

Adult Safeguarding

Policy



Evergreen Active CIC is committed to building and maintaining a culture of safety in which all participants at our sessions are protected from abuse, physical harm and radicalisation.

Most adults are able to live their lives safely and free from harm. However, for some, there may be times when, for a variety of reasons, their ability to keep themselves safe and protect their wellbeing and rights is compromised.

The Evergreen Active CIC directors and volunteers are committed to safeguarding adults in line with all relevant national, regional and local legislation and guidelines.

We will safeguard adults by ensuring that our activities are delivered in a way which keeps all of our participants safe whilst at our sessions.

We have created 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 can manifest itself
- being willing to report safeguarding concerns.

This extends to recognising and reporting harm that may be experienced anywhere, including within our activities, within other organised activities in the community, in the person's own home or workplace and in any care setting where it is feasible for us to be aware of such.

We are committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm, abuse, exploitation and neglect and to ensure that everyone involved in the delivery of our physical activity sessions 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 (Andy Freeman: Safeguarding Officer & Paula Appleton: Deputy Safeguarding Officer)

Policy Statement

Evergreen Active CIC believe that everyone has the right to live free from abuse or neglect; regardless of age, ability, disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

We are 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.

We collectively acknowledge that safeguarding is everybody's responsibility and we are committed to the prevention of abuse and neglect through safeguarding the welfare of all adults participating in our activities.

We recognise that health, wellbeing, ability, disability and need for care and support can affect a person's resilience. We recognise 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.

We recognise that there is a legal framework within which physical activity providers 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. We will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by Evergreen Active CIC directors and our trained volunteers 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.

Our Commitments

To implement this policy we will ensure that:

- everyone involved in the delivery of the suite of Evergreen Active CIC activity sessions is aware of the safeguarding adult procedures and knows what to do and who to contact if they have a concern relating to the safety or wellbeing of an adult
- any concern that an adult is not safe is taken seriously, responded to promptly and followed up in line with this policy and associated procedures
- the wellbeing 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
- 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 GDPR policy

- accordance with best practice advice; for example, from Nova Wakefield, Wakefield Council, Yorkshire Sport, Sport, Sport England, England Athletics, National Governing Bodies, NSPCC and the Ann Craft Trust
- cooperation with the Police and the relevant Local Authorities in taking action to safeguard an adult
- all board members, staff, coaches, officials and volunteers within Evergreen Active CIC understand their role and responsibility for safeguarding adults, have completed and are up to date with safeguarding adult training and learning opportunities appropriate for their role
- the use of safe recruitment practices and continual assessment of the suitability of volunteers and staff in order to prevent the employment/deployment of unsuitable individuals in our organisation and within the physical activity community
- a sharing of information with the appropriate bodies about anyone found to be a risk to adults; for example: Disclosure and Barring Service, Police, Local Authority/Social Services
- actions taken under this policy are reviewed by the Directors on a bi-annual 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

Evergreen Active CIC are committed to developing and maintaining a capability to implement this policy and its procedures. To do so, the following is in place:

- A Lead & Deputy Safeguarding Officer
- A clear line of accountability for the safety and wellbeing of all adults
- Access to relevant legal and professional advice via external governing bodies & insurer
- Aligned adult safeguarding procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice
- 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 all relevant roles and individuals that specify zero tolerance of abuse in any form
- Risk assessments that specifically include safeguarding of adults
- Policies and procedures that address the following areas and which are consistent with this Adult Safeguarding Policy:
 - ✓ Child safeguarding and Protection Policy
 - ✓ Code of Ethics and Practice Policy
 - ✓ Equality and Diversity Policy
 - ✓ Whistleblowing Policy
 - ✓ Adult Safeguarding Procedures (Responding to and managing a concern about an adult).

Well-being Principles

The concept of well-being is threaded throughout UK legislation and is part of the law about how health and social care are provided. Our well-being 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 well-being. The legislation recognises that any actions taken to safeguard an adult must take their whole wellbeing into account and be proportionate to the risk of harm.

The principles of adult safeguarding in England are (The Care Act 2014);

- **empowerment** – people being supported and encouraged to make their own decisions and informed consent
- **prevention** – it is better to take action before harm occurs
- **proportionality** – the least intrusive response appropriate to the risk presented
- **protection** – support and representation for those in greatest need
- **partnership** – local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **accountability** – accountability and transparency in delivering safeguarding

Mental Capacity & Decision Making

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 would need. Conversely, the adult may not seem to be benefiting from an activity other people are insisting they do.

We make so many decisions that it is easy to take this ability for granted. Law states 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 and physical ill health.

Mental capacity refers to the ability to make a decision at the time when a decision is needed. A person's mental capacity can change. If it is safe/possible, wait until they are able to be 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 quickly if they have just taken medication that causes fatigue

Legislation describes when and how we can make decisions for people who are unable to make decisions for themselves. The principles are:

- 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, then wait – for example 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 their 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 it which restricts their freedom and rights as little as possible.

If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected, we will 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 the support they need to make decisions.

There may be times when we need to make decisions on behalf of an individual in an emergency.

Decisions taken 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.

Recording & Information Sharing

Evergreen Active CIC comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR) and are registered with the Information Commissioner's Office (ICO)

Information gathered when responding to concerns of abuse will include 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 person's 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 coordinate actions by the organisation.

There are situations in which it is perfectly legal to share information about adult safeguarding concerns outside of activity sessions. 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 embarrassed. Their wishes should be respected unless there are overriding reasons for sharing information. The circumstances when we may 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
- the concerns are about an adult at risk

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 in doubt as to whether to share information we will seek immediate advice from the UK Athletics Safeguarding Team and/or contact the relevant 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 will be recorded, together with the reasons to share or not to share information.

Multi Agency Working

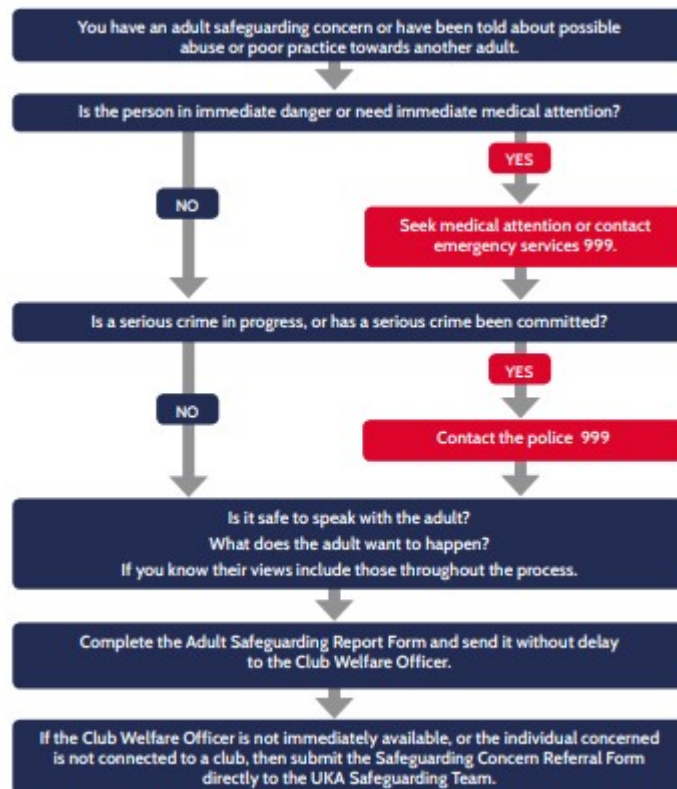
Adult safeguarding legislation gives the lead role for adult safeguarding to the Local Authority.

However, it is recognised that safeguarding can involve a wide range of organisations.

Evergreen Active CIC recognises that we may need to cooperate with the Local Authority and the Police to:

- provide more information about the concern raised
- provide a safe space 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/their role in the organisation.

APPENDIX 1: PROCESS MAP – REPORTING A CONCERN ABOUT AN ADULT



APPENDIX 2: SOURCES OF INFORMATION AND SUPPORT

National Safeguarding Contact Details - GOVERNING BODIES

UK Athletics safeguarding@uka.org.uk 07920 532552

England Athletics welfare@englandathletics.org 07967 317341

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

www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors.

Tel: 0808 801 0327

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

24-HOUR FREEPHONE DOMESTIC ABUSE HELPLINES

England Tel: 0808 2000 247

www.nationaldahelpline.org.uk/Contact-us

Rape Crisis

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 or 0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Stop Hate UK

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-hour service:

Telephone: 0800 138 1625

Web chat: www.stophateuk.org/talk-to-us

Email: talk@stophateuk.org

Text: 07717 989 025

Text relay: 18001 0800 138 1625

Post: PO Box 851, Leeds LS1 9QS

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: 020 83921839

Fax: 020 8392 1830

Email: info@suzylamplugh.org

www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

www.victimsupport.com

Women's Aid Federation

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support

Police

Emergency 999

Non-emergency 101

<https://www.gov.uk/report-hate-crime>

Wakefield Council

[https://www.wakefield.gov.uk/health-care-and-advice/reporting-abuse-\(adults\)](https://www.wakefield.gov.uk/health-care-and-advice/reporting-abuse-(adults))

Telephone: 0345 8 503 503 / 01924 303455

Minicom: 0345 8 503 503

Email: social_care_direct@wakefield.gov.uk

This policy was adopted by: Evergreen Active CIC

Date: 02/08/2023

To be reviewed: 01/08/2024

Signed: A Freeman P Appleton