

Safeguarding Adults Policy & Procedures

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Introduction

North Yorkshire Sport

North Yorkshire Sport Ltd is a registered charity and the lead body for sport & physical activity in North Yorkshire & York. Our overall aims are to use sport & physical activity to drive a positive change in people, to promote and encourage increased participation in sport & physical activity, reduce inactivity levels across the population (and within targeted demographics) and to use sport & physical activity to help tackle barriers to being regularly active, such as health, deprivation, training & employment and disability.

At the heart of our work and approach is our firm belief that ALL people have the right to take part in sport & physical activity free from harm, in a safe environment and are supported to achieve to the best of their abilities. The safety & welfare of all people taking part in sport & physical activity is paramount. This includes activities which are funded / supported by North Yorkshire Sport as well as activities directly delivered by the North Yorkshire Sport Team.

We are committed to safeguarding all participants, volunteers, spectators and employees by demonstrating best practice and implanting robust procedures when we are providing events, services or activities.

North Yorkshire Sport are committed to working with a wide range of agencies across North Yorkshire and with regional and national organisations to ensure that information, training and education and advice & guidance are available for individuals and organisations that are delivering sport & physical activity to adults across the County. We are supporters and seek advice and support from the Ann Craft Trust, a leading UK Authority on Safeguarding Disabled Children and Adults at Risk, as well as more local agencies like the North Yorkshire Adults Safeguarding Adults Board and City of York Adults Safeguarding Board.

Support is available from North Yorkshire Sport to activity providers, coaches, volunteers, welfare officers and anyone responsible for participants (parents, carers and guardians) to ensure that adults in North Yorkshire can take part in sport & physical activity free from harm and to the best of their abilities.

Our role in safeguarding

North Yorkshire Sport plays a number of roles within safeguarding adults:

- Education: Developing and furthering understanding of adult safeguarding in sport amongst individuals, activity providers and the general public.
- Advocacy: Promoting the safeguarding of adults in sport across the County, including access to advice, case studies and signposting to further information, as well as encouraging, supporting and challenging providers to implement safeguarding adults' policies and procedures.
- Scrutiny - *Check & Challenge*: ensuring that all activity providers commissioned or funded by North Yorkshire Sport have in place all relevant policies and procedures and that they are being implemented fully.

Trustees and staff of North Yorkshire Sport have expertise in a number of different areas and use our experience to improve practice and positively influence the sporting community of North Yorkshire & York

Principles

2.1 The guidance given in the policy and procedures is based on the following principles set out in the Care Act and should underpin safeguarding of adults:

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.”

2.2 All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.

2.3 North Yorkshire Sport will seek to ensure that our organisation is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.

2.4 The rights, dignity and worth of all adults will always be respected.

2.5 We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.



2.6 We recognise that a disabled adult may or may not identify themselves or be identified as an adult 'at risk'.

2.7 We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within North Yorkshire Sport (for example inappropriate behaviour of a staff member) or in the wider community.

2.8 All allegations will be taken seriously and responded to quickly in line with North Yorkshire Sports Safeguarding Adults Policy and Procedures.

2.9 North Yorkshire Sport recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

3. Guidance and Legislation

3.1 The practices and procedures within this policy are based on the principles contained within the UK and legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy and procedures, and take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 1994 and 1998

4. Definitions

4.1 To assist working through and understanding this policy a number of key definitions are explained:

4.1.1 **Adult at Risk** is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect. In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

4.1.2 **Abuse** is a violation of an individual's human and civil rights by another person or persons. See section 5 for further explanations.

4.1.3 **Adult** is anyone aged 18 or over.

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



4.1.5 **Capacity** refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

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

5.1 This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern.

5.1.1 **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 an individual whose appearance becomes unkempt, does not wear suitable uniform/clothing and a deterioration in hygiene.

5.1.2 **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 or contacts.

5.1.3 **Domestic Abuse** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. You 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.

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

5.1.5 **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 on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. This could be working/training without a necessary break.

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

5.1.7 **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 employee who sends unwanted sexually explicit text messages to an adult they are working alongside.

5.1.8 **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 property from an individual with dementia.



5.1.9 **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 an employer not ensuring employees have access to water.

5.1.10 **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 individual threatening another with physical harm and persistently blaming them for poor performance.

5.2 Not included in the Care Act 2014 but also relevant:

5.2.1 **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 harm 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.

5.2.2 **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 Antisocial Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

5.2.3 **Mate Crime** - a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

5.2.4 **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.

6. Signs and indicators of abuse and neglect

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

6.1.1 Unexplained bruises or injuries – or lack of medical attention when an injury is present.

6.1.2 Person has belongings or money going missing.

6.1.3 Person is not attending/no longer enjoying their work/sessions.



- 6.1.4 Someone losing or gaining weight/an unkempt appearance.
- 6.1.5 A change in the behaviour or confidence of a person.
- 6.1.6 They may self-harm.
- 6.1.7 They may have a fear of a particular group or individual.
- 6.1.8 They may tell you/another person they are being abused – i.e. a disclosure.

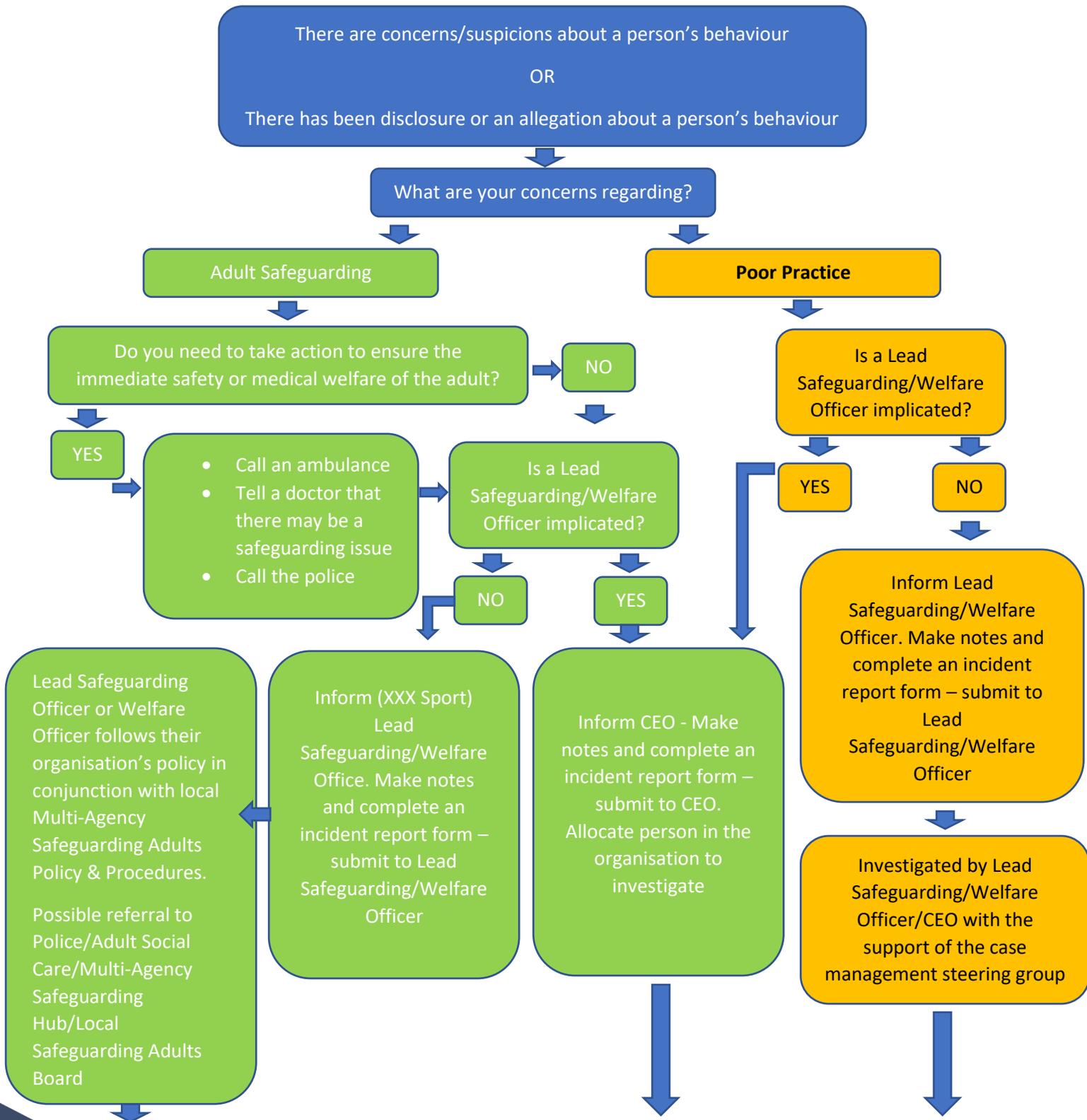
7. What to do if you have a concern or someone raises concerns with you

- 7.1 You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to the Lead Safeguarding Officer, or, if the Lead Safeguarding Officer is implicated then report to the CEO.
- 7.2 If you are concerned someone is in immediate danger, contact the police straight away
- 7.3 It is important when considering your concern that you also consider the needs and wishes of the person at risk, taking into account the nature of the alert, more information on this is given in Appendix 1 'The Legislative Framework'.

8. How to Record a Disclosure

- 8.1 Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the Lead Safeguarding Officer.
- 8.2 As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your Lead Safeguarding Officer.
- 8.3 Describe the circumstances in which the disclosure came about.
- 8.4 Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- 8.5 Be mindful of the need to be confidential at all times, this information must only be shared with your Lead Safeguarding Officer and others on a need to know basis.
- 8.6 If the matter is urgent and relates to the immediate safety of an adult at risk then contact the police immediately.

9.0 Safeguarding Adults Flowchart



Possible Outcomes:

- * Criminal proceedings
- * Police Enquiry
- * Adult Care Safeguarding Assessment
- * Disciplinary Measures
- * No further action

REMEMBER TO INVOLVE THE ADULT AT RISK THROUGHOUT THE PROCESS WHEREVER POSSIBLE AND GAIN CONSENT FOR ANY REFERRALS TO SOCIAL CARE IF THE PERSON HAS CAPACITY

10. Roles and responsibilities of those within North Yorkshire Sport

10.1 North Yorkshire Sport is committed to having the following in place:

10.1.1 A Lead Safeguarding Officer to produce and disseminate guidance and resources to support the policy and procedures.

10.1.2 A clear line of accountability within the organisation for work on promoting the welfare of all adults.

10.1.3 Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers.

10.1.4 A Steering Group or Case Management or Case Referral Group that effectively deals with issues, manages concerns and refers to a disciplinary panel where necessary (i.e. where concerns arise about the behaviour of someone within the organisation).

10.1.5 A Disciplinary Panel will be formed as required for a given incident, if appropriate and should a threshold be met.

10.1.6 Arrangements are in place to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.

10.1.7 Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.

10.1.8 A robust and clear staff & volunteer code of conduct in place, understood and signed up to be all members of staff and volunteers employed by North Yorkshire Sport (Appendix 4)

11. Good practice, poor practice and abuse It can be difficult to distinguish poor practice from abuse, whether intentional or accidental. It is not the responsibility of any individual involved in North Yorkshire Sport to make judgements regarding whether or not abuse is taking place, however, all personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

12. Relevant Policies - This policy should be read in conjunction with other key North Yorkshire Sport policies which can be found on our website: www.northyorkshiresport.co.uk/safeguarding-resources

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Date approved: 10th February 2020

Review date: 10th February 2022

This policy will be reviewed every two years or sooner in the event of legislative changes or revised policies and best practice.



Appendix 1

Safeguarding Incident Reporting Form

Your name:	
Your role:	
Contact information (you): Address: Postcode: Telephone numbers: Email address:	
Child / Adults name:	Child / Adult date of birth:
Child /Adult ethnic origin: <i>Please state</i>	Does Child/Adult have a disability: <i>Please state</i>
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/>	
Parent's / carer's name(s):	
Contact information (parents/carers): Address: Postcode: Telephone numbers: Email address:	
Have parent's / carer's been notify of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
Name:	
Position within the organisation or relationship to the child:	
Telephone numbers:	Email address:
Date and times of incident:	
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	
Child /Adult account of the incident:	



Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

Yes

No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your Signature:		Print name:	
Date:			



Appendix 2

Legislation and Government Initiatives

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/publications/deprivation-of-liberty-safeguards-forms-and-guidance>

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



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

<https://www.local.gov.uk/sites/default/files/documents/Making%20Safeguarding%20Personal%20-%20Guide%202014.pdf>

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

Appendix 3

Useful contacts

North Yorkshire Sport Safeguarding Lead

Damien Smith
Head of Development
Damien@northyorkshiresport.co.uk
Tel: 01423 637650
Mobile: 07766760271

North Yorkshire Sport Safeguarding Deputy Officer

Robin Lavin
Workforce Development Manager
Robin@northyorkshiresport.co.uk
Tel: 01423 637662
Mobile: 07780571570

North Yorkshire – Report adult abuse

Reporting abuse

If you or the person you are concerned about is in danger and immediate action is required, you should ring the emergency services on **999**.

If you or the person you are concerned about is not in immediate danger, you should ring our customer services centre on **01609 780780**. This includes outside of office hours. The Minicom number is 01609 779838.

Service providers in the statutory, voluntary or independent sectors should use the [SA-A inter-agency safeguarding adults concerns form \(docx / 209 KB\)](#) to report abuse.

York - Report adult abuse

If you're not sure what to do to protect a vulnerable adult our [Safeguarding Adults Board](#) (SAB) can give you advice.

To report a crime:

- in an emergency, contact the police, tel: 999
- if the person is not in immediate danger, contact the police, tel: 101



To report a safeguarding concern:

- contact **adult** social care, tel: 01904 555111 (office hours) or fax 01904 554055
- hearing impaired customers can use the text facility 07534 437804 and generic fax number 01904 554017
- out of hours telephone: 01609 534527
- use the [Safeguarding Adults 'concern form'](#) and return this by email or post to Adult Social Care

North Yorkshire Safeguarding Adults Board - <https://www.northyorks.gov.uk/safeguarding-vulnerable-adults>



City of York Safeguarding Adults Board - <https://www.safeguardingadultsyork.org.uk/>



ann craft trust

acting against abuse

Ann Craft Trust - Safeguarding Adults in Sport and Activity:

Website: www.anncrafttrust.org

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

Telephone: 0115 951 5400



Appendix 4

Code of Conduct – Staff & Volunteers

As a member of staff or volunteer with North Yorkshire Sport, we'd like you to:

- Implement our safeguarding policy & procedures (Children and Adult)
- Report any concerns about or allegations of abuse or poor practice to our safeguarding led officer (Damien Smith – Head of Development)
- Listen to any concerns that parents, young people or adults might have
- Consider your behaviour – do not engage in any behaviour that constitutes any form of abuse
- Respect your position of trust and maintain appropriate boundaries and relationships with young people and adults.
- Keep coaching and safeguarding training up to date
- Keep participants in your sessions safe by supervising appropriately, using safe methods and techniques and by putting participants safety first.
- Make sure you've got appropriate staffing ratios of adult to participant before the sessions begins
- Ensure equipment is fit for purpose, safe to use and accessible
- Respect children and adults trust and rights whilst being honest and open with them
- Champion everyone's right to take part and celebrate differences by not discriminating against anyone, regardless of gender, ethnicity, sexual orientation or ability
- Use constructive and positive methods of developing children's and adults' skills, without humiliating or harming them
- Behave appropriately online in accordance with North Yorkshire Sports social media policy
- Challenge and address instances of poor, negative. Aggressive or bullying behaviour amongst young people or adults
- Lead by example when it comes to good sportsmanship, positive behaviour and commitment to sport
- Help make North Yorkshire Sport and our events a friendly and welcoming place to be

As a member of staff, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role
- Be informed of our safeguarding and reporting procedures and what you need to do if something isn't right
- Have access to ongoing training in all aspects of your role
- Be listened to
- Be involved and contribute towards decisions within the organisation
- Be respected and treated fairly by us
- Feel welcomed, valued and not judged based on your ethnicity, gender, sexuality or ability
- Be protected from physical or emotional abuse from children or adults and be supported to resolve conflicts

We expect all of our staff and volunteers to follow the behaviours and requests set out in this code. If any staff member or volunteer behaves in a way which contradicts any of the points set out above, we will address the problem straight away and aim to resolve the issue



Continued issues and repeated breaches of this code may result in North Yorkshire Sport taking disciplinary action against you with the involvement of governing bodies and ultimately your dismissal from the organisation

Signature of staff member: _____

Date: _____

Print Name: _____

Signature of line manager: _____

Print Name: _____

