



Safeguarding Adults in Sport

Policy and Procedures
2020

Safeguarding Adults in Sport

Contents

Introduction

Purpose of the policy
Setting the Context
Terminology

Part 1 – Policy

- 1.1 Key Principles of this Policy**
- 1.2 The Six Key Principles of Adult Safeguarding**
- 1.3 Guidance and Legislation**
- 1.4 Policy Statement**
- 1.5 Adoption of this policy**
- 1.6 Review**
- 1.7 Roles and Responsibilities**
 - 1.7.1 General responsibilities of Active Essex
 - 1.7.2 Role and responsibilities of the Active Essex Board of Management
 - 1.7.3 Role and responsibilities of the Senior Management Team
 - 1.7.4 Role and responsibilities of the Designated Safeguarding Officer
 - 1.7.5 Role and responsibilities of staff and volunteers
 - 1.7.6 Role and responsibilities of the Board Safeguarding Champion

Part 2 – Procedures

- 2.1 Recruitment, Deployment and Training of Staff and Volunteers**
 - 2.1.1 Staff recruitment
 - 2.1.2 Interviews
 - 2.1.3 Induction and training
 - 2.1.4 Monitoring and review
- 2.2 Recognition of Abuse and Poor Practice**
 - 2.2.1 Abuse
 - 2.2.2 Types of abuse and neglect
 - 2.2.3 Signs and Indicators of abuse and neglect

2.3 Responding to Concerns

- 2.3.1 General Response
- 2.3.2 Active Essex staff response to a disclosure, complaint or concern
- 2.3.3 Confidentiality and storage of information
- 2.3.4 Responding to suspicions about staff
- 2.3.5 Responding to allegations against staff
- 2.3.6 Support for the reporter of suspected abuse
- 2.3.7 Types of investigation
- 2.3.8 Allegations of previous abuse

Appendices

- Appendix One: Useful contacts
- Appendix Two: Legislation and Government Initiatives
- Appendix Three: Dealing with concerns and disclosures flowchart
- Appendix Four: Dealing with safeguarding calls or messages form
- Appendix Five: Whistleblowing
- Appendix Six: Equality
- Appendix Seven: Inter-agency working
- Appendix Eight: Online safety

Introduction

Purpose of the Policy

Active Essex has developed and will implement this Safeguarding Policy and associated procedures to:

- Provide guidance for Active Essex staff and volunteers on safeguarding issues, policy and procedures
- Articulate minimum safeguarding standards when Active Essex works in partnership with other organisations to provide activities for adults in need of support
- Provide guidance on safeguarding in specific relationship to sport and physical activity
- Exist as an example of good practice to sport and physical activity organisations operating in the Essex, Southend on Sea and Thurrock area.

Setting the Context

Active Essex is hosted by Essex County Council and provides the function of the Active Partnership in Essex, Thurrock and Southend as recognised by Sport England.

Active Essex works with sport clubs, local authorities, education services, schools and governing bodies of sport in partnership to give people local opportunities for participation in sports and physical activities.

Active Essex recognises that sport and physical recreation activities often place individuals in a position of trust with significant influence over other people.

This document should be used in conjunction with the Southend, Essex & Thurrock (SET) Safeguarding Adult Board's – SET Safeguarding Adult Guidelines.

Active Essex acknowledges that local authorities, schools, national governing bodies of sport, sports clubs and other sports delivery agencies will have their own safeguarding policies.

Terminology used in this Document

The following terms and abbreviations are commonly used in this document:

<i>Sport</i>	Used to define any sport or physical activity
<i>DBS Check</i>	Means a Disclosure and Barring Service check (the DBS check superseded the CRB check from December 2012 when the Criminal Records Bureau and Independent Safeguarding Authority merged to become the DBS)
<i>DSO</i>	Designated Safeguarding Officer
<i>Staff</i>	Staff means anyone working or volunteering for or on behalf of Active Essex
<i>ECC</i>	Essex County Council
<i>Adult</i>	is anyone aged 18 or over
<i>Adult at Risk</i>	Is a person aged 18 or over who is in need of care and support, regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect. The term 'vulnerable adult' is no longer used.
<i>Adult safeguarding</i>	Is protecting a person's right to live in safety, free from abuse and neglect.
<i>Abuse</i>	Is a violation of an individual's human and civil rights by another person or persons.
<i>Capacity</i>	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).

Part 1 – Policy

1.1 Key Principles of this Policy

- People who participate in sport and physical activity do so for the enjoyment and sense of achievement that it brings. Everyone who participates is entitled to experience a safe and supportive environment.
- The welfare and safety of those participating in any activities organized by, or in association with, Active Essex is paramount.
- All people have the right to protection from abuse and the right to be treated with dignity and respect irrespective of their age, gender status, culture, disability, language, racial origin, ethnicity religious belief, marital status and/or sexual orientation
- We recognize that ability and disability can change over time and that some adults may be additionally at risk of abuse, for example those who have a dependency on others or have different communication needs.
- We recognize that a disabled adult may or may not identify themselves or be identified as an adult 'at risk'.
- Partners can expect that all suspicions and allegations of abuse or poor practice will be taken seriously by Active Essex and responded to swiftly and appropriately
- Active Essex recognises the role and responsibilities of other agencies and partners in safeguarding adults and is committed to complying with their procedures where relevant and applicable
- Confidentiality will be upheld in line with data protection legislation, including the Data Protection Act 1998, the Human Rights Act 2000 and the Freedom of Information Act (2004)
- All staff shall have recourse against any allegation made against them and be supported if they report a concern
- This policy will be promoted to all relevant parties and be freely available from the Active Essex website.
- This policy and it's procedures are mandatory for staff and volunteers

1.2 The Six Principles of Adult Safeguarding

The Care Act sets out the following principles that should underpin safeguarding of adults:

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.

1.3 Guidance and Legislation

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

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

1.4 Policy Statement

Active Essex believes that all people have the right to take part in sport and related physical activities free from harm and abuse.

This Policy and the related procedures will be reviewed on an annual basis, or earlier in response to any significant changes to the organisation's structure, role or to relevant legislation.

Jason Fergus
Director, Active Essex

Azeem Akhtar
Chair, Active Essex

Latest review: January 2019

1.5 Adoption of this Policy

The Active Essex Safeguarding Policy has been through a consultation process with relevant partners for comment and endorsement. These partners include:

- Essex County Council
- Essex Safeguarding Children Board
- Essex Safeguarding Adults Board
- Child Protection in Sport Unit (CPSU)
- Safeguarding Adults in Sport Manager, Anne Craft Trust

The Active Essex Safeguarding Adults Policy was formally approved and adopted by the Active Essex Board of Management on 18/02/2019.

1.6 Review

Active Essex Safeguarding Policies and associated procedures will be reviewed annually, or if there is an incident and intermediate review as a result of the learning from this, or if there is a change in legislation/government guidance which requires an intermediate review.

The Active Essex Safeguarding Action Plan will also be reviewed on an annual basis at the start of each calendar year. The review will be signed-off by the Active Essex Director. The review will include, but not be limited to:

- Ensuring that documentation reflects the organisation's role, current legislation and government guidance
- Progress made against the targets within the Action Plan
- Compliance with the recruitment, induction and training processes
- Currency of any relevant training and DBS checks required
- Examination of reported and recorded cases
- Efficiency of communication about the policy to all partners and staff

1.7 Roles and Responsibilities

1.7.1 General responsibilities of Active Essex

Active Essex is committed to safeguarding and promoting the welfare of all people whilst they are engaged in any activity provided by, or through, Active Essex.

Active Essex will endeavour to do this by:

- leading on the production, implementation, monitoring and review of this policy and the accompanying procedures
- ensuring that all staff are clear in their role in safeguarding and promoting welfare
- ensuring that all staff are appropriately selected, trained and supervised
- ensuring that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding or partnership agreements
- providing help and guidance to partners in regard to safeguarding in sport issues

1.7.2 Role and responsibilities of the Active Essex Board of Management

The Board of Management, as the strategic steering body for Active Essex, will:

- ensure that safeguarding remains a central principle of the operations and development of the organisation:
- have strategic accountability for the development of policies for safeguarding and promoting the welfare of adults in sport
- have strategic accountability for effective implementation of organisational policies and procedures to safeguard including those related to safe recruitment
- represent the organisation's approach to safeguarding adults at risk and communicate this approach to other organisations, as appropriate.
- Maintain a Board of Management Safeguarding Champion who will liaise between Board and the Lead Designated Safeguarding Officer.

1.7.3 Role and responsibilities of the Senior Management Team

The Senior Management Team will:

- oversee arrangements to ensure the organisation fulfills its duty of care towards adults at risk in line with this policy document
- contribute to the development and implementation of policies for the safeguarding and protection of adults at risk in sport
- develop, maintain and review other organisational policies and procedures which contribute to safeguarding, including those related to safer recruitment, complaints and disciplinary procedures
- work collaboratively with external agencies on cases of poor practice or abuse
- ensure partner organisations have adequate safeguarding policies and procedures in respect of safeguarding
- ensure that the inclusion of adequate safeguarding arrangements is key element of all commissioning, funding and partnership agreements
- represent the organisation's approach to safeguarding and communicate this approach to other organisations, as appropriate.
- ensure that resources are available to support the delivery of the safeguarding action plan and to embed safeguarding within the organisation.

1.7.4 Role and responsibilities of the Designated Safeguarding Officer

Active Essex will maintain both a Lead and a Deputy Designated Safeguarding Officer. The DSOs will:

- lead the development and implementation of the Active Essex approach to safeguarding adults
- provide a point of contact for and respond to any communications and/or concerns regarding safeguarding
- work with partners to maintain, develop and review policies and procedures for safeguard adults, in line with national guidance
- advise staff and volunteers on implementation of Active Essex safeguarding policies and procedures
- advise on development of and implementation of staff and volunteer training
- implement reporting procedures and maintain relevant records in line with organisational procedure, maintaining confidentiality as appropriate
- represent the organisation's approach to safeguarding and protecting adults
- provide advice and support on safeguarding arrangements as a key part of all commissioning, funding and partnership agreements
- co-ordinate dissemination of policy, procedures and resources as appropriate
- provide advice and support to lead safeguarding officers within partner organisations in the county
- signpost individuals to sources of support during and following an incident, allegation or complaint.

1.7.5 Role and responsibilities of staff and volunteers

All staff will:

- be aware of what is meant by safeguarding adults
- be alert to the risks which individual abusers, or potential abusers may pose, particularly in relation to sport
- demonstrate awareness of Active Essex policies and procedures and how to apply these in practice
- report all concerns in line with the organisation's procedures
- ensure that safeguarding procedures are a key element of commissioning, funding and partnership agreements, where these are relevant
- represent the organisation's approach to safeguarding and protecting adults and communicate this approach to partners

1.7.6 Role and responsibilities of the Board of Management Safeguarding Champion

- To support the Lead Safeguarding Officer and/or Deputy Safeguarding Officer(s) in their promotion and delivery of the Active Essex Annual Safeguarding Plan
- To receive from the Lead Safeguarding Officer regular reports on progress of the action plan and check and challenge
- To present to the Board the annual report (from the LSO) and any appropriate information in between.
- To ensure that Safeguarding is included as a standing agenda item at Board meetings.
- To ensure that the Board takes safeguarding issues into consideration when making decisions
- To help ensure all Board members are up to date with relevant safeguarding training.

Part 2 - Procedures

2.1 Recruitment, Deployment and Training of Staff and Volunteers

Introduction

It is vital that all reasonable steps are taken to prevent unsuitable people from working with anyone who is at risk of abuse.

2.1.1 Staff recruitment

Recruitment procedures for Active Essex staff will fall in-line with ECC policy and include:

- For eligible and/or required posts, an appropriate level Disclosure and Barring Service (DBS) check. If these are not completed before employment commences then a risk assessment will be undertaken, and the necessary safeguards put in place. *
- A risk assessment undertaken on any positive disclosure or reference information.
- Two confidential references should be obtained, once permanent contracts are confirmed, including last employer, and questions asked regarding suitability to work with at-risk groups
- References MUST be taken up and confirmed through direct contact e.g. Telephone.
- Personal identification should be requested e.g. valid passport or driving license with photo.

Recruitment adverts should reference the organisation's commitment to safeguarding and state requirement for DBS checking and references, if appropriate.

2.1.2 Pre-employment interview

Potential employees will be required to undertake an interview carried out to acceptable protocol and recommendations of Essex County Council and Active Essex, including:

- A check that the application form has been completed in full, including sections on criminal records and self-disclosures. Any gaps or inconsistencies in employment history should be identified
- Any relevant qualifications should be substantiated
- The job requirements and responsibilities should be clarified to the candidate.

2.1.3 Induction and training

It should be clearly recognised that pre-employment checks are only a part of the process. It is important that the recruitment and selection process is followed by a needs analysis as part of the induction process and then provision of appropriate training.

All staff will undergo an induction process a part of which will familiarise them with safeguarding policies, associated procedures and their specific responsibilities.

All staff are to be provided with opportunities to learn about how to recognise and respond to safeguarding concerns. Assistance will be provided to ensure that individuals can access appropriate basic awareness courses.

*For information regarding Criminal Records Bureau/Disclosure and Barring Service checks:
www.gov.uk/government/organisations/disclosure-and-barring-service

Staff with designated responsibilities in relation to safeguarding will have a written job description for that role, and will be provided with relevant training to enable them to develop the necessary skills and knowledge, and to have regular opportunities to update their knowledge and understanding.

Active Essex Designated Safeguarding Officers will attend the CPSU course *Time to Listen*, plus any other relevant safeguarding adults training deemed required and appropriate by ECC, CPSU and Active Essex.

Any members of staff whose role specifically requires working with adults at risk will also be provided with relevant training.

Specific training will be provided for those responsible for dealing with complaints and disciplinary processes in relation to safeguarding and inappropriate. (See *ECC procedures*)

Training and/or written guidance on safer recruitment practice will be provided for those responsible for recruiting, selecting and deploying staff and volunteers. Training should also include guidance and help for staff and volunteers to recognise additional vulnerability of some people based around:

- Race
- Gender
- Age
- Religion
- Disability
- Sexual orientation
- Social background
- Culture
- Mental Health

2.1.4 Monitoring and review

A record will be kept of relevant staff training and required DBS checks etc. This will be reviewed as part of the safeguarding annual review.

Any training or checking needs that are identified will be reported to the individual's line manager for implementation.

2.2 Recognition of Abuse and Poor Practice

Introduction

Even for those experienced in working with abuse it is still not always easy to recognise a situation where abuse may be occurring. Staff and volunteers working within sporting activities or events are not expected to be experts at recognising abuse. They do, however, still have a responsibility to report any concerns about the safety and welfare of other people, or about or any individuals who may pose a threat.

Poor practice is a term often used to describe behavior that fails to follow codes of conduct, ethics, or sometimes just common sense. Often this may not be a deliberate action and/or constitute abuse as such, but it is still an issue that needs to be addressed as it could have a detrimental effect on another person. Concerns about poor practice should be reported in the same way as abuse.

2.2.1 Abuse

The dictionary definition of abuse refers to use or treatment of something (person, item, substance, concept, idea or vocabulary) that is harmful. It can be classed by target or type of abuse.

Abuse is a serious term and often conjures up images of physical harm and physical evidence like bruising, cuts, abrasions, fractures etc. But harm can be caused in many different, often quite subtle ways eg:

- Using stereotypes and degrading language
- Using overfamiliar or inappropriate terms
- Undermining someone's confidence
- Ignoring their wishes
- Poking fun at the conditions some people live with
- Treating people by their condition and not as individuals living with a condition
- Restricting an individual's liberty or choices
- Making decisions for someone without their knowledge/permission

Individuals may be abused by the infliction of harm or the failure to act to prevent harm. Abuse can occur within the family, community or an institutional setting. Abuse can also take place through various communication mediums. Victims of abuse are more commonly abused by people they know. The abuser can be an adult or a child and can occur within any social group. Victims of abuse frequently suffer more than one category of abuse.

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

- **Self-neglect** – this covers a wide range of behavior. Neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. This could be an individual whose appearance becomes unkempt, does not wear suitable attire and demonstrates deterioration in hygiene.
- **Modern Slavery** – encompasses slavery, human trafficking, forced-labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. Eg it may be noticed that an individual has been missing from attendance and is not responding to communications where they could reasonably be expected to.
- **Domestic Abuse** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. A power imbalance may be noticed between a participant and a family member. For example, a participant with Downs syndrome may be looking quiet and withdrawn when a family member comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.
- **Discriminatory** – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act. Eg this could be the harassing of a club member because they are, or are perceived to be, transgender
- **Organisational Abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, 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.

- **Physical Abuse** – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. This could be a coach intentionally striking an athlete.
- **Sexual Abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting. Example: A fellow athlete who sends unwanted sexually explicit text messages to a learning disabled adult they are training alongside.
- **Financial or Material Abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. Example: someone taking the possessions of another person who suffers from dementia.
- **Neglect** – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. Example: athletes deprived of adequate clothing or access to water.
- **Emotional or Psychological Abuse** – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

Not included in the Care Act 2014 but also relevant:

- **Cyber Bullying** - cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it. Cyber-bullying can constitute the criminal offense of harassment.
- **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 at risk people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and it often happens in private.

- **Radicalisation** - the aim of those engaged in radicalisation is to attract people to their reasoning, embed extreme views and often to persuade **at risk** individuals of the legitimacy of a cause. This may be direct through a personal relationship or through use of social media.

2.2.3 Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrators. Organisers, club members, workers, volunteers or coaches may suspect that an individual is being abused or neglected outside of the club or group setting. There are many signs and indicators that may suggest abuse or neglect, these may include:

- 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.
- Someone losing or gaining weight / an unkempt appearance.
- A change in the behaviour or confidence of a person.
- Self-harm.
- Fear of a particular group or individual.
- Disclosure - i.e. informing another person

2.3 Responding to Concerns

Introduction

It is not the responsibility of those working or volunteering in sport to individually decide whether abuse or poor practice is occurring. However, wherever there is a genuine concern, it should be treated seriously.

The extremely sensitive nature of issues regarding abuse should be understood by all along with the need for appropriate confidentiality.

Concerns about possible abuse can arise through:

- a direct **disclosure** of poor practice/abuse
- an **allegation** of poor practice/abuse by a third party
- a **suspicion** that poor practice/abuse may have taken place based on other signs or indicators.

If an individual indicates that they may be being abused or information or observations made give rise to concerns, the response should be immediate. The procedures which have been developed to deal with allegations or suspicions about abuse are based on the fundamental principle that the welfare of all participants is paramount. (See flowchart located in Appendix Two for dealing with concerns).

2.3.1 General response

Immediate action should be taken if concerns arise about the safety and welfare of any individuals. In incidents of disclosure the person receiving the information should:

- react calmly and do not try to resolve the issue themselves
- listen carefully to all the information that is disclosed
- where appropriate, ask open questions to establish clarity of what is being said whilst taking great care not to ask leading questions and not pry into intimate details, ensuring the discloser does not feel they are being interrogated
- Ensure the safety of the person – if they need immediate medical treatment, call an ambulance; if there is immediate danger then call the police.
- Discuss with the person the situation of confidentiality. The victim may not wish the information to be passed-on further. However, other people may also be at risk unless the situation is dealt with appropriately. 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 appropriate people ie safeguarding or welfare lead.

2.3.2 Active Essex staff response to a disclosure, complaint or concern

Any staff member who receives a disclosure, complaint, or concern should report to an Active Essex Designated Safeguarding Officer (DSO) as soon as possible:

The DSO will take action to forward the details to the relevant professional body.

If a DSO cannot be contacted and there is immediate concern, contact should be made directly with Essex Social Care Direct (see appendix one), or where immediate risk of harm is suspected, contact the police.

The next steps are as follows:

- 1) A report form should be completed either with the DSO or passed to the DSO as soon as possible
- 2) The DSO will contact the appropriate parties or professional bodies (Police, Social Care, LADO Service, sports Governing Body)
- 3) The DSO will record the details of the response
- 4) Where a report has been made, written or verbal, to a professional body, the DSO will follow-up to confirm that the information has been received (record this).
- 5) Where advice is given to a third party to contact statutory services, the DSO should also follow-up to confirm what action has been taken by the third party.

2.3.3 Confidentiality and storage of information

Any confidential information must be stored securely. Confidentiality should be maintained for all concerned and access limited to designated people, in accordance with the 1998 Data Protection Act and GDPR. Information should only be passed-on on a need-to-know basis. The people designated to receive information are:

- Active Essex Designated Safeguarding Officers
- Appropriate social care personnel
- The Police
- The person making the allegation
- The alleged abuser (and parents if the alleged abuser is a child)*

*Seek professional advice on who should approach the alleged abuser.

2.3.4 Responding to suspicions about staff

Staff, for this purpose, includes anyone working on behalf of Active Essex in a paid or voluntary capacity.

Having reviewed the situation the DSO will discuss with the Deputy DSO (and if required with statutory agencies) and will make a decision as to whether the matter should be referred for external investigation to Social Services or if the incident can be dealt with internally e.g. a failure to observe good practice. The DSO should avoid making a decision alone.

2.3.5 Responding to allegations against staff

The following steps should be followed when an allegation is made against an Active Essex member of staff:

- Concerns should be reported to a DSO and an Incident Report Form completed
- Any allegation which may be related to a staff member **must** be reported immediately by the DSO to the ECC HR department and the Active Essex Director. (Note: If the allegation also concern a child or young person then the DSO will also notify the Local Authority Designated Officer (LADO) within 1 working day (see SET Procedures module 12 for further guidance www.escb.co.uk)
- Where the concern is about an individual who is a volunteer and not an ECC employee, the DSO should refer to the Social Services.
- The staff member may need to be suspended from work whilst the matter is investigated according to the existing disciplinary procedures operated by ECC. Any action will be taken in consultation with statutory agencies. Where this is deemed necessary, consideration should be given as to whether the accused is permitted to access potentially incriminating evidence, or devices which may contain this.
- Suspension will not be automatic and the decision will take into account the relevant circumstances and advice from statutory agencies
- The reinstatement of an individual will follow procedures operated by ECC and Active Essex following the conclusion of any investigations (both internal and external) and an assessment of all available relevant information.

2.3.6 Support for the reporter of suspected abuse

A variety of feelings and concerns may be generated by the discovery that a member of staff or a volunteer is, or may be, abusing another person and this may raise concerns amongst other staff and volunteers.

Active Essex will fully support all staff and protect anyone who in good faith and without malicious intent reports his or her concern about a colleague's practice or the possibility that a person may be being abused.

Details of disciplinary and grievance procedures are available through ECC Human Resources.

Advice on whistleblowing is available through the ECC Intranet.

2.3.7 Types of Investigation

When there is a complaint of abuse or poor practice against a member of staff or volunteer, the following types of investigation may occur:

- Criminal; Police
- Safeguarding; Social Services/Police
- Internal; Active Essex, Essex County Council

It is also a possibility that civil proceedings could be initiated by the alleged victim, by an advocate, or indeed the person who has been accused.

2.3.8 Allegations of previous abuse

There are situations that may arise where an allegation of abuse is made some time after the event has happened, this may be months or on occasion even years. Where an allegation such as this is made the allegation should still be investigated because other people could potentially be at risk. Procedures for investigation etc. will remain the same.

Appendix One – Useful Contacts

Active Essex Safeguarding Contacts

Lead Designated Safeguarding Officer:
Jim Messenger
Telephone: 03330 137827
Email : jim.messenger@activeessex.org

Deputy Designated Safeguarding Officer:
Hollie Wood
Telephone: 07738 885121
Email: hollie.wood@activeessex.org

Active Essex address: Active Essex, E2, County Hall, Chelmsford CM1 1QH

Social Care Access Points

Southend

Telephone: [Adult Social Care Services 01702 215008](tel:01702215008)

Essex

Telephone: Social Care Direct 0345 603 7630
Email: socialcaredirect@essex.gov.uk

Thurrock

Telephone: Community Solutions Team 01375 652868
Email: SafeGuardingAdults@thurrock.gov.uk

Other useful contacts

'AskSal' - safeguarding adults helpline: 0808 8010345

Appendix Two – Legislation and Government Initiatives

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

The Sexual Offences Act introduced a number of new offences concerning at risk adults and children. www.opsi.gov.uk

Mental Capacity Act 2005

<http://www.legislation.gov.uk/ukpga/2005/9/introduction>

Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention. www.dca.gov.uk

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with at risk 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-liberty-safeguards>

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for **at risk** people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

Disclosure & Barring Service 2013

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS). www.gov.uk/dbs-update-service

The Care Act 2014 – statutory guidance

<http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted>

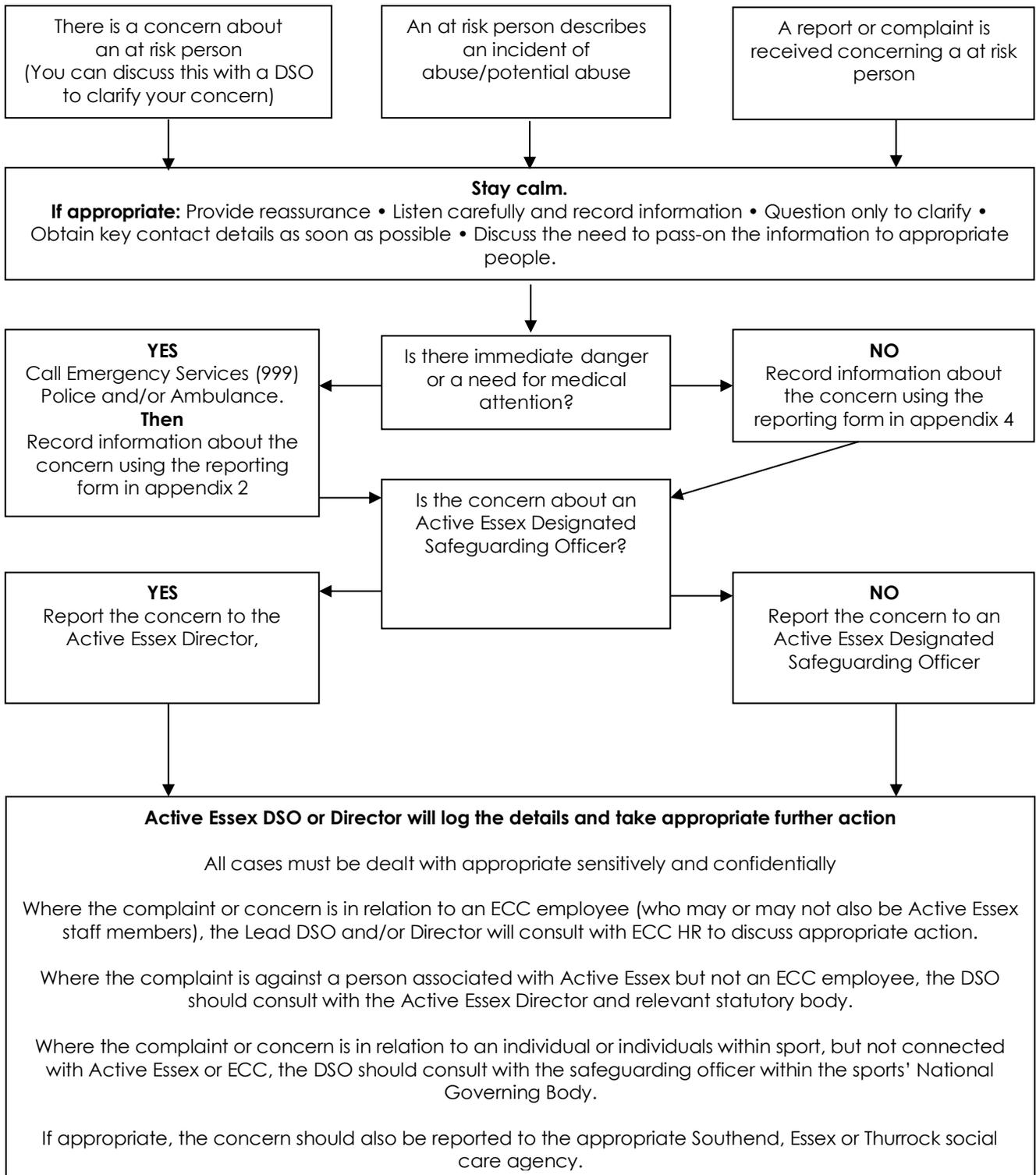
The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

Making Safeguarding Personal Guide 2014

<http://www.local.gov.uk/documents/10180/5852661/Making+Safeguarding+Personal+-+Guide+2014/4213d016-2732-40d4-bbc0-d0d8639ef0df>

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

Appendix Three - Dealing with Concerns and Disclosure for Active Essex Staff



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

Appendix Four - Dealing with Safeguarding Calls or Messages for Active Essex Staff

Phone Call/Conversation:

- Listen carefully and take notes if you can.
- Try to quickly ascertain who you are speaking to and how you can contact them again.
- What is the nature of the concern?
- If there is immediate danger or need then advise to call the emergency services immediately and then call back (get their contact details first).

If the concern doesn't relate to sport, advise the caller to contact the appropriate social care service: **Southend:** 01702 215007 **Thurrock:** 01375 652802 **Essex:** 0345 603 7634

Email or letter:

Pass-on the email/or letter to an Active Essex Designated Safeguarding Officer as soon as possible. If immediate action is required and a DSO is not available, and/or you think you need support, contact the appropriate social care service (see above).

Reporting Form

Caller/reporter's details:	
Name (even if just first name)	
Contact number	
Relationship to person(s) at risk	
Person(s) at risks details:	
Name	
Address	
Contact number	
Are they aware of your concern?	
Person suspected of committing the poor practice or abuse:	
Name	
Address/Location	
Relationship to person(s) at risk	
Are they aware of your concern?	
Details of concerns/incident:	
Questions to ask/paraphrase- What has happened? Why are you concerned? When did this happen? Where?	
Has anyone else been informed?	(who?):
Time of call/report:	Date of call/report:
	Taken by:



Active Essex, Room E2, County Hall, Market Street, Chelmsford, Essex CM1 1QH
www.Active Essex.org

