

Club Safeguarding of Adults at Risk Policy and Procedure Version: 3



Bodies consulted: - The club safeguarding Team

Approved by: Board Members

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Lead Manager: Club DSO

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1.0 Introduction

It is the responsibility of each Club department and each individual employee working in the Club and Trust (“CLUB”) to ensure that the principles and duties of safeguarding adults are holistically, consistently and conscientiously applied, with the well-being of those adults and children at the centre of all club activities.

Safeguarding adults from harm is a core duty of the Club. By the nature of services provided within the Club, it is likely that staff at some point in the season will have contact with adults who are at risk of safeguarding concerns. This Policy provides guidance for staff to ensure that the principles of safeguarding adults are embedded in all aspects of Club and working practice.

Safeguarding Adults is about preventing and responding to concerns of abuse, harm or neglect of adults. Club Professionals should work together in partnership with people so that they are:

The aims of Adult Safeguarding are to:

- Stop abuse or neglect wherever possible;
- Prevent harm and reduce the risk of abuse or neglect to adults with specific needs;
- Safeguard adults in a way that supports them in making choices and having control about how they want to live;
- Promote an approach that concentrates on improving activities for the adult concerned
- Raise Club awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to that reduces the development of vulnerable adults
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult; and
- Address what has caused the abuse.

This policy and procedure aims to provide a co-ordinated approach to the management of any reported instances or suspicion of abuse against adults at risk while in the care of the Club staff.

Adult safeguarding responsibilities fall within the six safeguarding principles:

1. Empowerment - People being supported and encouraged to make their own decisions and informed consent.
2. Prevention - It is better to take action 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 i.e. Working Together (Barnsley MBC)
6. Accountability - Accountability and transparency in safeguarding practice.

All actions taken should fit within these principles

What is a safeguarding adults concern?

A safeguarding adults concern is any worry about an adult who has or appears to have care and support needs, and may be subject to, or is at risk of abuse and neglect, and unable to protect themselves.

Abuse may be:

- A single act or repeated act
- An act of neglect or a failure to act

A detailed description of the kinds of abuse faced by adults can be found in Appendix B

2.0 Purpose

The main aim of this Club policy is:

- To ensure that all staff working within the Club know and understand their responsibilities in working together to safeguard adults at risk.
- To ensure that all staff are able to identify both an adult at risk and situations where actual or potential harm or abuse to adults at risk may occur.
- To ensure that all staff know how to respond to such concerns and know where to seek appropriate advice or support.
- To ensure that all staff know how to raise an alert regarding a concern in relation to an adult at risk.
- To ensure that staff are aware of how to make a safeguarding adults alert

Club employees should read and understand how this policy is influenced with the guiding principles highlighted in: Equality Act 2010

This policy and procedure is intended for use by all Club staff who have contact with adult and adults that engage with Club activities.

3.0 Definitions

The following definitions apply in the policy and procedure

Term Definition

Adult at Risk

An adult aged 18 years or over is a person “who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation” (No Secrets DH 2000).

Safeguarding

Protecting an adult’s right to live in safety, free from abuse and neglect (Care Act 2014)

Abuse

Abuse is defined as: 'a violation of an individual's human and civil rights by any other person or persons' Abuse may be physical, psychological, sexual, neglect or acts of omission. It may involve people taking money without permission, or not looking after someone properly.

It may include poor care practices, bullying or humiliating, or not allowing contact with friends and family. Abuse often involves criminal acts. Abuse can be a single act or may continue over a long period. It can be unintentional or deliberate, but will result in harm to the victim, either physically, emotionally or in its effect on the person's wellbeing or development.

Categories, patterns and signs of abuse are listed at Appendix B

Indicators of Abuse

The abuse, unnecessary harm or distress can be physical, sexual, psychological, and financial or as the result of neglect (See Appendix B for further details). It may be intentional or unintentional and can be a single act, temporary or occur over a period of time.

Safeguarding Concern

A sign of suspected abuse or neglect that is reported to the local authority or identified by the local authority

Safeguarding Enquiry

The action taken or instigated by the local authority in response to a concern that abuse or neglect may be taking place

Investigator

An investigator is a person within the Club who has had training to undertake internal investigations of reported cases of suspected abuse.

4.0 Roles and responsibilities

4.1 Chief Executive

The Chief Executive as accountable officer has overall responsibility for ensuring the implementation of effective safeguarding adults at risk procedures.

4.2 Senior Safeguarding Manager

The SSM has strategic responsibility for ensuring that the Club is operating within the procedures set out in this document. The person will liaise specifically with the EFL and other professional bodies and provide the professional lead and expertise for the implementation of this procedure.

4.3 Designated Safeguarding Officer

The DSO lead will be a senior member of staff who has attended specialist training in the safeguarding SPECTRUM including adults at risk. The lead will provide advice and informal training at in-house activities and at other times as required, including advising the Board on the provision of adult safeguarding matters. The lead adviser will provide a periodic reports and those required by the football authorities.

4.4 Club Staff

All staff have a duty to report suspected, alleged or actual harm or abuse involving an adult at risk. Staff should be aware of and follow Club policy and local procedures.

Safeguarding adults at risk involves multi-agency working together to ensure that activities are appropriately co-ordinated and individuals are protected from potential or actual harm or abuse. The DSO will maintain close and effective links with all relevant statutory and voluntary agencies to collectively ensure that adults at risk are safeguarded.

Staff members should ensure that potential or actual safeguarding adults concerns and issues are raised, discussed and recorded within regular clinical supervision and / or team case reviews.

5.0 What to do if you suspect an adult is at risk

This section outlines the actions to be taken if abuse of adults at risk is suspected or disclosed

5.1 Raising a concern

A concern should be raised with the Club DSO if a person

a) Has care and support needs

and

b) Is experiencing, or is at risk of, abuse or neglect

and

c) As a result of their care and support needs is unable to protect themselves against the (risk of) abuse or neglect

The DSO needs to establish:

- Current level of risk and what immediate steps are needed to ensure safety.
- The individual's wishes and views about the safeguarding issue including their views regarding sharing information with other agencies i.e. the local authority or the police. Wherever possible safeguarding concerns should be raised with the consent of the adult.
- Whether the adult has mental capacity to make decisions regarding their own protection and to understand the safeguarding process.
- In the event that people lack the capacity to provide consent, action should be taken in line with the Mental Capacity Act 2005. Please refer to the MCA guidance.

5.2 Overriding the wishes of the adult at risk

In the majority of cases staff will follow the wishes of the adult regarding the sharing of information with others. However, where there is a potential risk to other adults at risk or to children and young people, the wishes of the individual may be overridden. Where the sharing of information to prevent harm is necessary consent can also be overridden.

5.3 Reporting to the local authority contact person

Report your concern to the local authority without delay using the procedures set out by Barnsley MBC.

5.4 Club Staff Suspected of Abuse

If the suspected abuser is a member of Club staff then consult the Club policy on managing allegations against staff.

5.5 Reporting within the Club

The DSO must inform the EFL and FA safeguarding teams (and Local Authority in certain circumstances).

Safeguarding concerns are reported using the complaint and incident form that forms part of the Safeguarding framework. A form should be completed before the end of close of business during which the disclosure took place or immediately afterwards whether substantiated or not.

5.6 Record keeping

Concerns should be fully documented on My Concern by the first person to report the suspected abuse, and at all subsequent stages by those concerned in the investigation.

The DSO will monitor and record the ongoing care and wellbeing (or delegate to a responsible person) of the adult during any investigation and will ensure that all external professionals involved in the care of the adult are kept informed. The outcome of the safeguarding enquiry should be clearly documented on My Concern.

5.7 Supporting Staff

The Club recognises that involvement in any aspect of identification or reporting of suspected abuse of a vulnerable adult can be stressful for staff. It is therefore committed to supporting staff through the process of raising a safeguarding concern. Staff should raise concerns directly with the DSO, service manager or the named Club professionals.

Staff are advised at induction that the Club provides HR provision which can be accessed by any member of staff, where a trained professional will be brought-in to offer one-to-one support.

6.0 Training

All Club staff have a responsibility to undertake required Club safeguarding adults at risk training commensurate with their role.

The Club has conducts training needs analysis and details of training arrangements are available via the CPD calendar.

7.0 Process for monitoring compliance with this policy

The Club will monitor compliance with this policy and procedure in the following way:

The Club training committee will monitor uptake of adult safeguarding training as part of their continual monitoring of mandatory training and will report compliance of this to the Executive Board. The group will refer training issues to the respective director for action as required;

The DSO will provide an annual report to the Executive Board who will provide assurance of compliance it to the respective football authorities i.e. EFL (CPS). The DSO will highlight any issues that have arisen in respect of either safeguarding adults or the delivery and uptake of training in line with the requirements set out in the policy;

The SSM will review any incidents relating to Safeguarding and report concerns/ investigations/ lessons learned to the Executive Board and Football Authorities

The DSO will be responsible for adding any specific safeguarding adult risks to the Operational Risk Register as they arise and this Risk Register will be monitored through the Board's Risk Management Procedures;

The Club from time to time will undertake spot checks relating to adult safeguarding concerns to ensure that the records show that all relevant procedures have been followed. If this audit raises concerns the named professional will make recommendations to the Board and an action plan will be developed and followed. Any action plan will be monitored by the by the SSM.

Reference Material that underpin this Policy

Department of Health. (2006). Tackling the Health and Mental Health Effects of Domestic and Sexual Violence and Abuse. London: Department of Health. Available at: www.dh.gov.uk

Department of Health. (2005). Responding to Domestic Abuse: A Handbook for Health Professionals. London: Department of Health.

Department of Health. (2004). The Government's Response to the Recommendations and Conclusions of the Health Select Committee's Inquiry into Elder Abuse. Available at: www.dh.gov.uk

Guidance for completing the Safeguarding Adults Collection (SAC) 2015-16, HSCIE, available at http://www.hscic.gov.uk/media/16704/SAC-Guidance/pdf/SAC_guidance_1516_v1.0.pdf

Social Care Act 2014. Available at:

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted/data.htm>

Mental Capacity Act 2005

Club Complaints Reporting Policy

Club Safeguarding Framework

Club Staff training Policy

Equality Act 2010 (protected characteristics)

Appendix A: What is abuse?

The Care Act statutory guidance (2014) details types of abuse as

- Physical abuse
- Sexual abuse

- Psychological abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Domestic abuse
- Self-neglect

The statutory guidance identifies specific types of abuse, but also emphasises that organisations should not limit their view of what constitutes abuse or neglect, as they can take many forms and the circumstances of the individual case should always be considered.

Restraint - Unlawful or inappropriate use of restraint or physical interventions and/or deprivation of liberty is physical abuse. There is a distinction to be drawn between restraint, restriction and deprivation of liberty.

In extreme circumstances unlawful or inappropriate use of restraint may constitute a criminal offence. Someone is using restraint if they use force, or threaten to use force, to make someone do something they are resisting, or where a person's freedom of movement is restricted, whether they are resisting or not.

Restraint covers a wide range of actions. It includes the use of active or passive means to ensure that the person concerned does something, or does not do something they want to do, for example, the use of key pads to prevent people from going where they want from a closed environment.

Sexual exploitation - involves exploitative situations, contexts and relationships where adults at risk (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. An example could be an adult at risk, being provided with an incentive (alcohol, drugs or even a place to sleep and 'friendship') in exchange for providing sexual activity with a person/s. It affects men as well as women. People who are sexually exploited do not always perceive that they are being exploited.

Human trafficking - is actively being used by Serious and Organised Crime Groups to make considerable amounts of money. This problem has a global reach covering a wide number of countries. It is run like a business with the supply of people and services to a customer, all for the purpose of making a profit. Traffickers exploit the social, cultural or financial vulnerability of the victim and place huge financial and ethical obligations on them. They control almost every aspect of the victim's life, with little regard for the victim's welfare and health.

The Organised Crime Groups will continue to be involved in the trafficking of people, whilst there is still a supply of victims, a demand for the services they provide and a lack of information and intelligence on the groups and their activities.

Hate Crime - The police define Hate Crime as "any incident that is perceived by the victim, or any other person, to be racist, homophobic, transphobic or due to a person's religion, belief, gender identity or disability". It should be noted that this definition is based on the perception of the victim or anyone else and is not reliant on evidence. In addition it includes incidents that do not constitute a criminal offence.

Disability Hate Crime - The Criminal Justice System defines a disability hate crime as any criminal offence, which is perceived, by the victim or any other person, to be motivated by hostility or prejudice based on a person's disability or perceived disability.

The Police monitor five strands of hate crime:

- Disability
- Race
- Religion
- Sexual orientation
- Transgender

Mate Crime - A 'mate crime' as defined by the Safety Net Project is "when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual." Mate crime is often difficult for police to investigate, due to its sometimes-ambiguous nature, but should be reported to the police who will make a decision about whether or not a criminal offence has been committed. Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

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. In a situation where there is concern that an adult is being forced into a marriage they do not or cannot consent to, there will be an overlap between action taken under the forced marriage provisions, and the safeguarding adults process.

The Anti-social Behaviour, Crime and Policing Act 2014 makes it a criminal offence to force someone to marry. In addition, the Forced Marriage (Civil Protection) Act 2007 may be used to obtain a Forced Marriage Protection Order as a civil remedy. Registrars and registry staff need to be supported through relevant training to know the signs of possible forced marriage.

Honour-based violence is a crime, and referring to the police must always be considered. It has or may have been committed when families feel that dishonour has been brought to them. Women are predominantly (but not exclusively) the victims and the violence is often committed with a degree of collusion from family members and/or the community. Many of these victims will contact the police or other organisations. However, many others are so isolated and controlled that they are unable to seek help.

Adult safeguarding concerns that may indicate honour-based violence include domestic violence, concerns about forced marriage, enforced house arrest and missing person's reports. If an adult safeguarding concern is raised, and there is a suspicion that the adult is the victim of honour-based violence, referring to the police must always be considered as they have the necessary expertise to manage the risk.

Female genital mutilation (FGM) involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilation Act (2004) makes it illegal to practise FGM in the UK or to take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country.

DOMESTIC ABUSE (DA)

Around a quarter of safeguarding adults work relates to domestic abuse,

The Home Office (March 2013) defines domestic abuse as: 'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Self-neglect and hoarding -There is no one operational definition of self-neglect, however the Care Act makes clear it comes within the statutory definition of abuse or neglect, if the individual concerned has care and support needs. The Department of Health, defines it as, "... a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding."(2014)

Radicalisation – Prevent and Channel

PREVENT

The revised Prevent Strategy was announced by the Home Secretary in June 2011. The strategy focuses on identifying and stopping people becoming involved with extremist ideologies including terrorists or supporting terrorism. The strategy contains a number of initiatives that can proactively contribute to the protection and safeguarding of vulnerable individuals. It has been recognised that healthcare staff may meet and treat people who are vulnerable to such radicalisation and that people with mental health issues or learning disabilities may be more easily drawn into terrorism. We also know that people connected to the health sector have taken part in terrorist acts.

The key challenge for health staff is to ensure that, where there are signs that someone has been or is at risk of being drawn into extremist ideologies, such as terrorism, healthcare workers can interpret those signs correctly and are aware of support that is available and are confident in referring the person for further support.

Radicalisation is a process not an event and there is no single process or pathway to radicalisation. Preventing service users from becoming involved in terrorist activities or from supporting terrorism is no different from safeguarding vulnerable individuals from other forms of exploitation. (DH 2011 Building Partnerships, Staying Safe).

CHANNEL

Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. The Channel process is a key part of the

Prevent Strategy. Channel seeks to safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist related activity.

The Channel process identifies those most at risk of radicalisation and refers them via the Police or Local Authority for assessment by a multi-agency panel. The panel, chaired by the Local Authority considers how best to safeguard them and support their vulnerability through a support package tailored to the individuals' needs. It is important to note that Channel deals with vulnerable individuals in the pre-criminal space and aims to prevent the individuals from being drawn further into terroristic or criminal acts.

Partnership involvement ensures that those at risk have access to a wide range of support (from mainstream services such as health & education, as well as specialist mentoring or faith guidance and wider diversionary activities). Each support package is monitored closely and reviewed regularly by the multi-agency panel.