Safeguarding Adults

Policy & Procedures

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HR & Remuneration Sub Committee

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Contents

Safeguarding Adults Policy & Procedures 1

1. **Supporting Information** 4

1.1 Key Points 4

1.2 Safeguarding Adults Legislation Overview 4

1.3 Relevant Safeguarding Adults Legislation 5

1.4 Definitions 6

1.4.1 Adult 6

1.4.2 Adult Safeguarding 6

1.4.3 Adult at Risk 6

1.4.4 Care and Support Needs 7

1.4.5 Capacity 7

2. **Abuse & Neglect** 7

2.1 Overview 7

2.2 Types of Abuse 8

2.2.1 Physical Abuse 8

2.2.2 Sexual Abuse 8

2.2.3 Emotional, Psychological or Mental Abuse 8

2.2.4 Neglect and Acts of Omission 8

2.2.5 Financial or Material Abuse 8

2.2.6 Discriminatory 8

2.2.7 Organisational / Institutional Abuse 9

2.2.8 Self-Neglect 9

2.2.9 Domestic Abuse (Including Coercive Control) 9

2.2.10 Modern Slavery 9

2.3 Not included in the Care Act 2014 but also relevant 9

2.4 Signs and Indicators of Abuse and Neglect 10

3. **Wellbeing Principle** 10

3.1 Overview 10

3.2 Person Centred Safeguarding / Making Safeguarding Personal 11

3.3 The Principles of Adult Safeguarding 11

4. **Mental Capacity and Decision Making** 12

5. **Dealing with a Concern** 13
5.1 What to do if you have a concern / someone raises a concern with you 13
5.2 Recording and Sharing Information 14
5.3 Multi-Agency Working 15
5.4 Useful Contacts 15
5.5 Safeguarding Adults Flowchart 16

Appendices 18
Appendix 1: Case Management Group 18
Appendix 2: Sources of Information and Support 19

1. SUPPORTING INFORMATION

1.1 KEY POINTS

- There is a **legal duty on Local Authorities** to provide support to adults.
- The safeguarding legislation applies **to all forms of abuse** that harm a person's wellbeing.
- The law provides a framework for good practice in safeguarding that makes the overall **wellbeing** of the adult a priority of any intervention.
- The law across the whole of the UK emphasises the importance of **person-centred safeguarding**, referred to as **'Making Safeguarding Personal'** in England.
- The law provides a framework for making decisions on behalf of adults who can't make decisions for themselves (**Mental Capacity**).
- The law provides a frame for sports organisations to **share concerns** they have about adults with the local authority.
- The law provides a framework for all organisations to **share information and cooperate** to protect adults.

1.2 SAFEGUARDING ADULTS LEGISLATION OVERVIEW

Safeguarding Adults in the UK is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance procedures such as

- The Care Act 2014
- Care and Support Statuatory Guidance (especially chapter 14) 2014

Many other pieces of UK and home nation legislation also affect safeguarding. These include legislation about different forms of abuse and those that govern information sharing. For example, legislation dealing with:

- Murder/ attempted murder
- Physical Assault
- Sexual Offences
- Domestic Abuse/Coercive control
- Forced Marriage
- Female Genital Mutilation
- Theft & Fraud
- Modern slave and Human exploitation
- Hate crime
- Harassment
- Listing and Barring of those unsuitable to work with adults with care and support needs

Each home nation also has legislation about the circumstances in which decisions can be made on behalf of an adult who is unable to make decisions for themselves. In England and Wales this is legislation is the Mental Capacity Act 2005.

There are specific offences applying to the mistreatment of and sexual offences against adults who do not have Mental Capacity and specific offences where mistreatment is carried out by a person who is employed as a carer: e.g. wilful neglect and wilful mistreatment.

1.3 RELEVANT SAFEGUARDING ADULTS LEGISLATION

This page documents some of the most relevant legislation that should be considered when safeguarding adults.

Sexual Offences Act 2003
http://www.legislation.gov.uk/ukpga/2003/42/contents
The Sexual Offence 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/2003/42/contents
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 these should be the least restrictive interventions.
www.dcs.gov.uk

Safeguarding Vulnerable Groups Act 2006
http://www.legislation.gov.uk/ukpga/2006/47/contents
Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance.
www.opsi.gov.uk

Deprivation of Liberty Safeguards
https://www.gov.uk/government/collections/dh-mental-capacity-act-2005-deprivation-of-libertysafeguards
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 record checks on potential employees from the Disclosure & 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 introduced 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/our-support/partners-care-and-health/care-and-health-improvement/safeguarding-resources/making-safeguarding-personal
This guide is intented to support councils and their partners to develop outcomes-focussed, person centred safeguarding practice.

Prevent
https://www.gov.uk/guidance/prevent-duty-training
The Counter-Terrorism and Security Act 2015 contains a duty on specified authorities to have due regard to the need to prevent people from being drawn into terrorism.

1.4 DEFINITIONS

To assist working through and understanding this and other relevant policies, a number of key definitions have been explained:

1.4.1 ADULT

Adult refers to a person aged 18 or over. In recent years there has been a marked shift away from using the term 'vulnerable' when describing the need for Adult Safeguarding. Instead, the term **adult at risk** is more commonly used, as all adults have the potential to face harm or abuse at some point in their lives.

1.4.2 ADULT SAFEGUARDING

Adult Safeguarding is protecting a person's right to live in safety, free from abuse, neglect or harm. Adult safeguarding is the process of protecting adults (particularly those with care and support needs) from harm. It is an important part of what many public services do, and a key responsibility of local authorities (Care Act 2014).
The aims of adult safeguarding are to:

- stop abuse or neglect wherever possible
- prevent harm and reduce the risk of abuse or neglect to adults (particularly those care and support needs)
- safeguard adults in a way the supports them in making choices and having control about how they want to live
- promote an approach that concentrates on improving life for the adults concerned
- raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- provide information and support in accessible ways to help people
- understand the different types of abuse and concerns that may arise, including how to stay safe and what to do to raise a concern about safety or wellbeing of an adult
- address what has caused the abuse or neglect, signpost appropriately

1.4.3 ADULT AT RISK

"An adult at risk is someone over 18 years old who:
has **care and support needs**; is experiencing, or is at risk of, **abuse or neglect**;
as a result of their care and support needs is **unable to protect** himself or herself against the abuse or neglect or the risk of it." - The Care Act, 2014

We are beginning to see a shift away from using the term 'adults at risk' in safeguarding in favour of the term 'adults', however you may still come across it in legislation.

The Safeguarding Adults legislation creates specific responsibilities on Local Authorities, Health and the Police to provide additional protection from abuse and neglect to Adults at Risk.

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

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

1.4.4 CARE AND SUPPORT NEEDS

The threshold for eligible care and support needs is based on identifying how a person's needs affect their ability to achieve relevant outcomes, and how this impacts on their wellbeing.

If an adult has a physical or mental impairment or illness and they are unable to achieve at least two of the below wellbeing outcomes, and as a consequence of being unable to achieve one of the outcomes there is, or is likely to be a significant impact on the adult's wellbeing then they are eligible for care and support by the local authority.

Wellbeing areas:

- personal dignity (including treatment of the individual with respect)
- physical and mental health and emotional wellbeing
- protection from abuse and neglect
- control by the individual over day-to-day life (including over care and support provided and the way it is provided)
- participation in work, education, training and recreation
- social and economic wellbeing
- domestic, family and personal relationships
- suitability of living accommodation
- the individual's contribution to society

Active Lancashire staff and volunteers will always promote the adult's wellbeing in their safeguarding arrangements.

1.4.5 CAPACITY

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).

2. ABUSE & NEGLECT

2.1 OVERVIEW

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.

Abuse can take place in any relationship and there are many contexts in which abuse might take place; e.g. Institutional Abuse, Domestic Abuse, Forced Marriage, Human Trafficking, Modern Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyber Bullying, Scams. Some of these are named specifically in legislation.

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

Abuse or neglect outside sport could be carried out by:

- A spouse, partner or family member
- Neighbours or residents
- Friends, acquaintances or strangers
- People who deliberately exploit adults they perceive as vulnerable
- Paid staff, professionals or volunteers providing care and support

Often the perpetrator is known to the adult and may be in a position of trust and/or power.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place.

2.2 TYPES OF ABUSE

The following definitions are taken from the Care Act 2014.
This is not intended to be an exhaustive list but a guide as to the sort of behaviour or issue which could give rise to a safeguarding concern.

2.2.1 PHYSICAL ABUSE

This includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
Example: This could be a coach intentionally striking an athlete.

2.2.2 SEXUAL ABUSE

This includes 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 assaults or sexual acts to which the adult has not consented or was pressured into consenting.
Example: This could be a fellow athlete who sends unwanted sexually explicit text messages to a learning disabled adult they are training alongside.

2.2.3 EMOTIONAL, PSYCHOLOGICAL OR MENTAL 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.
Example: This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

2.2.4 NEGLECT AND ACTS OF OMISSION

The includes 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.
Example: This could be a coach not ensuring athletes have access to water.

2.2.5 FINANCIAL OR MATERIAL ABUSE

This includes 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.
Example: This could be someone taking equipment from an athlete with dementia for their own use or to sell on.

2.2.6 DISCRIMINATORY

This includes abuse, harassment, or unfair treatment which centres on an actual or perceived difference, particularly in relation to ethnicity, gender identity, sexuality, disability, religion or belief, age, or any other protected characteristic under the Safeguarding Policy Equality Act 2010.
Example: This could be the harassment, exclusion, or targeting of a participant because they are disabled, from a particular ethnic background, or are perceived to be transgender.

2.2.7 ORGANISATIONAL/ INSTITUTIONAL ABUSE

This includes neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
Example: This could be training without necessary breaks.

2.2.8 SELF-NEGLECT

This includes a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
Example: This could include a participant persistently turning up to training having not eaten or without the right attire.

2.2.9 DOMESTIC ABUSE (INCLUDING COERCIVE CONTROL)

This includes psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. Sport may notice a power imbalance between a participant and a family member.
Example: A participant with Down's Syndrome may be looking quiet and withdrawn when their sibling comes to collect them from a session, in contrast to their personal assistant/carer whom they greet with a smile.

2.2.10 MODERN SLAVERY

This includes slavery, human trafficking and 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.
Example: You may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.

All of the above examples, do not necessarily mean abuse is taking place but are signs and indicators which should not be ignored. Signs and indicators of abuse and neglect are explored in point 2.4.

2.3 NOT INCLUDED IN THE CARE ACT 2014 BUT ALSO RELEVANT

Cyber Bullying - cyber bullying occurs when someone repeatedly makes fun or harasses another person online or repeatedly picks on another person through emails, text messages or social media direct messages or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying or abuse such as racism, homophobia, or bullying related to special educational needs and disabilities. Instead of the perpetrator carrying out the bullying face-to-face, the use technology as a means to do it and may even do so anonymously.

Forced Marriage - forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

Mate Crime - 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'. Usually Mate Crime is accompanied by other forms of abuse such as financial or material abuse, coercion and psychological abuse.

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.

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 or their cause. This may be direct through a relationship or through social media.

2.4 SIGNS AND INDICATORS OF ABUSE AND NEGLECT

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

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. The signs and symptoms may include but are not limited to:

- Unexplained bruises or injuries - or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending/ no longer enjoying their sessions. You may notice that a participant in a team has been missing and is not responding to reminders from team members or coaches.
- Someone is losing or gaining weight/ an unkempt appearance. This could be a player whose appearance becomes unkempt, does not wear suitable sports kit and there is a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when their sibling comes to collect them from sessions in contrast to their personal assistant/ carer whom they are happy to see.
- Self-harm (or suggestions of)
- A fear of a particular group of people or individual.
- A parent/carer always speaks for the person and doesn't allow them to make their own choices.
- They may tell you/ another person they are being abused i.e. a disclosure.

3. WELLBEING PRINCIPLE

3.1 OVERVIEW

The success of sport, in terms of helping people achieve their potential, making the most of existing talent, and attracting new people to sport relies on putting people - their safety, wellbeing and welfare - at the centre of what sport does.
Duty of Care in Sport Independent Report to Government Baroness, Tanni Grey-Thompson DBE, DL

The concept of 'wellbeing' is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our wellbeing includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.
Being able to live free from abuse and neglect is a key element of wellbeing.

The legislation recognised that statutory agencies have sometimes acted disproportionately in the past. For example, removing an adult as risk from their own home when there were other ways of preventing harm. In the words of Justice Mumby; '*What good is it making someone safe when we merely make them miserable?'* - What Price Dignity? (2010)

For that reason, any actions taken to safeguard an adult must take their whole wellbeing into account and be proportionate to the risk of harm.

3.2 PERSON CENTRED SAFEGUARDING/ MAKING SAFEGUARDING PERSONAL

The legislation also recognises that adults make choices that may mean that one part of our wellbeing suffers at the expense of another - for example we move away from our friends and family to take a better job. Similarly, adults can choose to risk their person safety; for example, to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

None of us can make these choices for another adult. If we are supporting someone to make choices about their own safety we need to understand 'What matters' to them and what outcomes they want to achieve from any actions agencies take to help them to protect themselves.

The concept of 'Person Centred Safeguarding' / 'Making Safeguarding Personal' means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, wellbeing and safety.

Organisations work to support adults to achieve the outcomes they want for themselves. The adult's views, wishes, feelings and beliefs must be taken into account when decisions are made about how to support them to be safe. There may be many different ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them.

Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

3.3 THE PRINCIPLES OF ADULT SAFEGUARDING

Prevention - It is better to take action before harm occurs.

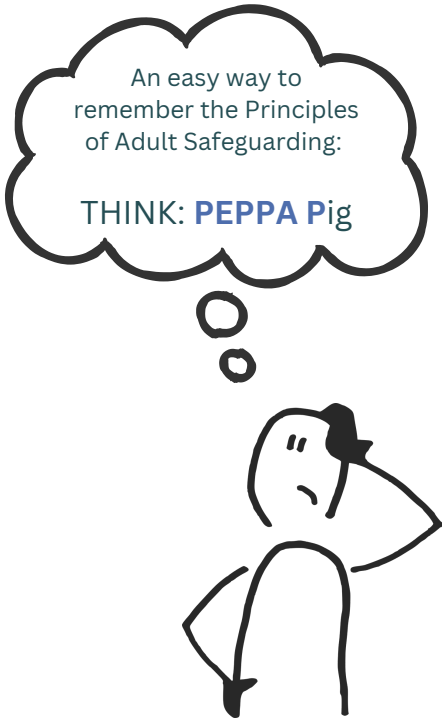
Empowerment - People being supported and encouraged to make their own decisions and informed consent.

Proportionality - The least intrusive response approriate to the risk presented.

Protection - Support and representation for those in greatest need.

Accountability - Accountability and transparency in delivering safeguarding.

Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.



4. MENTAL CAPACITY AND DECISION MAKING

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

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

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

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

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

Some people can make only simple decisions, such as choosing what to wear, while others may be able to make more complex decisions if they are given appropriate support and enough time to understand the information and options available. This support must be provided wherever possible. A small number of people are unable to make certain decisions, even with support. This is known as "lacking mental capacity".

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

For example:

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

Mental capacity is important for safeguarding for several reasons.

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

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

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

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

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

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

It is good practice to get as much information about the person as possible. Some people with care and support needs will have a 'One pager profile' or a 'This is me' document that describes important things about them. Some of those things will be about how to support the person, their routines, food and drink choices etc. but will also include they like and don't like doing. It's also important to have an agreement with the person who has enrolled the adult in the sports activity about how different types of decisions will be made on a day to day basis.

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

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

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

5. DEALING WITH A CONCERN

5.1 WHAT TO DO IF YOU HAVE A CONCERN/ SOMEONE RAISES CONCERNS WITH YOU

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 Lead Safeguarding Officer, your Welfare Office, or, if the Lead Safeguarding Officer is implicated then report to the Deputy Safeguarding Officer.

If you are at an international event and have a concern, speak to the coach or a team official.

If you are concerned someone is in immediate danger, contact the police straight away.

If is important when considering your concern that you also consider the needs and wishes of the person at risk.

5.2 RECORDING AND SHARING INFORMATION

All sports organisations must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

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

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

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

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

- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation e.g. Safeguarding Team or club welfare officer.
- Case management meetings can take place to agree to co-ordinate actions by the organisation.

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

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

- It is not safe to contact the adult to gain their consent - i.e. it might put them or the person making contact at further risk.
- You believe they or someone else is at risk, including children.
- You believe the adult is being coerced or is under duress.
- It is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- The adult does not have mental capacity to consent to information being shared about them.
- The person causing harm has care and support needs.

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

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

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

Key Information for Recording a Disclosure

- Make a note of what the person has said using his or her own words as soon as possible.
- Complete a Concern Form and submit to the Safeguarding Team.
- Should you need advice, you can contact the Active Lancashire Safeguarding Team.
- 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 Safeguarding Team or Welfare Officer.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate and you aren't making assumptions.
- Be mindful of the need to be confidential at all times, this information must only be shared on a need to know basis.
- If the matter is urgent and relates to the immediate safety of an adult at risk then contact the police immediately.

5.3 MULTI-AGENCY WORKING

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

Sports bodies may need to cooperate with the Local Authority and the Police including to:

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

5.4 USEFUL CONTACTS

Adult Safeguarding Contacts

Blackburn with Darwen - 01254 585949 (9am-5pm Mon-Thu) 01254 587547 (EDT)
Blackpool - 01253 477592 (9am-5pm Mon-Thu) 01253 477678 (EDT)
Lancashire - 0300 123 6721 (24hours) East, Central, NorthLancs

Or contact Lancashire Police on 0845 125 3545 or 999.

Active Lancashire Safeguarding Team
Email: safeguarding@activelancashire.org.uk
Office Tel: 07465 759911

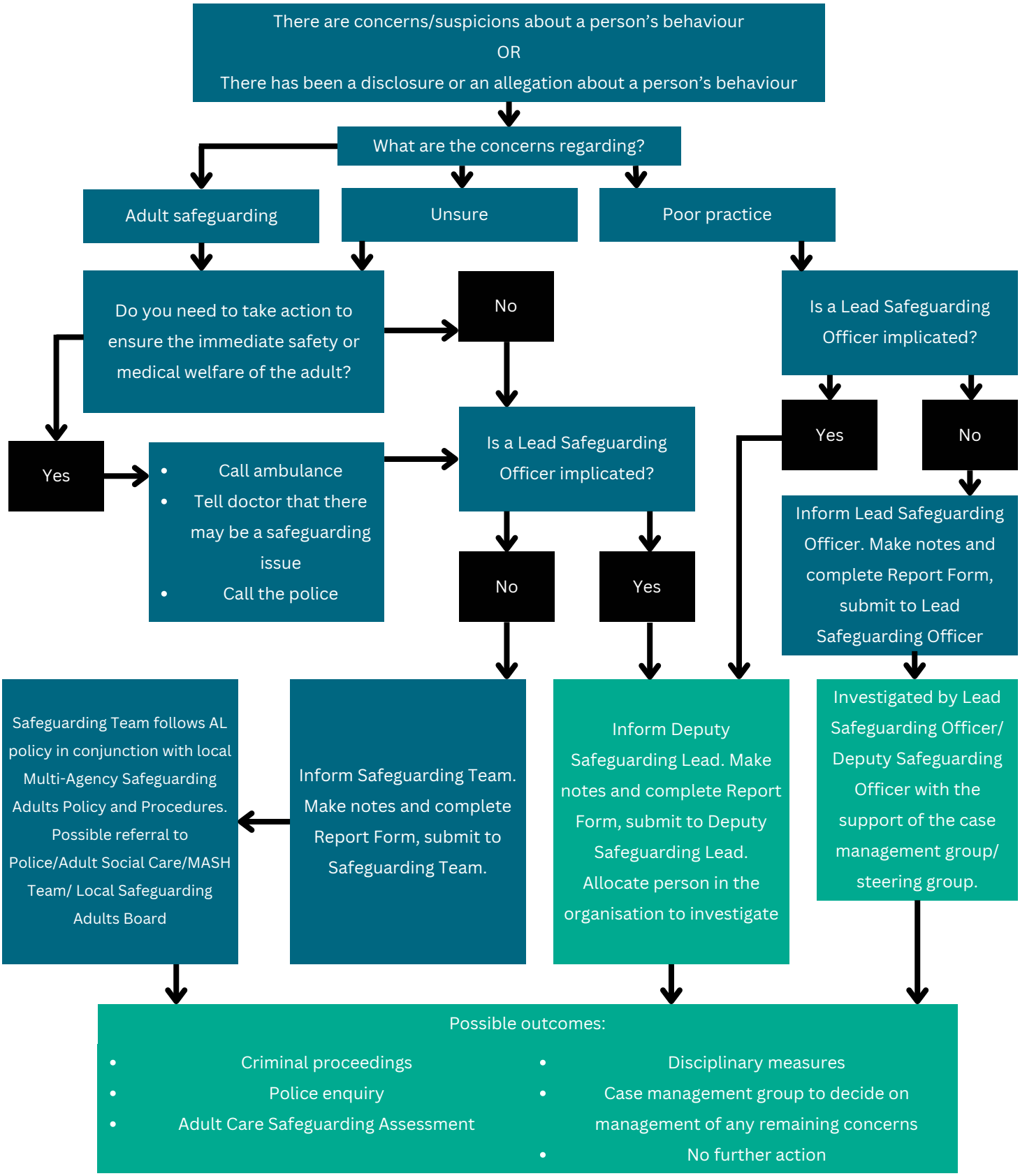
Active Lancashire, Safeguarding Officers
Nathan Moulds, Designated Safeguarding Lead: 07465 759911 (Office)/ 07877 647519 (Mobile)
Gwen Hughes, Deputy Safeguarding Lead: 07465 759911 (Office) / 07474 615073 (Mobile)
Donna Rilet, Deputy Safeguarding Lead (Internal): 07465 759911 (Office) / 07311 370441 (Mobile)
Michelle Grimes, Safeguarding Officer: 07465 759911 (Office) / 07869 812677 (Mobile)
Charlotte Wilkinson, Safeguarding Officer: 07465 759911 (Office)/ 07865 959832 (Mobile)

For further advice or support contact:

Ann Craft Trust - Tel: 0115 9515400 Email: ann-craft-trust@nottingham.ac.uk

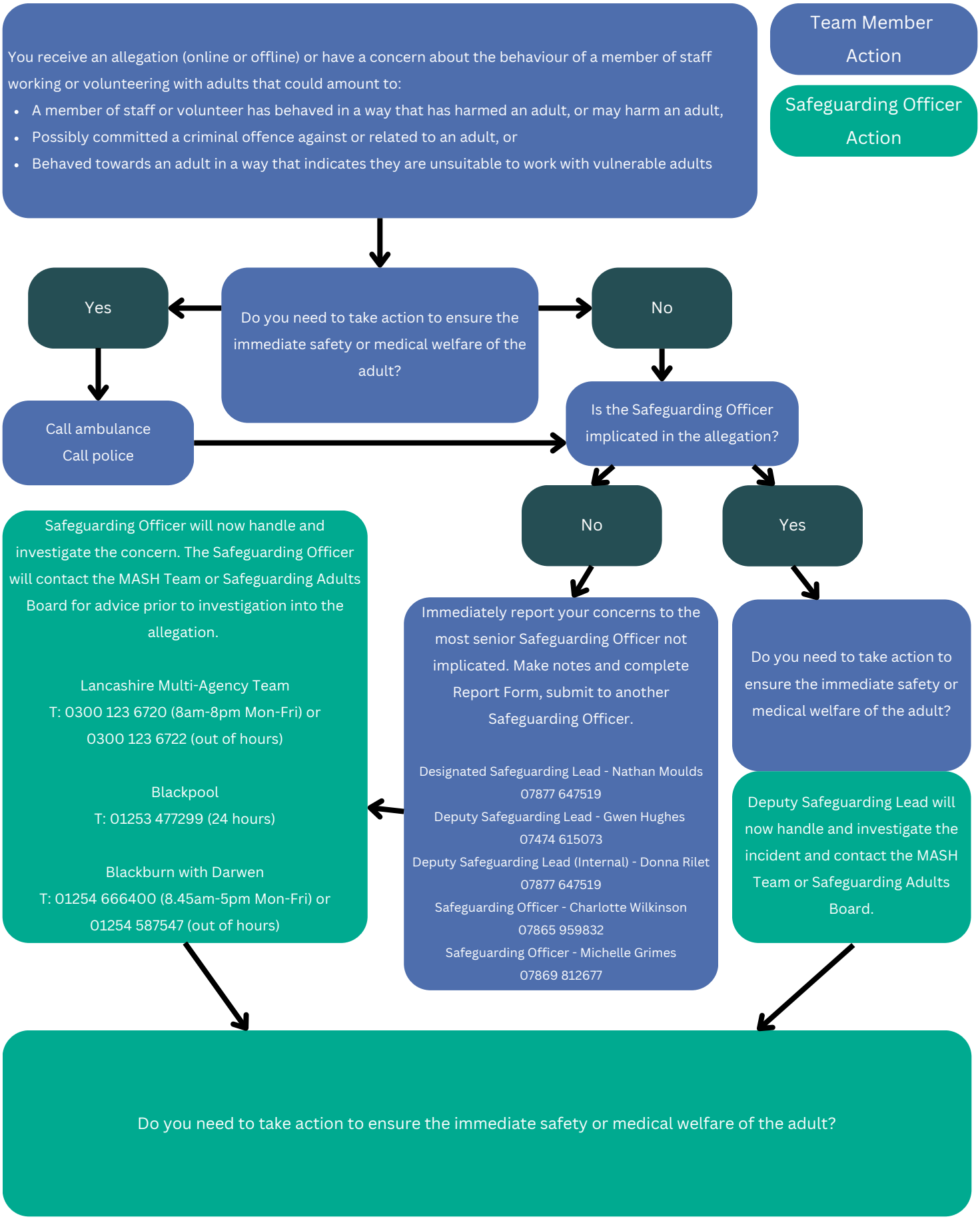
5.5 SAFEGUARDING ADULTS FLOWCHART

Dealing with Concerns, Suspicions or Disclosure



Remember to involve the adult throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity.

Safeguarding Adults Flowchart for concerns about a member of staff or volunteers - Summary of Allegations Management Procedure



APPENDICES

APPENDIX 1: CASE MANAGEMENT GROUP

Case Management Groups comprise of a select number of individuals with identified and relevant skills, knowledge, experience and/or status within the organisation and include at least one member with safeguarding adult expertise. The group's role and decision-making powers need to be embedded within the organisation's governance structure and be linked to related organisational function such as codes of conduct, and the disciplinary policy and procedures.

The Senior Management Team (SLT) and Active Lancashire Board should receive regular reports (usually via the HR & Renumeration Committee) from the Case Management Group summarising the case that have been addressed and their outcomes, as well as any issues that require action by Active Lancashire e.g. changes to policy or procedures.

Case Management Groups should have clear terms of reference. They may be 'standing committees' who meet regularly or can be brought together as the need arises.

Case Management Group roles include:

- to ratify any actions already taken by the Safeguarding Team,
- to initially assess and agree immediate response to a safeguarding case,
- to identify appropriate 'route' for case (e.g. internal/ disciplinary action alone or referral to statutory agencies plus internal/disciplinary action),
- to decide the level (from local to national) at which the organisation will deal with the concern,
- to consider the need for temporary/interim suspension order (some organisation's Case Management Groups issues suspensions directly, while others can only make recommendations to their disciplinary group),
- to review progress of case(s),
- to identify/communicate learning from cases.

Case Management Groups' membership should ideally include:

- A designated chair - *the Designated Safeguarding Lead/ Board Safeguarding Champion*
- A secretary - *the Designated Safeguarding Lead (if not chairing) or Safeguarding Officer*
- Deputy Safeguarding Officers and Safeguarding Officers
- Managers from relevant parts of the organisation where appropriate e.g. Human Resources
- Co-opted independent safeguarding expertise (e.g. from another Sport or relevant profession such as the Police or Social services).

APPENDIX 2: SOURCES OF INFORMATION AND SUPPORT

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

- **Tel:** 0115 951 5400
- **Email:** Ann-Craft-Trust@nottingham.ac.uk
- **Website:** www.anncrafttrust.org

Hourglass (formerly Action on Elder Abuse)
It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

- **24/7 confidential helpline:** 0808 808 8141 (free from landlines and mobiles).
- **Text support:** 07860 052906
- **Email support:** helpline@wearehourglass.org
- **Website:** wearehourglass.org

MASH Team (Multi-Agency Safeguarding Hub)
The Multi-Agency Safeguarding Hub (MASH) is the single point of contact for all professionals to report safeguarding concerns.
Blackburn with Darwen Contacts
Tel: 01254 666400 (8:45am - 5pm Mon-Fri)
Out of hours: 01254 587547
Blackpool Contacts
Tel: 01253 477299 (24 hours)
Email: Duty.assessment@blackpool.gov.uk
Lancashire Contacts
Tel: 0300 123 6720 (8am - 8pm Mon-Fri)
Out of hours: 0300 123 6722

Men's Advice Line
For male domestic abuse survivors
Tel: 0808 801 0327

National LGBT+ Anti-Abuse Helpline
Tel: 0800 999 5428
Website: https://www.galop.org.uk/

National 24Hour Freephone Domestic Abuse Helpline
Tel: 0808 2000 247
Website: https://www.nationaldahelpline.org.uk/

Rape Crisis Federation of England and Wales
Rape Crisis was launched in1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout England and Wales.
Website: www.rapecrisis.co.uk

Respond
Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.
Tel: 020 7383 0700
Helpline: 0808 808 0700
Website: www.respond.org.uk

Samaritans
Samaritans is the charity that prevents suicide through the power of human connection. Connecting people in crisis with trained volunteers who will always listen. People calling for change with those who need to listen. People who've been there before with those struggling now.
Whatever you're going through, a Samaritan will face it with you. We're here 24 hours a day, 365 days a year.
Helpline: 116 123 (free)
Website: www.samaritans.org/how-we-can-help/contact-samaritan/

Stop Hate Crime
Works to challenge all forms of hate crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.
24 hours service:
Tel: 0800 138 1625
Web Chat: www.stophateuk.org/talk-to-us/
Text: 07717 989 025
Text relay: 18001 0800 138 1625

Suzy Lamplugh Trust
The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms - physical, verbal and psychological.
Tel: 0808 802 0300
Website: www.suzylamplugh.org

Women's Aid Federation of England and Wales
Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.
Website: www.womensaid.org.uk/information-support