. The welfare officer asks to speak to Jenny and requests permission to pass the information onto the local safeguarding adult's team as she is concerned for Jenny. Jenny says no, she doesn't want the PA to get into trouble. The welfare officer explains that the PA will also work with other people and that everyone has the right to be safe. Jenny then agrees to the welfare officer passing on the information. The welfare officer explains that the instructor and herself will fill in a report form and send it to the adult safeguarding team.

The welfare officer checks that Jenny is ok to go home with the PA. Jenny says that she is, that the PA's behaviour was fine in the car there. She has another PA coming in the evening.

The welfare officer calls the adult safeguarding team for Jenny's area. She explains the details and that she will send the paper copy.

What can organisations learn from this?

- Have a clear policy and procedures in place for safeguarding adults. Ensure that everyone is aware of them – staff and volunteers
 - Create a culture that means that participants feel able to discuss concerns
 - If someone is injured or at immediate risk take immediate action by seeking help, e.g. dialing 999 for police or ambulance
 - Seek consent from the person concerned. If you feel that they do not have capacity to consent you can act without consent but must log your decision
- Collect available relevant facts and appropriate information
 - Make a written record of the concern
 - Have a designated safeguarding officer for adult safeguarding
 - Tell the person involved what you are going to do about the concern and note any views that they may have regarding how they wish the matter to be dealt with
 - Tell only the people who need to know, e.g. safeguarding officer
 - Consider the balance between listening to someone's wishes and needing to refer information where others may be at risk
 - Inform the person involved, about the outcome of any process
 - Know the contact details of the Local Authority Safeguarding Adults teams