

Safeguarding adults in sport

Policy and procedures

Date approved by Board/Effective date: *23rd July 2026*

Date of next review: *23rd July 2027*



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

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

Sport	Used to define any sport or physical activity
DBS check	Means a Disclosure and Barring Service check (the DBS check superseded the CRB check from December 2012 when the Criminal Records Bureau and Independent Safeguarding Authority merged to become the DBS).
DSL	Designated Safeguarding Lead
Staff	Staff means anyone working or volunteering for or on behalf of Active Essex
ECC	Essex County Council
Adult	Anyone aged 18 or over
Adult at risk	A 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.
Abuse	A violation of an individual's human and civil rights, by another person or persons.
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).

Part 1

Policy

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 recognise 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 recognise 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 its procedures are mandatory for staff and volunteers.

THE SIX PRINCIPLES OF ADULT SAFEGUARDING

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

1 Empowerment

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

2 Prevention

It is better to act before harm occurs.

3 Proportionality

The least intrusive response appropriate to the risk presented.

4 Protection

Support and representation for those in greatest need.

5 Partnership

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

6 Accountability

Accountability and transparency in delivering safeguarding.

The six principles of adult safeguarding

1 Empowerment

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

I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.



3 Proportionality

The least intrusive response appropriate to the risk presented.

I am sure that the professionals will work in my interest and they will only get involved as much as needed.



5 Partnership

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

I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.



2 Prevention

It is better to act before harm occurs.

I receive clear and simple information about what abuse is, how to recognise the signs, and what I can do to seek help.



4 Protection

Support and representation for those in greatest need.

I get help and support to report abuse and neglect, so I am able to take part in the safeguarding process to the extent I want.



6 Accountability

Accountability and transparency in delivering safeguarding.

I understand the role of everyone involved in my life and so do they.



GUIDANCE AND LEGISLATION

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.

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 of Active Essex

Dr William Bird
Chair of Active Essex

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
- Safeguarding Adults in Sport Manager, Anne Craft Trust

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

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.

ROLES AND RESPONSIBILITIES

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.

Role and responsibilities of the Active Essex Board

The Board, 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 Designated Safeguarding Lead.

Role and responsibilities of the Senior Leadership Team

The Senior Leadership 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.

Role and responsibilities of the Designated Safeguarding Lead

Active Essex will maintain both a Lead and a Deputy Designated Safeguarding Lead though our best practice is to have a larger Designated Safeguarding Team to support the Lead and Deputy. The DSLs 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.

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.

Role and responsibilities of the Board Safeguarding Champion

- To support the Designated Safeguarding Lead and/or Deputy Safeguarding Lead(s) in their promotion and delivery of the Active Essex Annual Safeguarding Plan
- To receive from the Designated Safeguarding Lead regular reports on progress of the action plan and check and challenge
- To present to the Board the annual report (from the DSL) 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

RECRUITMENT, DEPLOYMENT AND TRAINING OF STAFF AND VOLUNTEERS

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

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.

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.

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.

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.

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

Active Essex Designated Safeguarding Leads will attend and keep current the appropriate training courses for Active Partnership safeguarding leads identified by Sport England, Ann Craft Trust, plus any other relevant safeguarding adults training deemed required and appropriate by ECC 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.

CODE OF CONDUCT

Active Essex staff, as employees of Essex County Council, are required to adhere to the Essex County Council Code of Conduct, issued to all staff on appointment and available online here:

https://intranet.essex.gov.uk/Pages/What_is_the_code_of_conduct.aspx

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.



Legislation

Adult policy

Safeguarding adults

Key Legislation and Government initiatives

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

[Read more on the Sexual Offences Act 2003 Legislation.](#)



Mental Capacity Act 2005

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 should be the least restrictive intervention.

[Read the act here](#)



Safeguarding Vulnerable Groups Act 2006

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.

[Read the act here](#)



Deprivation of Liberty Safeguards

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.

[Read more](#)



[Read the Liberty Protection Safeguards Legislation](#)



Disclosure and Barring Service 2013

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).

[Read the service update here](#)



The Care Act 2014 - statutory guidance

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.

[Read the guidance here](#)





Types of Harm

Adult policy

RECOGNITION OF ABUSE AND POOR PRACTICE

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.

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 e.g.:

- 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.

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.

The Care Act recognises **10 categories of abuse** that may be experienced by adults

Self-neglect

This covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one's personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

Domestic Abuse

This includes psychological, physical, sexual, financial, and emotional abuse perpetrated by anyone within a person's family. It also includes so-called "honour" based violence.

Modern Slavery

This encompasses slavery, human trafficking, forced labour, and domestic servitude.

Organisational

This includes 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. Organisational abuse can 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.

Neglect & Acts of Omission

This includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.

Emotional or Psychological

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.

Discriminatory

Discrimination is abuse that centres on a difference or perceived difference, particularly with respect to race, gender, disability, or any of the protected characteristics of the Equality Act.

Physical

This includes hitting, slapping, pushing, kicking, restraint, and misuse of medication. It can also include inappropriate sanctions.

Sexual

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 assault, or sexual acts to which the adult has not consented, or was pressured into consenting.

Financial or Material

This includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.

Four additional types of harm

There are four additional types of harm that are not included in The Care Act, but they are also relevant to safeguarding adults.

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. It can also involve using online forums with the intention of harming, damaging, humiliating, or isolating another person. It includes various different types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage

This 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” is when “vulnerable people are befriending by members of the community who go on to exploit and take advantage of them” (Safety Network Project, ARC). It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private. In recent years there have been a number of Serious Care Reviews relating to people with a learning disability who were seriously harmed, or even murdered, by people who purported to be their friend.

Radicalisation

The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

Source: Ann Craft Website

Reporting a concern

Adult policy



Responding to concerns

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 of suspicions about abuse are based on the fundamental principle that the welfare of all participants is paramount.

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 i.e. safeguarding or welfare lead.

Your initial response



Stay calm.



If an adult is present, reassure them they are not to blame.



Keep questions to a minimum.



Adults should be more involved in the safeguarding process. Their views, wishes, feelings and beliefs must be considered when decisions are made (Ann Craft Trust).

All cases must be dealt with promptly, in a sensitive and confidential manner.

If you are in doubt about anything, remember you can always reach out to the following key contacts for guidance.

Essex County Council Adult Social Care
0345 6037630 (out of hours call 0345 6061212)

Southend Council Adult Social Care
01702 215008

Thurrock Council Adult Social Care
01375 511000

Action on Elder Abuse
020 8765 7000

Ann Craft Trust
0115 951 5400

Follow the reporting process

Complete the reporting form here



You have a concern for an adult, which may have come through something you've seen, been told or heard.

Is the adult in immediate danger, or are they in need of medical attention?

YES

Call Emergency Services (999) Police and/or Ambulance.

THEN

Complete the reporting form.

The Designated Safeguarding Lead will now be notified and take any necessary action.

I'M NOT SURE

Contact 101 to speak to Police or Ambulance Services. Complete the reporting form with the person reporting.

The Designated Safeguarding Lead will now be notified and take any necessary action.

NO

Complete the reporting form with the person reporting.

The Designated Safeguarding Lead will now be notified and take any necessary action.

Points for consideration

- Any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of harm.
- 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.
- 'Person Centered 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, well-being and safety.
- 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.
- 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.
- There are 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.
- the concerns are about an adult at risk living in Wales or Northern Ireland (where there is a duty to report to the Local Authority).

*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.

Active Essex staff response to a disclosure, complaint or concern

Any staff member who receives a disclosure, complaint, or concern should complete report form as soon as possible.

Complete the reporting form here



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

If a DSL 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 as soon as possible
2. The DSL will contact the appropriate professional bodies (Police, Social Care, NGB etc.)
3. The DSL will record the details of the response
4. Where a report has been made, written or verbal, to a professional body, the DSL 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 DSL should also follow-up to confirm what action has been taken by the third party.

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. The people designated to receive information are:

- Active Essex Designated Safeguarding Leads
- Appropriate social care personnel
- The Police
- The parents of any child who is alleged to have been abused
- The person making the allegation
- The alleged abuser (and parents if the alleged abuser is a child) *

*Seek Social Services advice on who should approach the alleged abuser.

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 DSL will discuss with the Deputy DSL (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. failure to observe good practice.

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 DSL and an Incident Report Form completed
- Any allegation which may be related to a staff member must be reported immediately by the DSL to the ECC HR department and the Active Essex Director. (Note: If the allegation also concern a child or young person then the DSL 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 DSL 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.

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.

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.

Allegations of non-recent 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.

Dealing with concerns and disclosure for Active Essex staff

There is a concern about an adult.
(You can discuss this with a DSL to clarify your concern)

An adult describes an incident of abuse/
potential abuse

A report or complaint is received concerning an adult



Stay calm.



If appropriate, provide reassurance, listen carefully and record information.



Keep questions to a minimum.



Obtain key contact details as soon as possible and inform you have a duty to pass on information.

Is the adult in immediate danger, or are they in need of medical attention?

YES

Call Emergency Services (999) Police and/or Ambulance.

THEN

Complete the reporting form.

The Designated Safeguarding Lead will now be notified and take any necessary action.

I'M NOT SURE

Contact 101 to speak to Police or Ambulance Services. Complete the reporting form with the person reporting.

The Designated Safeguarding Lead will now be notified and take any necessary action.

NO

Complete the reporting form with the person reporting.

The Designated Safeguarding Lead will now be notified and take any necessary action.

Complete the reporting form here



Is the concern about an Active Essex Designated Safeguarding Lead?

YES

Report the concern to the Active Essex Director.

NO

Report the concern to an Active Essex Deputy Designated Safeguarding Lead

Active Essex DSL or Director will log the details and take appropriate further action.

*If immediate action is required and a DSL is not available, and/or you think you need support, contact the appropriate social care service (see above).

All cases must be dealt with appropriate sensitivity and confidentiality

Where the complaint or concern is in relation to an ECC employee (who may or may not also be Active Essex staff members), the Lead DSL and/or Director will consult with ECC HR to discuss appropriate action.

Where the complaint is against a person associated with Active Essex but not an ECC employee, the DSL should consult with the Active Essex Director and relevant statutory body.

Where the complaint or concern is in relation to an individual or individuals within sport, but not connected with Active Essex or ECC, the DSL should consult with the safeguarding officer within the sports' National Governing Body.

If appropriate, the concern should also be reported to the appropriate Southend, Essex or Thurrock social care agency.

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.

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:

Essex

📞 0345 603 7634

Southend

📞 01702 215007

Thurrock

📞 01375 652802

Email or letter:

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

Complete the reporting form here





Key contacts

Adult policy

| Key contacts

DESIGNATED SAFEGUARDING LEADS

Cheryl Lomas. Lead

☎ 07826531385

✉ Cheryl.lomas@activeessex.org

Marianne Appleton, Deputy

☎ 07341 124380

✉ marianne.appleton@activeessex.org

Wayne Hickey, Deputy

☎ 07407 794710

✉ wayne.hickey@activeessex.org

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

SOCIAL CARE ACCESS POINTS

Essex County Council Social Care

☎ 0345 603 7630

✉ socialcaredirect@essex.gov.uk

Southend Council Social Care

☎ 01702 215008

🌐 www.nationaldahelpline.org.uk/Contact-us

Thurrock Council Safeguarding Adults

☎ 01375 511000

✉ SafeGuardingAdults@thurrock.gov.uk

AskSal

Ask SAL (Safeguarding Adults Line) is a regional helpline for anyone concerned about the safety or abuse of an adult.

☎ 03452 66 66 63

Helplines and supporting organisations

Men's Advice Line

For male domestic abuse survivors.

☎ 0808 801 0327

National 24 Hour Freephone Domestic Abuse Helplines

☎ 0808 2000 247

🌐 www.nationaldahelpline.org.uk/Contact-us

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.

☎ 020 7383 0700

OR HELPLINE 0808 808 0700

✉ services@respond.org.uk

🌐 www.respond.org.uk

Susy Lamplugh Trust

Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

☎ 020 83921839

✉ info@suzylamplugh.org

🌐 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.

🌐 www.womensaid.org.uk/information-support

National LGBT+ Domestic Abuse Helpline

☎ 0800 999 5428

Rape Crisis Federation of England and Wales

✉ info@rapecrisis.co.uk

🌐 www.rapecrisis.co.uk

Stop Hate Crime

Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

☎ 0800 138 1625 **OR TEXT** 07717 989 025

OR WEBCHAT www.stophateuk.org/talk-to-us/

✉ talk@stophateuk.org

Victim Support

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

☎ 0808 168 9111

🌐 www.victimsupport.com

Appendices

Adult policy

Appendix 1

Supporting documents and procedures

Supporting documents are available from the Ann Craft website to cover such issues as:

- Safer Recruitment
- Safer Sport & Activity
- Safer Cultures

 [Ann Craft Trust](#)

 [Get safeguarding advice for your organisation](#)

Appendix 2

Whistleblowing

Active Essex staff members that have a concern about something at work are encouraged to raise this with their line manager. This could include things such as a concern about unethical behavior or breaches of codes of conduct.

If not comfortable raising this with the line manager, depending on the concern this can be raised with a more senior manager, HR Advice and Support (on 03330 134300 or email: Mail.HRAdviceSupp@essex.gov.uk), the Counter Fraud Team (Internal Audit) or ECC's Monitoring Officer. More information can be found in the ECC whistleblowing policy: http://intranet.essex.gov.uk/Documents/Whistleblowing_policy.pdf

If not comfortable to raise the concern with anyone within ECC, contact Expolink an independent external whistle-blowing provider. Expolink will record your concern confidentially and send a report to the relevant person within ECC to investigate.

Expolink can be contacted via:

 0800 374199

 essexcc@expolink.co.uk

 expolink.co.uk

Appendix 3

Equality

Active Essex is hosted by Essex County Council and adheres to the equality policy and procedures of ECC, which can be found here:

 http://intranet.essex.gov.uk/Pages/Equality_and_diversity_in_employment_policy_and_guides.aspx