



## **Safeguarding Adults at Risk Policy**

Sport Resolutions is committed to safeguarding adults in line with national legislation and relevant national and local guidelines. We will safeguard adults by ensuring that our activities are delivered in a way which keeps all adults safe.

The purpose of this policy is to demonstrate the commitment of Sport Resolutions to safeguarding adults and to ensure that everyone involved in Sport Resolutions is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.

We will ensure that any adult who comes into contact with Sport Resolutions in any capacity, whether it be as a respondent, claimant, witness, participant in an investigation, arbitration hearing or mediation, visitor to the office or any other capacity, is provided with the care and support which they require.

Sport Resolutions is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns. This extends to recognising and reporting harm experienced anywhere, including within our activities, in the community, or in the person's own home.

Sport Resolutions is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation and neglect.

### **Policy Statement**

Sport Resolutions believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

Sport Resolutions is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

Sport Resolutions acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through ensuring the welfare of all adults involved.

Sport Resolutions recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. Sport Resolutions recognises that some people

experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

Sport Resolutions recognises that there is a legal framework within which sports need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by Sport Resolutions will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

## **Scope**

This Safeguarding Adults at Risk Policy and associated procedures apply to all individuals involved in Sport Resolutions including staff, directors, members, volunteers and stakeholders and to all concerns about the safety of adults whilst taking part in our organisation, its activities and in the wider community.

We expect our partner organisations, including for example, suppliers and sponsors, to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Adults at Risk Policy and associated procedures.

## **Sport Resolutions' objects and services**

The objects for which Sport Resolutions is established are:

- (a) to provide a service for the resolution, prevention and reduction of conflict and disputes in sport.
- (b) to educate and inform those involved in sport about effective dispute resolution and planning and thereby help to lessen the likelihood of disputes arising.

Sport Resolutions is alert to the fact that concerns may arise under a number of circumstances.

- Complaints about the behaviour of an employee, panel member or representative of the company during the course of the direct delivery of Sport Resolutions' services or alternatively during the course of any activities outside the scope of Sport Resolutions' business.
- Issues arising as a result of an independent investigation or hearing organised by Sport Resolutions into allegations of abusive behaviour towards a vulnerable adult on behalf of an NGB or other sporting body.
- Any investigation or hearing in which Adults at Risk are directly involved as applicants, respondents, witnesses, observers or interested parties.

Sport Resolutions will consider safeguarding responsibilities in respect of all its services and activities and will adopt and promote best practice.

As part of its safeguarding policy Sport Resolutions will:

- Ensure that everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other concerns.
- Appoint a person with specific responsibility for safeguarding.
- Ensure that those involved in the provision of services to Adults at Risk are appropriately recruited and managed and are suitably skilled to deliver services to Adults at Risk in a supportive and professional manner.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s that raise or disclose the concern.
- Work in partnership with sports NGBs and other external agencies to ensure appropriate information is shared in the interests of safeguarding Adults at Risk.
- Ensure that confidential detailed and accurate records of all safeguarding concerns are maintained and securely stored.

With regard to its core services Sport Resolutions will:

- Require all appointed panel members (including those not directly involved in vulnerable adult safeguarding cases) to adhere to a panel code of conduct which compels compliance with Sport Resolutions' safeguarding policy.
- Designate a member of its case management team (The 'Designated Person') to act as the lead officer with responsibility for matters relating to adults at risk of harm.

## **Commitments**

In order to implement this policy Sport Resolutions will ensure that:

- Everyone involved with Sport Resolutions is aware of the safeguarding adult procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult. Details and updates are provided through staff, director and panel member inductions and training sessions.
- Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with Sport Resolutions' Safeguarding Adults at Risk Policy and Procedures.
- The well-being of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see the Safeguarding Adults Procedures).
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy and Procedures.

- Sport Resolutions acts in accordance with best practice advice, for example, from UK Sport, NSPCC, and Ann Craft Trust.
- Sport Resolutions will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.
- All directors, staff, panel members and volunteers understand their role and responsibility for safeguarding adults and have completed and are up to date with safeguarding adult training and learning opportunities appropriate for their role.
- Sport Resolutions uses safe recruitment practices and continually assesses the suitability of staff and panel members to prevent the employment or appointment of unsuitable individuals.
- Sport Resolutions shares information about anyone found to be a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.
- When planning for hearings, investigations and events Sport Resolutions includes an assessment of, and risk to, the safety of all adults from abuse and neglect.
- Actions taken under this policy are reviewed by the Board and senior management team on an annual basis.
- This policy, related policies (see below) and the Safeguarding Adults Procedures are reviewed no less than on a biennial basis, and whenever there are changes in relevant legislation and/or government guidance or as a result of any other significant change or event.

## **Implementation**

Sport Resolutions is committed to developing and maintaining its capability to implement this policy and procedures.

In order to do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all adults.
- Access to relevant legal and professional advice.
- Regular management reports to the Board detailing how risks to adult safeguarding are being addressed and how any reports have been addressed.
- Safeguarding adult procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- A Safeguarding Lead.
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Codes of conduct for directors, staff and panel members that specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding of adults.

## **Procedure**

- 1) When a case involving an adult at risk is received, whether or not it involves a safeguarding issue, or when an adult with a care and support need is visiting the Centre, the Designated Person must be informed.
- 2) Where a complaint is made about the behaviour of a Sport Resolutions representative the matter must be reported to the Designated Person and will be managed in accordance with Sport Resolutions' complaints process.
- 3) The Designated Person will ensure that:
  - a) The adult at risk is supported by an appropriate adult or representative; and
  - b) The adult at risk is never alone with a staff, Board or Panel member at any time.
- 4) Sport Resolutions recognises the fact that the hearing process itself can be daunting and traumatising for Adults at Risk. Therefore, the Designated Person will give consideration to any measures to enable evidence to be given in the best way possible in terms of quality of their evidence and reducing trauma to them. This may include:
  - Visiting the centre before hand
  - Being sensitive to the fact that the adult at risk may prefer to deal with people of a particular sex
  - Where necessary, taking steps to ensure that the parties are kept apart
  - Using a video link to give evidence from another room or location
  - Explaining the process and procedures in an age-appropriate format/language
- 5) If during the course of the management of a case or during a hearing an individual makes a disclosure, or information comes to light that may indicate the need to take action, the matter must be reported to the Designated Person who will inform the Chair of Sport Resolutions.

A decision will then be made taking into account the nature of the disclosure or information and the context, as to any further action. Further action may include a referral to or consultation with statutory agencies. The trained Designated Person has responsibility to decide on the appropriate course of action.

Failure to comply with this policy will be reported to the Chief Executive and Chair of Sport Resolutions.

## **Safeguarding Adults Legislation**

Safeguarding Adults in all home nations 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, including The Care Act (2014)

## **Definition of an Adult at Risk**

The Care Act (2014) defines an adult at risk as an individual aged 18 years and over who:

- (a) has needs for care and support (whether or not the local authority is meeting any of those needs), and;
- (b) is experiencing, or at risk of, abuse or neglect, and;
- (c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

## **Abuse and Neglect**

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.

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

Safeguarding legislation in each home nation lists categories of abuse differently however, they all include the following types of abuse:

- Physical
- Sexual
- Psychological
- Neglect
- Financial

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 within home nation legislations.

Abuse can take place within a sporting 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 fan.

Some examples of abuse within sport include:

- Harassment of a participant because of their (perceived) disability or other protected characteristics.
- Not meeting the needs of the participant e.g. training without a necessary break.
- A coach intentionally striking an athlete
- One elite participant controlling another athlete with threats of withdrawal from their partnership
- An official who sends unwanted sexually explicit text messages to a participant with learning disabilities.
- A participant threatens another participant with physical harm and persistently blames them for poor performance.

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.

### **Signs and Indicators of Abuse and Neglect**

An adult may confide to a member of staff or a panel member that they are experiencing abuse inside or outside of the organisation's setting. Similarly, others may suspect that this is 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 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.
- Someone losing or gaining weight / an unkempt appearance.
- A change in the behaviour or confidence of a person.
- Self-harm.
- A fear of a particular group of people or individual.
- A parent/carer always speaks for the person and does not allow them to make their own choices.
- They may tell you / another person they are being abused – i.e. a disclosure.

### **Recording and Information Sharing**

All sports organisation must comply with 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 for 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 the person 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

- 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 situation to 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 and explain the situation without giving personal 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.

## **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 of 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 sporting activity/ their role in the organisation.



**Related Policies:**

- Staff Disciplinary Procedures
- Panel Member Code of Conduct
- Sport Resolutions Complaints Process
- Sport Resolutions Recruitment Policy

**Sport Resolutions contact**

**Sport Resolutions Designated Officer**

Richard Harry

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**Sources of information and support**

**ACTION ON ELDER ABUSE**

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

[www.elderabuse.org.uk](http://www.elderabuse.org.uk)

Tel: 020 8765 7000

**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.

[www.anncrafttrust.org](http://www.anncrafttrust.org)

Tel: 0115 951 5400

**ASSIST**

ASSIST offer confidential, emotional and practical support to individuals and families affected by trauma.

[www.traumatic-stress.freeserve.co.uk](http://www.traumatic-stress.freeserve.co.uk)

Tel: 01788 560 800

**BREAKING FREE**

BREAKING FREE provide support to female adults who have experienced childhood sexual abuse.

[www.breakingfreecharity.org.uk](http://www.breakingfreecharity.org.uk)

Tel: 0845 108 0055

**CITIZENS ADVICE BUREAU**

The CAB helps people resolve their legal, money and other problems by providing free information and advice from over 3,000 locations across England, Wales and Northern Ireland.

[www.citizensadvice.co.uk](http://www.citizensadvice.co.uk)

**GALOP**

National LGBT domestic abuse helpline.  
<http://www.galop.org.uk/domesticabuse/>  
Tel: 0800 999 5428

**REFUGE**

For women and children, against domestic violence.  
<https://www.nationaldahelpline.org.uk/>  
Tel: 0808 2000 247

**RESPECT**

The helpline for male victims of domestic abuse.  
<https://mensadvice.org.uk/>  
Tel: 0808 801 0327

**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.  
[www.respond.org.uk](http://www.respond.org.uk)  
Tel: 020 7383 0700 or 0808 808 0700 (Helpline)

**SAMARITANS**

Provides confidential or emotional support, 24-hours a day, for people who are experiencing feelings of distress or despair.  
[www.samaritans.org.uk](http://www.samaritans.org.uk)  
08457 90 90 90

**SURVIVORS**

SURVIVORS provides information, support and counselling for men who have been raped or sexually abused.  
[www.survivoruk.org](http://www.survivoruk.org)  
0845 122 1201