

# Safeguarding Policy, procedures and practice guidance for working and volunteering with children, young people and vulnerable adults

This policy applies to all trustees, employees and volunteers, working in or on behalf of Sportily. It provides information and practice guidance about the actions expected and will be updated and shared/communicated at least annually.

It will be available to parents on request and via the Sportily website.

<b>1</b>	<b>Aim and scope of this policy and practice guidance Legislative framework and Church of England provisions Adults; and children and young people</b>
<b>2</b>	<b>Introduction</b>
<b>3</b>	<b>Roles and responsibilities</b> Employees and volunteers Sportily Leadership Team Trustees Designated Safeguarding Lead(s)
<b>4</b>	<b>Safeguarding children and young people</b> Approach to safeguarding children/young people Supporting children/young people and working in partnership with parents Taking action to ensure that children/young people are safe Responding to a disclosure or concern Gaining information Confidentiality and information sharing Reporting and referrals Following up a disclosure or concern Dealing with Disagreements and Escalation of Concerns Practice guidance and helpful information – Identifying children/young people who may be at risk or may have been significantly harmed
<b>5</b>	<b>Safeguarding Vulnerable adults</b> Definitions The 6 principles of the Care Act for vulnerable adults Sportily’s approach to safeguarding vulnerable adults Taking action to ensure that vulnerable adults are safe Responding to a disclosure/concern raised Confidentiality and information sharing Dealing with Disagreements and Escalation of Concerns Practice guidance and helpful information –identifying and supporting adults who may be vulnerable/at risk
<b>6</b>	<b>Safeguarding related policies</b>

## 1. Section One

### Aim and scope of this policy and practice guidance

- 1.1 Sportily believes that it is always unacceptable for adults and children/young people to experience abuse of any kind and recognises its' responsibility to safeguard the welfare of all children/young people and vulnerable adults (adults at risk) in line with statutory legislative requirements and the Church of England policy and practice guidance provisions as below.
- 1.2 This policy and procedure applies to all Sportily trustees, employees and volunteers regardless of whether their work brings them into direct contact with adults, and children/young people and young people.
- 1.3 The aim of this policy and practice guidance is to ensure that Sportily is able to create a safe environment for all. It will do this by ensuring that:
  - All employees and volunteers safeguard the welfare of adults and children/young people who may be at risk and that they are able to recognise the signs and respond appropriately to allegations of abuse;
  - All employees and volunteers are safely recruited and trained and supported appropriately;
  - All employees and volunteers are able to ensure that anyone who comes forward to share concerns or their experience of abuse, will be listened to, taken seriously, and supported appropriately;
  - Anyone who may work for or volunteer with Sportily who may pose a risk to our vulnerable groups is appropriately managed and supported.

### Legislative Framework; Church of England provisions

- 1.4 All of the work with children/young people and vulnerable adults undertaken by Sportily sits under both secular legislation and statutory practices, and the policy and procedures of the Church of England; and within Gloucester Diocese.
- 1.5 Sportily works closely with the Diocese of Gloucester's central safeguarding team and reports directly to them for safeguarding under a Service Level Agreement for all casework, advice and guidance; and appropriate training.
- 1.6 The Church of England: Duty to have due regard.  
Safeguarding and Clergy Discipline Measure 2016.  
  
Under national church guidance all Sportily employees and volunteers who are specifically authorised or licensed by the Bishop of Gloucester are required to work within both the Sportily safeguarding policy and its practice guidance; but also to have due regard to the Church of England's national framework as agreed by the House of Bishops.
- 1.7 The Church of England: A church officer  
  
Under national church provisions a 'church officer' is defined as 'anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid'. All Sportily employees, volunteers and Board members are considered 'church officers' and are required to work within both the Sportily safeguarding policy and its practice guidance; but also to have due regard to the Church of England's national framework as agreed by the House of Bishops.

### Church of England safeguarding

- <https://www.churchofengland.org/safeguarding/policy-and-practice-guidance>
- Promoting a Safer Church; House of Bishops policy statement (2017)

- Protecting All God's Children (safeguarding policy for children and young people, 4th edition, 2010)
- Promoting a Safe Church (safeguarding policy for adults, 2006)

## **Adults, children and young people**

### **1.8 Adults**

The Care Act (2014) and corresponding guidance (Department of Health and Social Care April 2021) outlines key principles for supporting vulnerable adults who have been or are at risk of abuse or neglect and provides a framework for local authorities and partner organisations for making safeguarding enquiries.

### **1.9 Children and young people**

The standards in this policy build on and incorporate legislation and Government expectations in respect of children/young people. This includes the Children Acts 1989 and 2004 and the Government's statutory guidance 'Working Together to Safeguard Children 2018, last updated in 2020.

The guidance is for statutory and voluntary organisations alike and covers all the expectations of Government in relation to safeguarding children and young people in England.

A child/young person is defined in law as anyone under the age of 18 years old.

## **2. Section Two**

### **Introduction**

- 2.1 Everyone at Sportily who comes into contact with children/young people and their families has a role to play in safeguarding children, young people and adults who are vulnerable, because they are in a position to identify concerns, often at an early stage, and provide help.
- 2.2 Employees and volunteers form part of the wider safeguarding system for children/young people and vulnerable adults which aims to prevent concerns from escalating. Sportily will work with the Diocese of Gloucester's central safeguarding team, and other relevant agencies, to promote the welfare of children/young people and vulnerable adults and to protect them from harm.
- 2.3 Sportily seeks to provide a caring, warm and consistent atmosphere and environment in which children/young people and young people can develop, grow and learn in safety. Children/young people and young people will be treated as individuals with equal rights.
- 2.4 Everyone working or volunteering for Sportily must share the objective to help keep children/young people and adults safe by:
  - Providing a safe environment for children/young people to learn and develop;
  - Identifying and responding to 'early help' needs of children/young people and families;
  - Identifying children/young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe;
  - Identifying adults who are at risk or who might not have the capacity to keep themselves safe, and taking appropriate action;
  - Promoting and maintaining a culture of vigilance and an open vigilant attitude of 'it could happen here'.
- 2.5 To achieve this, the Sportily safeguarding policy statement offers six overarching policy commitments:
  - Promoting a safer environment and culture.
  - Safely recruiting and supporting all employees and volunteers within the organisation.
  - Responding promptly to every safeguarding concern or allegation.

- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

## Section Three

### Roles and Responsibilities

#### 3.1 All employees and volunteers will:

- Fully comply with this Sportily policy and procedures;
- Attend appropriate training;
- Refer to the Diocese of Gloucester's safeguarding requirements and for those working with or in schools (Part I of Keeping Children/young people Safe in Education 2021);
- Inform the Diocesan Safeguarding team of any concerns, and for any general advice and guidance.
- Inform the Sportily Designated Safeguarding Lead(s) of any concerns and of the advice and guidance, follow up actions, records to be maintained that may be given.

#### 3.2 The Sportily Leadership Team will ensure that:

- The policies and procedures adopted by Sportily are fully implemented and followed by all employees and volunteers;
- Sufficient resources and time are allocated to enable the Designated Safeguarding Lead(s) to carry out their role(s) effectively;
- All employees and volunteers feel able to raise concerns about poor or unsafe practice in regard to children/young people, and such concerns are addressed sensitively and effectively in a timely manner in accordance with the agreed Whistleblowing and Speaking Out Policy;
- They have completed Safer Recruitment training;
- The procedure for managing allegations against employees and volunteers is understood;
- Operate the procedure for managing allegations effectively and refer relevant concerns to the Local Authority Designated Officer (LADO) and the Diocese.

#### 3.3 The Sportily Board of Trustees will ensure that:

- Sportily has a safeguarding policy and procedures in place that are in accordance with the requirements of Gloucester Diocese, statutory guidance and locally agreed inter-agency procedures, and the policy is made available to parents/carers and others as appropriate and Sportily partners on request and can be viewed online;
- The Board of Trustees has a designated safeguarding lead trustee;
- Sportily has designated a member of the Leadership Team as the safeguarding lead appropriate to the organisation;
- At least initially Sportily will have a clear service level agreement with the central diocesan safeguarding team to ensure that safeguarding sits within the responsibility of Sportily and the overview/support of the diocese. (This may be subject to review as the organisation grows and develops);
- Sportily has an annual safeguarding strategic plan that is reviewed at every Trustee meeting and that it is able to remedy, without delay, any deficiencies or weaknesses regarding safeguarding arrangements within Sportily;
- Sportily operates safer recruitment procedures and makes sure that all appropriate checks are carried out on employees and volunteers who work with children/young people and vulnerable adults;
- Sportily follows both national church and the statutory guidance Working Together to Safeguard Children 2018, for dealing with allegations of abuse against employees and volunteers;

- Employees and volunteers undertake appropriate safeguarding training, and at set required refresher intervals;
- Appropriate health and safety and risk assessments are undertaken for every activity and appropriate insurance is in place;
- That all safeguarding policies and procedures are reviewed annually; and are reviewed and updated appropriately under any learning and development outcomes.

### **3.4 The designated safeguarding lead (DSL) within Sportily has a range of responsibilities.**

Two DSL's have been appointed; the Head of Sports Ministry (Rob French) and the Chief Operating Officer (Chris Priddy).

#### **They:**

- Act as a key source of management and support for employees and volunteers 'on the ground';
- Ensure that the Leadership Team and Trustees are regularly updated on all safeguarding oversight matters;
- Will complete an Annual Report on safeguarding within Sportily for the Board of Trustees and the Diocese to ensure safeguarding requirements are being met and to raise any concerns regarding process;
- Will lead annual policy review processes on behalf of, and reporting to, the Trustees;
- Will liaise directly with the diocesan safeguarding team to ensure that any Serious Incident Reporting to the Charity Commission or any referrals to the DBS are undertaken appropriately by Sportily as an independent body;
- Oversee with the COO, day to day safer recruitment policy and practice guidance;
- Ensure that all employees have access to and understand the Sportily safeguarding policy and sign off all employees and volunteer probation periods appropriate safeguarding requirements;
- Ensure that the Sportily central records of those working for and volunteering for Sportily, and all refresher/updating processes and data is in place and can be shared within diocesan and other audit/reporting requirements;
- Ensure that appropriate records are maintained of cases, concerns, advice and guidance, casework, DBS blemishes and any other matters discussed with the diocesan safeguarding advisory team are appropriately retained within data protection requirements;
- Ensure that advice and guidance or issues from specific casework are followed up and reported back;
- Are the key line manager to review the service level agreement, and any other working practical arrangements with stakeholders/partner organisations including the Service Level Agreement with the Diocese of Gloucester (GDBF);
- Specifically, DSLs will support Sportily for all Referral processes:

#### For Referrals:

- Seek advice and guidance and/or refer cases of suspected abuse or allegations to the diocesan safeguarding team for advice and onward referral to statutory agencies if required. To maintain a record of all referrals.
- Attend and contribute to safeguarding and children/young person protection meetings as appropriate and in line with advice from the diocesan safeguarding team.
- Keep appropriate accurate and securely stored records, which will include the outcomes of all actions taken for cross referencing, audit and scrutiny, and review processes.
- Specifically, DSLs will be supported to undertake their role in order to ensure they are confident in:

#### For Learning and development:

- Recognise how to identify concerns and/or signs of abuse and know when it is appropriate to seek advice and guidance from the diocesan safeguarding team;
- Have appropriate training and understanding to support professional development of how to manage concerns in an effective way with the welfare of children/young people and young people as their primary focus;
- Understand the Local Safeguarding Children Partnership (LSCP) and the Local Authority Designated Officer (LADO) roles;
- Understand the process of a children/young person protection case conference and be able to attend and contribute to these if appropriate;
- Understanding the Local Safeguarding Adults Partnership arrangements and how these relate to the widest context and complexities of adult safeguarding;

## Section Four

### Safeguarding Children and young people

4.1 Safeguarding Children/young people refers both to procedures and actions undertaken regarding children/young people who are at risk of being harmed or have been harmed, and to the wider prevention of abuse and neglect of children/young people.

4.2 Sportily recognises that:

- Some children/young people may be especially vulnerable to abuse including those missing education, those experiencing risk from outside of their own family (extra-familial risk); or those with a special educational need or disability.
- Children/young people who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way; subsequently their behaviour may be disruptive and/or challenging.
- Children/young people can be both victims and perpetrators of abuse.
- Children/young people who harm others may have been maltreated themselves.
- Allegations against employees and volunteers can be made from a variety of situations and at any time during an individual's career, despite those employees having been recruited safely.

#### 4.3 Approach to safeguarding children and young people – general activities and on school premises:

- (i) Sportily will ensure all employees and volunteers are aware of their safeguarding and children/young person protection responsibilities and that they are able to identify children and young people where concerns about their safety and welfare arise.
- (ii) We will ensure all employees, volunteers and children/young people know they can raise issues with the Designated Safeguarding Lead and that their concerns will be taken seriously.
- (iii) Where services or activities are provided on a school premises, Sportily employees and volunteers provide the school with a copy of their safeguarding policy and procedures and ensure that safeguarding is included in any 'hire agreements' (a requirement under KCSiE2021).

#### 4.4 Supporting children/young people and working in partnership with parents:

- (i) With our commitment to parents, carers and other, Sportily will ensure that parents are made aware of the safeguarding policy and safeguarding processes which alerts them to the fact that referrals may be made/advice sought, and the role of Sportily in this.
- (ii) Sportily recognises that children/young people's welfare is paramount. Good safeguarding, children/young person protection practice and securing good outcomes for children/young people relies on a positive, open and honest working partnership with parents/carers.

- (iii) Whilst we may, on occasion, need to make referrals to Children/young people's Social Care (via the diocesan safeguarding team) without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect children/young people.
- (iv) Children/young people will be given an explanation, appropriate to their age and understanding of what action is being taken on their behalf and why.
- (v) We will endeavour to preserve the privacy, dignity (and right to confidentiality of the children/young person and parents/carers where this is appropriate) whilst discharging our safeguarding and statutory duties

#### **4.5 Information about safeguarding for children/young people and young people**

- (i) Throughout Sportily's contact with children/young people, they will be reminded to understand and manage risks they may encounter and work out with employees how these risks may be overcome, considering their wishes and feelings.
- (ii) Children/young people will be regularly reminded about online safety and bullying procedures and taught how to conduct themselves and behave in a responsible and respectful manner.
- (iii) Children/young people will know that the Designated Safeguarding Lead(s) (DSL) are senior employee(s) responsible for their safety and welfare for any particular activity and who this is and that they have a right to speak to them, or any other, if they are worried or concerned.
- (iv) Children/young people will be reminded that confidentiality cannot be guaranteed, but that they will be listened to, heard and informed of what steps can be taken to protect them from harm and that feedback will be sought, so that their views about actions are known.
- (v) Information about how to contact the DSL(s) is clearly provided on the Sportily website and children/young people are advised of this; alongside the NSPCC poster and any other promotional materials for (national) safeguarding related campaigns that are appropriate.

#### **4.6 Taking action to ensure that children/young people are safe**

- (i) All employees and volunteers within Sportily must read and follow this policy and procedure at the start of their working (employment or volunteering) and those working in schools, must also read the statutory guidance for schools and colleges; Part 1 Keeping Children Safe in Education 2021
- (ii) It is not the responsibility of Sportily employees and volunteers to investigate welfare concerns or determine the truth of any disclosure or allegation.
- (iii) Accordingly, all concerns regarding the welfare of pupils will be discussed immediately with the diocesan safeguarding team or referred immediately to the local authority/statutory leads; and prior to any discussion with parents/carers, the school, partner organisation or parish with which Sportily is working.

#### **4.7 Responding to a disclosure/concern raised**

- (i) Disclosures or information that a children/young person has been harmed may be received from pupils, parents/carers, other professionals or members of the public.
- (ii) Sportily recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly, all employees and volunteers will handle disclosures with sensitivity.
- (iii) Such information cannot remain confidential and employees will immediately communicate what they have been told to the Designated Safeguarding Lead(s) and the diocesan safeguarding team and make a record using clear, straightforward language.

- (iv) Employees and volunteers will not investigate but will, listen to and take seriously any disclosure or information that a children/young person may be at risk of harm; make a record of what has happened and pass on information to the DSL(s) and diocesan safeguarding team.

#### **4.8 Gaining Information**

In gaining information employees and volunteers will seek to:

- Clarify the information without asking leading or probing questions;
- Make a record of what was said;
- Try to keep questions to a minimum and of an 'open' nature e.g., **TED** – 'Tell me, Explain to me, Describe to me';
- Try not to show signs of shock, horror or surprise;
- Not express feelings or judgements regarding any person alleged to have harmed the children/young person;
- Explain sensitively to the children/young person that they have a responsibility to pass the information to the Designated Safeguarding Lead(s);
- Reassure and support the children/young person as far as possible;
- Not promise secrecy;
- Explain that only those who 'need to know' will be told;
- Explain what will happen next and that the children/young person will be involved as appropriate;
- Where a member of employees or a volunteer feels a children/young person is an immediate risk of significant harm, police should be called.

#### **4.9 Confidentiality and information sharing**

- (i) Information sharing is essential for effective safeguarding and promoting the welfare of children/young people.
- (ii) The GDPR and Data Protection Act does not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe. (2018. Information sharing. Advice for practitioners providing Safeguarding Services to children/young people, young people, parents and carers. HM Government).
- (iii) Information is shared via the Diocese, with Children/young people's Social Care and/or Police where the children/young person is or may be at risk of significant harm.
- (iv) Children/young people's and/or parent's/carer's confidentiality is respected.
- (v) Any information shared is necessary, proportionate, relevant, adequate, accurate, timely and secure.

#### **4.9 Reporting or referring**

Sportily employees and volunteers must immediately report:

- Any suspicion that a children/young person is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in day to day activities or play, and any explanation given which appears inconsistent or suspicious;
- Behaviours which give rise to suspicions that a children/young person may have suffered harm;
- Any concerns that a children/young person may be suffering from/presenting signs or symptoms of inadequate care, ill treatment, or emotional maltreatment;
- Any significant changes in a children/young person's presentation, including non-attendance at an event(s) that they were expected for;
- Any hint or disclosure of abuse about or by a children/young person/young person;
- Concerns regarding person(s) who may pose a risk to children/young people (e.g., those living in a household with children/young people present);

- Information which indicates that the children/young person is living with someone who does not have parental responsibility for them for a period of more than 28 days (which is known as Private Fostering).

#### 4.10 Following up a disclosure or concern

<b>Step 1</b>	<p>Following any information raising concern, the volunteer/member of employees will contact the Sportily Designated Safeguarding Lead will:</p> <ul style="list-style-type: none"> <li>• Consider the children/young person’s wishes and feelings, not promise confidentiality, but explain what will happen next to help manage expectations or worries.</li> <li>• Consider any urgent medical needs of the children/young person.</li> <li>• Call 999 for emergency care if this is required.</li> </ul>
<b>Step 2</b>	<p>Wherever possible make an immediate referral to the diocesan safeguarding team for advice and guidance.</p> <p>Where necessary make an immediate referral to the statutory service if there has been a disclosure and/or allegation of abuse or there are clear grounds for concerns about the children/young person’s imminent safety and well-being.</p> <p>Inform the diocesan safeguarding team of any referral made to the statutory services.</p> <p>Wherever possible talk to parents, unless to do so may place a children/young person at risk of significant harm, impede any police investigation and/or place the member of employees or others at risk.</p>
<b>Step 3</b>	<p>Share any information as appropriate with a designated officer for safeguarding in another agency if that agency is working with the children/young person/family (for example a school or other body).</p>
<b>Step 4</b>	<p>Where in conjunction with the diocesan safeguarding team, a decision is made not to make a referral to the local authority at this stage, the team will retain the information under its advice and guidance recording and they will consider whether Early Help support will be helpful to the children/young person and family at this time and give advice on how to follow this up.</p>
<b>Step 5</b>	<p>Ensure that the employees/volunteers involved in the situation have pastoral support and an opportunity to be debriefed.</p>

#### 4.11 Dealing with disagreements and escalation of concerns

- (i) Effective working together depends on an open approach and honest relationships between agencies, and professionals.
- (ii) Problem resolution is an integral part of professional co-operation and joint working to safeguard children/young people and young people.
- (iii) Occasionally situations arise when workers within one agency feel that the actions, inaction or decisions of another agency do not adequately safeguard a children/young person/young person.
- (iv) Where this happens, Sportily designated safeguarding lead will discuss this with the diocesan team and use the Local Authority’s Escalation Policy.
- (v) Professional disagreements can arise in a number of areas, but are most likely to arise around:
  - Levels of need;
  - Roles and responsibilities;

- The need for action;
  - Progressing plans and communication.
- (vi) Where Sportily's designated safeguarding lead disagrees with the advice given by the diocesan safeguarding team they should raise this as a priority with the Director of People, Pastoral and Safeguarding under the terms of the Service Level Agreement provisions.

#### **4.12 Practice Guidance and helpful information: Identifying children/young people who may be at risk or may have been significantly harmed.**

There are four categories of abuse; physical abuse, emotional abuse, sexual abuse and neglect.

Sportily employees and volunteers are well placed to observe any physical, emotional or behavioural signs which indicate that a children/young person may have additional needs or be at risk of or suffering significant harm.

The relationships between employees, children/young people, parents/carers and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or Sportily employees being alerted to concerns.

- **Harm** means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another;
- **Development** means physical, intellectual, emotional, social or behavioural development;
- **Health** includes physical and mental health;
- **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.
- **Abuse and Neglect** are forms of maltreatment. Somebody may abuse or neglect a children/young person by inflicting harm or failing to act to prevent harm. Children/young people may be abused in a family or in an institutional or community setting, by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults, another children/young person, children/young people or young people.

### **Definitions and Indicators of Abuse**

#### **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a children/young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a children/young person.

#### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a children/young person such as to cause severe and persistent adverse effects on the children/young person's emotional development.

It may involve conveying to a children/young person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include:

- Not giving the children/young person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- Age or developmentally inappropriate expectations being imposed on children/young people. These may include interactions that are beyond a children/young person's developmental capability,
- Overprotection and limitation of exploration and learning or preventing the children/young person participating in normal social interaction.
- Seeing or hearing the ill-treatment of another.

- Serious bullying (including cyber bullying), causing children/young people frequently to feel frightened or in danger, or the exploitation or corruption of children/young people.

Some level of emotional abuse is involved in all types of maltreatment of a children/young person, though it may occur alone.

### **Domestic Abuse**

Children/young people living in a household where there is domestic abuse are likely to be suffering significant harm, usually under the category of emotional abuse. If a children/young person indicates this is the case, either by making a direct disclosure, or by behaviour or in conversation, employees and volunteers will notify the DSA for advice.

Children/young people can also be affected by domestic abuse within their own relationships and this should not be discounted or overlooked. Any concerns should be referred to the DSA.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a children/young person or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the children/young person is aware of what is happening.

- The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- They may also include non-contact activities, such as involving children/young people in looking at, or in the production of, sexual images, watching sexual activities.
- Encouraging children/young people to behave in sexually inappropriate ways.
- grooming a children/young person in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children/young people.

### **Child Sexual Exploitation**

Child sexual exploitation is a form of child/young person sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child/young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur using technology.

### **Neglect**

Neglect is the persistent failure to meet a child or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, shelter (including exclusion from home or abandonment);
- Protect a child/young person from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate caretakers);
- Ensure access to appropriate medical care or treatment;
- It may also include neglect of, or unresponsiveness to a child/young person's basic emotional needs.

### **Peer on Peer Abuse**

The Government has recently undertaken a review of peer on peer abuse in the UK which showed its prevalence to be much greater than first thought. Peer on Peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between children/young

people and within children/young people's relationships (both intimate and non-intimate). Peer-on-peer abuse can take various forms, including:

- Bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- Abuse in intimate personal relationships between peers;
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- Sexual violence such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- Serious bullying (including cyber-bullying),
- Relationship abuse, domestic violence, children/young person sexual exploitation, youth and serious youth violence, harmful sexual behaviour, and/or gender-based violence.
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- Consensual and non-consensual sharing of nude and semi-nude images and or videos (also known as sexting or youth produced sexual imagery);
- Upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;

All employees and volunteers understand the importance of challenging inappropriate behaviours between peers and will not downplay behaviours or dismiss sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” which can lead to a culture of unacceptable behaviours and an unsafe environment for children/young people.

### **Female Genital Mutilation (FGM)**

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. This procedure is typically performed on girls between the ages of 4 and 13 but in some cases, it is performed on new-born infants or on young women before marriage or pregnancy.

If employees or volunteers are concerned that a child/young person may be at risk of FGM they should notify the DSA. The police lead for FGM will be contacted on 101 if required.

### **Prevent (Radicalisation)**

From 1 July 2015 all many agencies, including schools must have regard to the statutory guidance issued under section 29 of the Counter-Terrorism and Security Act 2015.

Sportily recognises that it is essential that employees are able to identify children/young people who may be vulnerable to radicalisation and know what to do when they are identified. Protecting children/young people from the risk of radicalisation is seen part of our wider safeguarding duties and is similar in nature to protecting children/young people from other harms (e.g., drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

Any concerns regarding the radicalisation of children/young people will be discussed with the diocesan safeguarding team who will link with the police lead for Prevent who can be contacted on 101 if required.

### **Allegations Management**

Where an allegation of abuse or neglect is made against any person working or volunteering for Sportily or on behalf of, that he or she has:

- Behaved in a way that has harmed a child or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm.

Sportily will, in conjunction with the Diocese, follow the Government's Allegations Management process. Investigation will not take place until a discussion with the Local Authority Designated Officer (LADO) has been held and advice sought.

## Section Five

### Safeguarding vulnerable adults

#### 5.1 Vulnerable Adults (Adults at Risk)

- (i) Safeguarding means protecting a person's right to live in safety, free from abuse and neglect.
- (ii) Guidance that relates to adults is issued under the Care Act 2014 (updated in Care Act Statutory Guidance 21<sup>st</sup> April 2021). Under this guidance a vulnerable adult at risk is defined as some who:
  - Has needs for care and support (whether or not the Local Authority is meeting any of those needs);
  - Is experiencing, or at risk of abuse or neglect;
  - **and** as a result of those care and support needs is unable to protect themselves either from risk of or the experience of abuse or neglect.
- (iii) A vulnerable person may present with a:
  - Learning or physical disability and/or a reduction in physical or mental capacity;
  - Physical or mental illness, chronic or otherwise, including addiction to alcohol or drugs;
  - Being substantially dependent upon others in performing basic physical functions, or if ability to communicate with those providing services or to communicate with others is severely impaired and as a result would be incapable of protecting themselves from assault or other physical abuse, or there is a potential that his/her moral wellbeing may be subverted or overpowered.

#### 5.2 The six principles of the Care Act are:

- **Empowerment** - supporting vulnerable adults so they can confidently make their own decisions.
- **Protection** – supporting and represent those in greatest need.
- **Prevention** - being proactive to stop safeguarding concerns from developing in the first place.
- **Proportionality** - responding to a safeguarding issue in the most unobtrusive way possible.
- **Partnership** - partnering with local services and communities to help prevent, detect, and reporting suspected cases of neglect and abuse.
- **Accountability** - being wholly transparent about, and taking responsibility for, all the safeguarding practices that support vulnerable people.

5.3 Safeguarding vulnerable adults is complex, but in general terms means protecting the health, wellbeing and human rights of adults at risk, enabling them to live safely, free from abuse and neglect. It also means making sure that the adult's wellbeing is supported and their views, wishes, feelings and beliefs taken on board as much as possible.

5.4 The assumption is that adults have the mental capacity to make informed choices about their own safety and how they live their lives. Adults can choose not to be protected if they have the capacity to do so, however, issues of mental capacity and the ability to give informed consent are central to decisions and actions in safeguarding adults

### **5.5 Sportily's approach to safeguarding vulnerable adults: general activities**

- (i) Sportily will ensure all employees and volunteers are aware of their safeguarding responsibilities for adults who are vulnerable and that they are may be in a good place to be able to identify safety and welfare concerns or issues.
- (ii) We will ensure all employees and volunteers and adults know they can raise issues with the Designated Safeguarding Lead and that their concerns will be taken seriously.
- (iii) Whilst we may, on occasion, need to make referrals to Adult Social Care (via the diocesan safeguarding team) without consultation with an individual, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect them and others.
- (iv) We will endeavour to preserve the privacy, dignity (and right to confidentiality where this is appropriate) of a vulnerable adult whilst discharging our safeguarding and statutory duties
- (vi) Information given by or about a vulnerable adult cannot guarantee confidentiality but people coming forward can be confident that they will be listened to, heard and informed of what steps can be taken to protect them from harm and that feedback will be sought, so that their views about actions are known.

### **5.6 Taking action to ensure that vulnerable adults are safe**

- (i) All employees and volunteers within Sportily must read and follow this policy and procedure at the start of their working (employment or volunteering).
- (ii) It is not the responsibility of Sportily employees and volunteers to investigate welfare concerns or determine the truth of any disclosure or allegation.
- (iii) Accordingly, all concerns regarding the welfare of an adult(s) will be discussed immediately with the diocesan safeguarding team or referred immediately to the local authority/statutory leads.

### **5.7 Responding to a disclosure/concern raised**

- (i) Disclosures or information by or about an individual will be followed up pastorally and professionally.
- (ii) Sportily recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly, all employees and volunteers will handle disclosures with sensitivity.
- (iii) Employees and volunteers working with adults at risk in any setting may find themselves in a situation in which a person discloses information alleging or suggesting that they have been abused (whether recently, currently, or historically).

It is most important that the adult is given the fullest opportunity to say what they want to say and that any disclosure provides the foundation for appropriate action to be taken; or advice and support offered, within this Safeguarding Policy.

- (iv) Where information shared includes information that another person or child is at immediate risk the police and social care will be informed; and the diocesan team contacted for any further advice and guidance, and support.
- (v) Where a member of employees or volunteer hears information that raises any concerns for safety and welfare it is fine to say.... "I am concerned about you and this is a matter that I think we need some other held and advice on and I am going to call the diocesan safeguarding team for some guidance here".

- (vi) It may be appropriate to seek a little further clarity without asking leading or probing questions and Sportily employees and volunteers will:
- Make a record of what was said;
  - Try to keep questions to a minimum and of an ‘open’ nature e.g., **TED** – ‘**T**ell me, **E**xplain to me, **D**escribe to me’;
  - Try not to show signs of shock, horror or surprise;
  - Not express feelings or judgements regarding any person alleged to have harmed the children/young person;
  - Explain sensitively to the person sharing the information that they have a responsibility to pass the information to the Designated Safeguarding Lead;
  - Reassure and support the children/young person or young person as far as possible;
  - Not promise secrecy;
  - Explain that only those who ‘need to know’ will be told;
  - Explain what will happen next and that the vulnerable adult will be involved as appropriate.
- (vii) Where a member of employees or a volunteer feels an adult is an immediate risk of significant harm, police should be called.

### 5.8 Confidentiality and information sharing

- (i) Information sharing is essential for effective safeguarding and promoting the welfare of vulnerable adults.
- (ii) The GDPR and Data Protection Act does not prevent, or limit, the sharing of information for the purposes of keeping people safe.
- (iii) Information is shared via the diocesan safeguarding team, with Adult Social Care and/or Police where the adult is or may be at risk of significant harm.
- (iv) Any information shared is necessary, proportionate, relevant, adequate, accurate, timely and secure.

### 5.9 Following up a concern or allegation

<b>Step 1</b>	<p>Following any information raising concern, the volunteer/member of employees will contact the Sportily Designated Safeguarding Lead will:</p> <ul style="list-style-type: none"> <li>• Consider the adult’s wishes and feelings, not promise confidentiality, but explain what will happen next to help manage expectations or worries.</li> <li>• Consider any urgent medical needs.</li> <li>• Call 999 for emergency care if this is required.</li> </ul>
<b>Step 2</b>	<p>Wherever possible make an immediate referral to the diocesan safeguarding team for advice and guidance.</p> <p>Where necessary make an immediate referral to the statutory service if there has been a disclosure and/or allegation of abuse or there are clear grounds for concerns about the adult’s imminent safety and well-being.</p> <p>Inform the diocesan safeguarding team of any referral made to the statutory services.</p>
<b>Step 3</b>	<p>Share any information as appropriate with a designated officer for safeguarding in another agency if that agency is working with (for example carers or a residential care home or other body).</p>
<b>Step 4</b>	<p>Where in conjunction with the diocesan safeguarding team, a decision is made not to make a referral to the local authority at this stage, the team will retain the information under its advice and guidance recording and they will consider whether other help or</p>

	support will be helpful to and give advice on how to follow this up or signpost to other services.
<b>Step 5</b>	Ensure that the employees/volunteers involved in the situation have pastoral support and an opportunity to be debriefed.

### 5.10 Dealing with disagreements and escalation of concerns

- (i) Effective working together depends on an open approach and honest relationships between agencies, and professionals.
- (ii) Problem resolution is an integral part of professional co-operation and joint working to safeguard adults who are vulnerable/at risk.
- (iii) Occasionally situations arise when workers within one agency feel that the actions, inaction or decisions of another agency do not adequately safeguard an adult.
- (iv) Where this happens, Sportily designated safeguarding lead will discuss this with the diocesan team and use the Local Authority's Escalation Policy.
- (v) Professional disagreements can arise in a number of areas, but are most likely to arise around:
  - Levels of need;
  - Roles and responsibilities;
  - The need for action;
  - Progressing plans and communication
  - The speed of feedback or advice
- (vi) Where Sportily's designated safeguarding lead disagrees with the advice given by the diocesan safeguarding team they should raise this as a priority with the Director of People, Pastoral and Safeguarding under the terms of the Service Level Agreement provisions.

### 5.11 Practice Guidance and helpful information: Working and volunteering with vulnerable adults/adults at risk:

There are a number of categories of abuse that can apply to a vulnerable adult/adult at risk, and Sportily employees and volunteers are well placed to observe signs which indicate that an adult may have additional needs or support; and/ or be at risk of or suffering significant harm.

The relationships between employees and volunteers, and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or Sportily employees being alerted to concerns.

#### Types of Adult Abuse

The Care Act (2014) defines the following 10 categories of abuse and neglect for adults; they are not exhaustive but are a guide. The presence of one or more indicators does not necessarily mean an adult at risk is being abused; however, they point to possible indicators that may lead to a safeguarding enquiry, this includes:

#### Physical Abuse

The physical mistreatment of one person by another which may or may not result in physical injury, this may include; slapping, burning, punching, unreasonable confinement, pinching, force-feeding, misuse or mal-administration of medication, shaking, inappropriate restraint, rough handling, withdrawal of sensory or mobility aids, honour-based violence.

**Female genital mutilation** (against the will of an adult) is classed as physical abuse.

This would also include fabricated illness which can be both physically and emotionally abusive.

#### Possible Signs and Indicators

- Over or under use of medication
- Burns in unusual places; hands, soles of feet
- Sudden incontinence
- Bruising at various healing stages
- Bite marks, disclosure
- Bruising in the shape of objects
- Unexplained injuries or those that go untreated
- Reluctance to uncover parts of the body

### **Sexual Abuse**

Any form of sexual activity that the client does not want and or have not considered, a sexual relationship instigated by those in a position of trust, 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.

### **Possible Signs and Indicators**

- Signs of being abused may include:
- Recoiling from physical contact
- Genital discharge
- Fear of males or females
- Inappropriate sexual behaviour in presence of others
- Bruising to thighs
- Disclosure and pregnancy.

Abusers may take longer with personal care tasks, use offensive language, work alone with clients or show favouritism to clients

### **Financial or material Abuse**

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to a client'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

### **Possible Signs and Indicators**

This may include:

- Not allowing a person access to their money,
- Not spending allocated allowance on the individual,
- Theft from the individual, theft of property, misuse of benefits.
- There may be an over protection of money &/or money not available,
- Forged signatures,
- Disclosure,
- Inability to pay bills,
- Lack of money after payment of benefits
- Other unexplained withdrawals
- An abuser may be evasive when discussing finances,
- Goods purchased may be in the possession of the abuser
- There may be an over keenness in participating in activities involving individual's money

### **Psychological or Emotional Abuse**

This abuse may involve the use of intimidation, indifference, hostility, rejection, threats of harm or abandonment, humiliation, verbal abuse such as swearing, shouting or the use of discriminatory and/or oppressive language. A deprivation of contact, blaming, controlling, coercion, harassment, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks. There may be a restriction on freedom, access to personal hygiene restricted, name

calling, threat to withdraw care or support, threat of institutional care, use of bribes or threats or choice being neglected

### **Possible Signs and Indicators**

- Stress and/or anxiety in response to certain people,
- Disclosure,
- Compulsive behaviour,
- Reduction in skills and concentration,
- Lack of trust,
- Lack of self-esteem,
- Someone may be frightened of other individuals,
- There may be changes in sleep patterns

### **Neglect and Acts of Omission**

Behaviour by carers that results in the persistent or severe failure to meet the physical and/or psychological needs of an individual in their care. This may include ignoring medical, emotional or physical care needs, failure to provide access to appropriate health-care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating, wilful failure to intervene or failing to consider the implications of non-intervention in behaviours which are dangerous to them or others, failure to use agreed risk management procedures, inadequate care in residential setting, withholding affection or communication, denying access to services

### **Possible Signs and Indicators**

Someone being abused may have:

- Low self-esteem
- Deterioration,
- Depression,
- Isolation,
- Continence problems,
- Sleep disturbances,
- Pressure ulcers.
- There may be seemingly uncertain attitude and cold detachment from a carer, denying individuals request,
- Lack of consideration to the individuals request,
- Denying others access to the individual health care professionals.

There may be a disclosure about lack of care/ support

### **Self-neglect**

The term “self-neglect refers to an unwillingness or inability to care for oneself or ones’ environment. This covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

Self -neglect is a difficult issue to address as often those who self-neglect are not able to see they are living with self-neglect. There are questions of personal choice and how to provide support if someone does not want it. When addressing self-neglect, the response must be proportionate to the risk of harm to the mentally capacitated individual.

### **Possible Signs and Indicators**

Factors that may indicate neglect include:

- Malnutrition, rapid or continuous weight loss, complaints of hunger or thirst
- Dehydration
- Poor personal hygiene

- Untreated pressure sores
- Indications of untreated medical problems
- Signs of maladministration of medication
- Failure to use hearing aids, glasses, mobility aids and dentures
- Clothing and or bedding dirty, wet, soiled, inadequate or inappropriate
- Accommodation in a poor state
- Failure to stick to agreed care plans and risk assessments
- Failure to ensure appropriate privacy and dignity
- Person is exposed to unacceptable risk

### **Discriminatory Abuse**

This includes forms of harassment, slurs or similar treatment; because protected characteristics including race, gender and gender identity, age, disability, sexual orientation, religion or health status and may be the motivating factor in other forms of abuse. It can be personal, a hate crime or institutional.

### **Possible Signs and Indicators**

- There may be a withdrawal or rejection of culturally inappropriate services e.g., food, mixed gender groups or activities.
- An individual may simply agree with the abuser for an easier life,
- There may be disclosure
- Someone may display low self-esteem
- An abuser may:
  - React by saying “I treat everyone the same”
  - Have inappropriate nicknames
  - Be uncooperative
  - Use derogatory language
  - Deny someone social and cultural contact

### **Hate Crime**

A specific manifestation of discriminatory abuse is recognised within the criminal justice system under the category Hate Crime.

Hate Crime is defined as any incident that is perceived by the victim, or any other person to be targeting that individual on the grounds of sexual orientation, transgender identity, religion or belief, race or ethnicity and disability. This can include incidents of anti-social behaviour which do not always constitute a criminal offence. The police have special procedures to respond to reports of hate crime appropriately. In the event of a perceived hate crime against clients, early contact with the police is vital to ensure appropriate an appropriate response is given.

Please note Greater Manchester Police recognise ‘Alternative sub-culture’ as an additional category of hate crime.

### **Possible Signs and Indicators**

A Hate Crime can manifest itself in the following ways:

- Spitting
- Physical attack
- Verbal abuse
- Damage to property including graffiti
- Offensive letter, leaflets, email and texts including the use of social networking sites
- Bullying
- Abusive gestures
- Name calling/harassment abuse.

### **Organisational Abuse**

Neglect and poor care practice within an organisation 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

### **Possible Signs and Indicators**

This may include:

- A system that condones poor practice
- A deprived environment
- Lack of procedures for employees
- One commode used for several people
- No or little evidence of training
- Lack of employees support/supervision
- Lack of privacy or personal care
- Repeated unaddressed incidents of poor practice
- Lack of homely environment
- Manager implicated in poor practice
- There may be a lack of personal clothing
- No support plans
- Lack of stimulation
- Repeated falls
- Repeated infections
- Unexplained bruising/burns
- Pressure ulcers and unauthorised deprivation of liberty
- Abusers may have a lack of understanding of a person's disability
- Misuse of medication
- Use illegal controls and restraints
- Display undue/inappropriate physical intervention
- Inappropriately use power/control

### **Modern Slavery**

Encompasses slavery, human trafficking- including children/young people, 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

### **Possible Signs and Indicators**

There may be:

- Signs of physical or psychological abuse
- Victims may look malnourished or unkempt
- May appear withdrawn
- Victims may rarely be allowed to travel alone
- May seem under the control/influence of others
- Rarely interact or appear unfamiliar with their neighbourhood or where they work. They may be living in dirty, cramped or overcrowded accommodation
- May be living and working at the same address
- Victims may have no identification documents
- May have few personal possessions
- May always wear the same clothes day in and day out
- What clothes they do wear may not be suitable for their work
- People have little opportunity to move freely and may have had their travel documents retained, e.g., passports
- They may be dropped off/collected for work on a regular basis either very early or late at night

- Victims may avoid eye contact, appear frightened or hesitant to talk to strangers
- May fear law enforcers for many reasons, such as not knowing who to trust or where to get help
- Fear of deportation
- Fear of violence to them or their family

## **Domestic Abuse**

The new Domestic Abuse Act 2021 will come into force later in 2021 and will overhaul domestic abuse laws in the UK. It was made law in April 2021 and will include:

- A legal definition of domestic abuse which recognises children/young people as victims in their own right;
- A Domestic Abuse Commissioner to stand up for survivors and life-saving domestic abuse services;
- A legal duty on councils to fund support for survivors in ‘safe accommodation’;
- New protections in the family and civil courts for survivors – including a ban on abusers from cross-examining their victims, and a guarantee that survivors can access special measures (including separate waiting rooms, entrances and exits and screens);
- New criminal offences – including post-separation coercive control, non-fatal strangulation, threats to disclose private sexual images;
- A ban on abusers using a defence of ‘rough sex’;
- A guarantee that all survivors will be in priority need for housing, and will keep a secure tenancy in social housing if they need to escape an abuser;
- A ban on GPs for charging for medical evidence of domestic abuse, including for legal aid;
- A duty on the government to issue a code of practice on how data is shared between the public services which survivors report to (such as the police) and immigration enforcement.

## **Possible Signs and Indicators**

May include many of those indicators listed under previous categories in this document such as:

- Unexplained bruising;
- Withdrawal from activities such as work or volunteering;
- Not being in control of finances;
- Not in control of decision making.

Any employees or volunteers who have a concern about an adult in a domestically abusive situation where they have additional health or care needs and do not appear to be able to protect themselves from the abuse, or where there are children/young people in the household should refer this to the DSL for a discussion with the DSA.

If a Safeguarding referral indicates there could be concerns that the adult is a victim of domestic violence, stalking or honour-based violence and this is confirmed by subsequent information, a decision must be taken at the strategy meeting or case conference whether or not to refer to the Multi-agency Risk Assessment Conference (MARAC). This is a multi-agency process where information is shared on the highest risk domestic abuse cases between representatives of local police, probation, health, children/young people and adults safeguarding, housing practitioners, substance misuse services, independent domestic violence advisers (IDVAs) and other specialists from statutory and voluntary sectors with a view to protecting the victim. In most cases this would be decided by the Safeguarding Lead/ Safeguarding Deputies.

## **Mental Capacity and Consent**

The assumption is that adults have the mental capacity to make informed choices about their own safety and how they live their lives. Adults can choose not to be protected if they have the capacity to do so. However, issues of mental capacity and the ability to give informed consent are central to decisions and actions in Safeguarding Adults. All interventions need to consider the mental capacity of individual to make informed choices about the way they want to live and the risks they want to

take. (Children/young people are not allowed to choose to live in situations of risk and there is a duty to report concerns regarding children/young people).

The Mental Capacity Act 2005 says that:

*“... a person lacks capacity in relation to a matter if at the material time he is unable to make a decision for himself in relation to the matter because of an impairment of, or disturbance in the functioning of the mind or brain”* Further, a person is not able to make a decision if they are unable to:

- understand the information relevant to the decision or
- retain that information long enough for them to make the decision or
- use or weigh that information as part of the process of making the decision or
- communicate their decision (whether by talking, using sign language or by any other means such as muscle movements, blinking an eye or squeezing a hand).

Mental capacity is time and decision specific. This means that a person may be able to make some decisions but not others at a particular point in time. For example, a person may have the capacity to consent to simple medical examination but not to major surgery. Their ability to make a decision may also fluctuate over time.

### **The five Principles of the Mental Capacity Act 2005**

- An adult at risk has the right to make their own decisions and must be assumed to have capacity to make decisions about their own safety unless it is assessed otherwise.
- Adults at risk must receive all appropriate help and support to make decisions before anyone concludes that they cannot make their own decisions.
- Adults at risk have the right to make decisions that others might regard as being unwise or eccentric and a person cannot be treated as lacking capacity for these reasons.
- Decisions made on behalf of a person who lacks mental capacity must be done in their best interests.
- The decision should be the less restrictive of their basic rights and freedoms. Who might Abuse?

Abuse of adults at risk, young people and children/young people may be perpetrated by a wide range of people including relatives, family members, professional employees, paid care workers, volunteers, other service users, neighbours, friends and associates, people who deliberately exploit vulnerable people and strangers

### **Examples of how to support an adult sharing information and concerns:**

<b>Do's</b>	<b>Don'ts</b>
<p>Remain calm and try not to show any shock or disbelief.</p> <p>Listen very carefully to what you are being told.</p> <p>Demonstrate a sympathetic approach by acknowledging regret and concern about what has happened.</p> <p>Reassure the person that: – They have done the right thing in sharing the information with you – You are treating the information seriously – The abuse is not their fault.</p>	<p>Stop someone who is freely recalling significant events but allow them to share whatever is important to them.</p> <p>Ask the person for more details as this may be done during any subsequent inquiry and it is important to avoid unnecessary repetition for the person concerned.</p> <p>Ask questions about the person's own behaviour or reaction to the abuse.</p> <p>Promise to keep secrets.</p> <p>Make promises you are unable to keep.</p> <p>Contact the alleged abuser.</p>

<p>Be aware that in cases of physical or sexual abuse, medical or criminal evidence may exist, and it is important to preserve this.</p> <p>Explain that you are required to share the information with a senior colleague.</p> <p>Reassure the person that: – Any further investigation will be conducted sensitively and, wherever possible, with their full involvement; – Steps will be taken to support and, where appropriate, protect them in the future.</p> <p>Report the information to the diocesan safeguarding team and Safeguarding Lead/ Deputy Lead immediately.</p> <p>Record what the person has told you as soon as possible, including the actual words used by the person and precise factual information such as dates and times.</p> <p>Sign and date the record, including a note of when and to whom you reported the information and to whom.</p> <p>Where specific advice and guidance has been given include information of how this was followed up.</p>	<p>Talk to other employees or service users about the information that has been shared with you.</p>
---	--

## Section Six

### Safeguarding related policies

- Safer working practice when working with children and adults as risk Policy
- Safer Recruitment Policy
- Volunteering Policy
- Training, Learning and Development Policy
- Acceptable User Policy
- IT Policy
- Data Protection Policy
- Health and Safety Policy
- Activity Risk Assessment Policy
- Serious Incident Reporting (charity commission)