



THE **SAFEGUARDING ADULTS** **ROADMAP**

The road to creating a safer environment for adults



Stage One to Six : The Complete Guide

ann craft trust



The Safeguarding Adults Roadmap

Where to start when creating a safe environment for all adults involved in your organisation

When we begin to think about how to improve practice and demonstrate that we are creating a safe environment for all adults involved in the organisation we naturally think of having a policy. However, when we start to understand what it means in practice, there is so much more that we can do to create a safe culture where everyone can enjoy sport and physical activity to whatever level they choose. Knowing where to start and recognising what needs to be done can feel like a huge undertaking requiring time, commitment and resource which often limited. The Safeguarding Adults Roadmap had been developed to help you through this process.

The Safeguarding Adults Roadmap will help you develop your understanding of what it means to create a safer environment, breaking down the process into manageable stages and providing you with the tools and resources to develop a strategy for implementing meaningful policies and procedures. The Roadmap is designed to assist you on your journey to improve practice and demonstrate to your stakeholders that you are committed to providing a supportive and safe environment.

What is the Safeguarding Adults Roadmap?

We have developed the Roadmap as a tool to help you:

- Understand what you need to do to comply with your legal obligations
- Guide you through the steps to implement and embed good practice to safeguard adults
- Identify areas and signpost to where you may need extra support to meet those requirements
- Have the confidence to know your organisation is safeguarding the adults in its care

The Roadmap is in six parts for you to download and complete. It includes space for you to add your own actions and comments, and links to resources to help you along the way.

The Safeguarding Adults Roadmap

Who is the Roadmap For?

This resource is for Sports and Activity organisations of any size and structure operating within England who are not required to complete the mandatory Framework as a condition of Sport England Funding*. This could include large infrastructure organisations, membership organisations, grass root organisations. * If you are an Active Partnership or a Sports National Governing Bodies already working with the Ann Craft Trust – please refer to the Sports Framework

How to Use the Roadmap

Start by downloading Part One of the Roadmap and begin working through it. Once you've completed Part One, move onto Part Two.

There is no timescale, some sections may take longer than others and you could be working on multiple tasks at any one time.

There is a checklist in each section to help you identify what you have achieved and the areas left to work on. To support each action there are links to further information, templates and resources to help you.

Contributors

The Safeguarding Adults Roadmap has been developed with the involvement of the sport and activity sector. It has been developed in consultation and with support from leading organisations including: Disclosure and Barring Service (DBS), National Council for Voluntary Organisations (NCVO) and the Sports Governance Academy (SGA); as well as Lead Safeguarding Officers of the Sport and Activity Sector which includes: the Football Supporters Association, Mountain Training, British Nordic Walking, Try Tag Rugby, the Lawn Tennis Association (LTA), Norwich City FA, and the Code of Martial Arts.

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Stage One: Identifying and Assessing Risk

Indicators	Resource	Action/Comment
<p>Assess your current status and consider what you have already in place:</p> <ul style="list-style-type: none"> • at governance and Leadership level • at operational level • in your policy and procedures • in your management systems 		
<p>Create a risk register for safeguarding adults to help you identify areas of risk when working with adults.</p>		
<p>Identify what actions you and your organisation need to be take to help mitigate or reduce the level of risk.</p>		

<p>Prioritise risks and what implementation or actions you need to make.</p>		
<p>Identify any additional policies and procedures that you need to put in place to support your organisation's governance requirements.</p>		
<p>Develop your action plan. Make sure you detail tasks, budgets, time frames, responsibilities.</p>		

Stage 2: Leadership and Responsibility

Indicators	Resource	Action/Comment
<p>Ensure and encourage clear leadership from your organisation’s board or management committee to promote and steer safeguarding adults.</p>		
<p>Appoint your safeguarding adults board rep.</p>		
<p>Write and adopt your statement of intent.</p>		

<p>Ensure your risk assessment has been acknowledged and the action plan approved by the board. (This identifies your organisation’s approach and strategy to safeguard adults with clear tasks and timeframes.)</p>		
<p>Make sure financial investment for your staffing and resourcing has been allocated.</p>		
<p>Identify your training needs (including training for your board members).</p>		
<p>Make sure safe recruitment of staff is included in your HR processes.</p>		
<p>Appoint your Lead Safeguarding Officer.</p>		

Stage 3: Develop and Learn

Indicators	Resource	Action/Comment
<p>Develop your Safeguarding Adults policy, which you should review every 2 years.</p>		
<p>Develop your procedures for the safe recruitment of staff and volunteers, they should include:</p> <ul style="list-style-type: none"> • an application process and references • checking eligibility of DBS checks for staff and volunteers • a risk assessment on disclosed information 		
<p>Create an induction for new staff or volunteers on your safeguarding policy and procedures and the expectations upon them.</p>		

<p>Ensure you have clear procedures in place for receiving and managing concerns when they are reported.</p> <p><i>Adults involved in a safeguarding concern are involved in decision making as is outlined in the Mental Capacity Act.</i></p>		
<p>Develop codes of conduct for your staff, volunteers and participants.</p>		
<p>Develop an organisational training matrix. This will help you identify what safeguarding training is needed for individuals with different responsibilities.</p>		
<p>Where relevant, encourage your staff to participate in safeguarding forums, conferences and other CPD opportunities relevant to their role.</p>		

Stage 4: Communicate and Implement

Indicators	Resource	Action/Comment
<p>Develop a Communications Plan to help you disseminate policies and procedures. This should involve a range of communication methods from presentations, meetings, videos, posters, templates, social media posts etc.</p>		
<p>Make safeguarding adults training available for your staff and volunteers.</p>		
<p>Make sure your website includes a section on safeguarding adults. It should include details on how to report a concern and details on your follow up process.</p>		

<p>Begin to use your policy and templates and set up an effective system to monitor their use.</p>		
<p>Update your action plan. This should detail your tasks, budgets, time frames and responsibilities.</p>		
<p>Identify additional policies and procedures you need to put in place to support your organisation's governance requirements.</p>		

Part 5: Review and Adapt

Indicators	Resource	Action/Comment
Ensure the Board has safeguarding adults as an item on their agenda.		
Organise for the Board to receive a safeguarding report for each of their meetings.		
Make sure the action plan is reviewed at each meeting.		

<p>Add new areas of risk to your risk register. Make sure you evaluate any new risks and include them in the action plan as appropriate.</p>		
<p>Complete a risk assessment for all new projects and include them in your action plan if appropriate.</p>		
<p>Identify any failures of your policy and procedures, then review and make changes to update and improve them.</p>		
<p>Collect feedback from stakeholders, (surveys, questionnaires, consultation groups forums)</p>		

Stage 6: Embedding and Organisational Learning

Indicators	Action/Comment
Build and document evidence that the safeguarding culture in your organisation is changing (e.g. case studies)	
Assess the effectiveness of your policy and procedures	
Create methods to share learning and good practice examples with others.	

Document the number and types of referrals you get to help identify key themes.

For more:

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Receive our quarterly e-bulletin full of the latest safeguarding articles and details of upcoming seminars and training events. And don't miss out on our monthly safeguarding in sport newsletter.