

Sporting Opportunities Isle of Wight: Adult Protection Policy

Protecting children from abuse of any kind is a high priority for everyone involved in any capacity with Sporting Opportunities Isle of Wight. This policy sets out how all trustees, volunteers and athletes should recognise and respond to allegations of abuse of children.

Whilst local authorities play a lead role, safeguarding adults and protecting them from harm it is everyone's responsibility. Everyone who comes into contact with vulnerable adults has a role to play by:

- Protecting vulnerable adults from maltreatment
- Preventing impairment of a vulnerable adult's health
- Ensuring that vulnerable adults are supported in circumstances consistent with the provision of safe and effective care
- Taking action to enable all vulnerable adults to have the best outcomes

To this end, all sessions will be supervised by a session leader with an enhanced DBS check for the Adult and Child Workforce. Nobody will have direct responsibility or have a supervisory role with direct contact with any athletes without a current DBS for the above level.

1. Key Responsibilities

Everyone who comes into contact with vulnerable adults has three main responsibilities:

1.1 Responsibility to Protect

Protect adults from abuse:

- Follow examples of good practice and the relevant Athlete and Coaches Codes of Conduct in dealing with children.
- Be open and clear about what Sporting Opportunities Isle of Wight does to avoid abuse and neglect by making sure that everyone involved with the club knows that there are policies and procedures in use and make copies available to them in each session and on the website.

1.2 Responsibility to Act

Prevent potential further abuse:

- Always report allegations or suspicions of abuse to the appropriate local adult social care authority in. (See appendix A: flowchart (Adult))
- Where possible take immediate action to minimise the risk of further abuse (See appendix A: flowchart (Adult)
- Contact the Isle of Wight Safeguarding Adults Board for immediate advice and guidance on how to immediately safeguard the adult if you require immediate guidance.
<https://www.iowsab.org.uk/making-a-safeguarding-referral/> 01983 814980/01983821105

1.3 Responsibility to Record and Preserve Evidence

- Always write down details of conversations, incidents and action taken (See Appendix C: Safeguarding & Welfare Incident Reporting Form & Body Map)
- Sporting Opportunities Isle of Wight **does not** undertake Adult protection investigations (Section 47, Adults Act 1989) – Statutory agencies (police and social care) undertake this role. **Therefore you must NOT investigate an allegation of abuse.**
- Maintain confidentiality on a need to know basis – only if it will protect the adult. Do not discuss this incident with anyone other than those who need to know.

2. Recognising Abuse or Neglect – Definitions

Adults with care and support needs – This describes adults aged 18 or over who need extra help to manage their lives and be independent.

This will include but not be limited to:

- People with an intellectual disability or physical disability
- People with mental health needs
- People with sensory needs
- People who are experiencing short or long term illness

However, it is important to note that inclusion in one of the above groups does not necessarily mean that a person is implicitly unable to protect themselves from abuse or neglect.

The Care Act 2014 describes “care and support” as - “The mixture of practical, financial and emotional support for adults who need extra help to manage their lives and be independent – including older people, people with a disability or long-term illness, people with mental health problems, and carers. Care and support includes assessment of people’s needs, provision of services and the allocation of funds to enable a person to purchase their own care and support. It could include care home, home care, personal assistants, day services, or the provision of aids and adaptations.”

3. Abuse or Neglect

Defining abuse or neglect is complex and rests on many factors. The term “abuse” can be subject to wide interpretation. It may be physical, verbal or psychological, it may be an act of neglect, or occur where an adult is persuaded to enter into a financial or sexual transaction to which they have not, or cannot consent.

Abuse or neglect may be the result of deliberate intent, negligence or ignorance. Exploitation can be a common theme in the experience of abuse or neglect. Whilst it is acknowledged that abuse or neglect can take different forms, the Care Act 2014 identifies the following types of abuse or neglect:

Physical abuse

- Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions

Domestic violence

- Including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence

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

Psychological abuse

- Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks

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

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

Discriminatory abuse

- Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion

Organisational abuse

- Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, 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

Neglect and acts of omission

- Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect

- This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings

4. Responding abuse or neglect – What to do

When there is an allegation or suspicion of abuse, everyone must be clear about their role. All volunteers and trustees need to act impartially, not as "friends" of the adult, or if applicable their parents or carers. It is essential that all volunteers and trustees follow these procedures.

4.1 Address any immediate safety and protection needs

- Make an immediate evaluation of the risk and take steps to ensure that the adult is in no immediate danger. Where appropriate, call 999 for emergency services if there is a medical emergency, other danger to life or risk of imminent injury, or if a crime is in progress;
- Summon urgent medical assistance, if there is a concern about the adult's need for medical assistance or advice. You can call the NHS 111 service for urgent medical help or advice when it's not a life-threatening situation
- If there are other adults with care and support needs who are at risk of harm, take appropriate steps to safeguard them
- Contact the Police if a crime has been or may have been committed
- Take steps to preserve any physical evidence if a crime may have been committed, and preserve evidence through the recording of everything that has happened and been said on the Safeguarding Incident Reporting Form.
- Contact the Sporting Opportunities Isle of Wight designated Safeguarding & Welfare officer
- Inform parents/guardians/carers only if it will not place the adult at greater risk

5. *Dealing with disclosures*

Remember, it may have taken a great amount of courage for the adult to tell you that something has happened. They may fear the abuse could get worse if they tell, or fear that they will not be believed which may prevent adults from revealing the information.

- Accept what the adult is saying – do not question them or get them to justify what they are saying – reassure them that you will take what they have said seriously
- Don't 'interview' the adult; just listen calmly to what they are saying. If they want to give you lots of information, let them. Try to remember what they are saying in their own words so that you can record it later
- You can ask questions to establish the basic facts, but try to avoid asking the same questions more than once, or asking them to repeat what they have said - this can make them feel they are not being believed
- Don't promise the adult that you'll keep what they tell you confidential or "secret". Explain that you will need to tell other people but you'll only tell people who need to know so that they can help

6. **Responding to Adult Safeguarding Concerns – a summary of what to do**

There are some key responsibilities and actions for anyone who identifies the possibility of abuse or neglect. These responsibilities must be addressed on the **same day** as the concern is raised.

- **Immediate protection** - Take any immediate actions to safeguard anyone at immediate risk of harm, including summoning medical assistance
- **Detection and prevention of crime** - Where there is evidence a criminal offence has taken place, or a crime may be about to be committed, contact the Police immediately
- **Record and preserve evidence** - Preserve evidence through recording and take steps to preserve any physical evidence. If you are at an event and the alleged incident has just taken place, you should try to ensure that anything that might be used as evidence is not interfered with
- **Inform the Sporting Opportunities Isle of Wight Safeguarding and Welfare Officer** or in their absence or unavailability, please contact a trustee of the organisation.
- **Report and inform - Report to Adults Social Care** as soon as possible, and in all circumstances on the same day as the concern is raised
<https://www.iowsab.org.uk/making-a-safeguarding-referral/> 01983 814980/01983821105.

7. **Practice Guidance**

7.1 *Who do I speak to when I contact the police?*

Contact 999 in the case of immediate risk or danger, your first priority is to ensure that the young person is safe. Call 101 to report when there is no immediate risk of danger.

Make sure that you find out:

- The name of the person you have been speaking to (you will need to record this in the SOGB Safeguarding & Welfare incident report)
- Whether they will be contacting social services or if you have to do this, if you will be doing this

7.2 *Who else has to be informed?*

- If you witness an incident, then you have a duty to report this to the Sporting Opportunities Isle of Wight Safeguarding & Welfare Officer and to the police if you suspect that a crime has been committed. It should also be reported to the IW Safeguarding Adults Board, so

ensure that you are aware of who is doing this when you speak to the police or the IWSO Safeguarding and Welfare Officer.

- Remember that if a crime might have been committed you must inform the police.

7.3 What if the victim is a member of staff or volunteer?

- Follow the same guidelines. Volunteers and paid staff have the same right to be protected from abuse as athletes do

7.4 What if a volunteer who has an intellectual disability first hears the allegation or suspicion?

- Give them support to follow the same guidelines

7.5 What about the person who has been accused?

- If the person who has been accused **is not** involved with Sporting Opportunities Isle of Wight it is not your job to tell them that they have been accused of abuse or neglect. You must avoid “alerting” the person accused
- If the person who has been accused **is** involved with Sporting Opportunities Isle of Wight then the managing allegations policy should be followed.

8. How do I write the Report?

You should complete the standard Sporting Opportunities Isle of Wight Safeguarding & Welfare Incident Report Form with the following information:

Persons Involved:

- This should include name, gender, address, age, date of birth, what role they have with the organization or if at an event or training session, what role e.g. athlete, coach, volunteer, spectator etc. If possible include a telephone number for immediate follow-up action if necessary
- Also include names and contact information of any witnesses to the incident if applicable

Incident Details:

- State factual information.
- If the adult involved in the incident is distressed or upset, keep questions to a minimum but obtain enough information to ensure you understand what is being said or communicated
- Remember you are reporting a concern, not investigating it
- If someone has been hurt in the incident, include a description of any physical marks (including the site) or any visible bruising or injuries (See Appendix B use a body map to record this. DO NOT remove any clothing or take any photos)

Action Taken:

- Include details of the action taken. If the incident was referred to another person or organisation (for example a 3rd party event first aider.) include the name and position of the person and their contact telephone number

Follow-up Action:

- If you feel that particular follow-up action is necessary or have suggestions to prevent this type of incident occurring again in the future, please state details and recommendations
- Give the completed Incident Report Form to the Sporting Opportunities Isle of Wight & Welfare Officer.
- Because the Safeguarding & Welfare Incident Report Form contains personal information you should not keep a copy yourself. If you need a copy later because you are going to be interviewed by the police or social services you should get this from the Sporting Opportunities Isle of Wight Safeguarding & Welfare Officer.

8. Who Needs to Know?

This is a summary of who should be told about an allegation of abuse:

The Police

- You inform the local police force. If you are at an event or competition and the alleged incident has just taken place this means the police force local to the event even if it is abroad

Social Services

- You inform the local Social Services Department. The definition of local is the same as in 1 above. The Police may contact Social Services but make sure you are very clear who is going to do this

Sporting Opportunities Isle of Wight

- The Sporting Opportunities Isle of Wight Safeguarding & Welfare Officer.

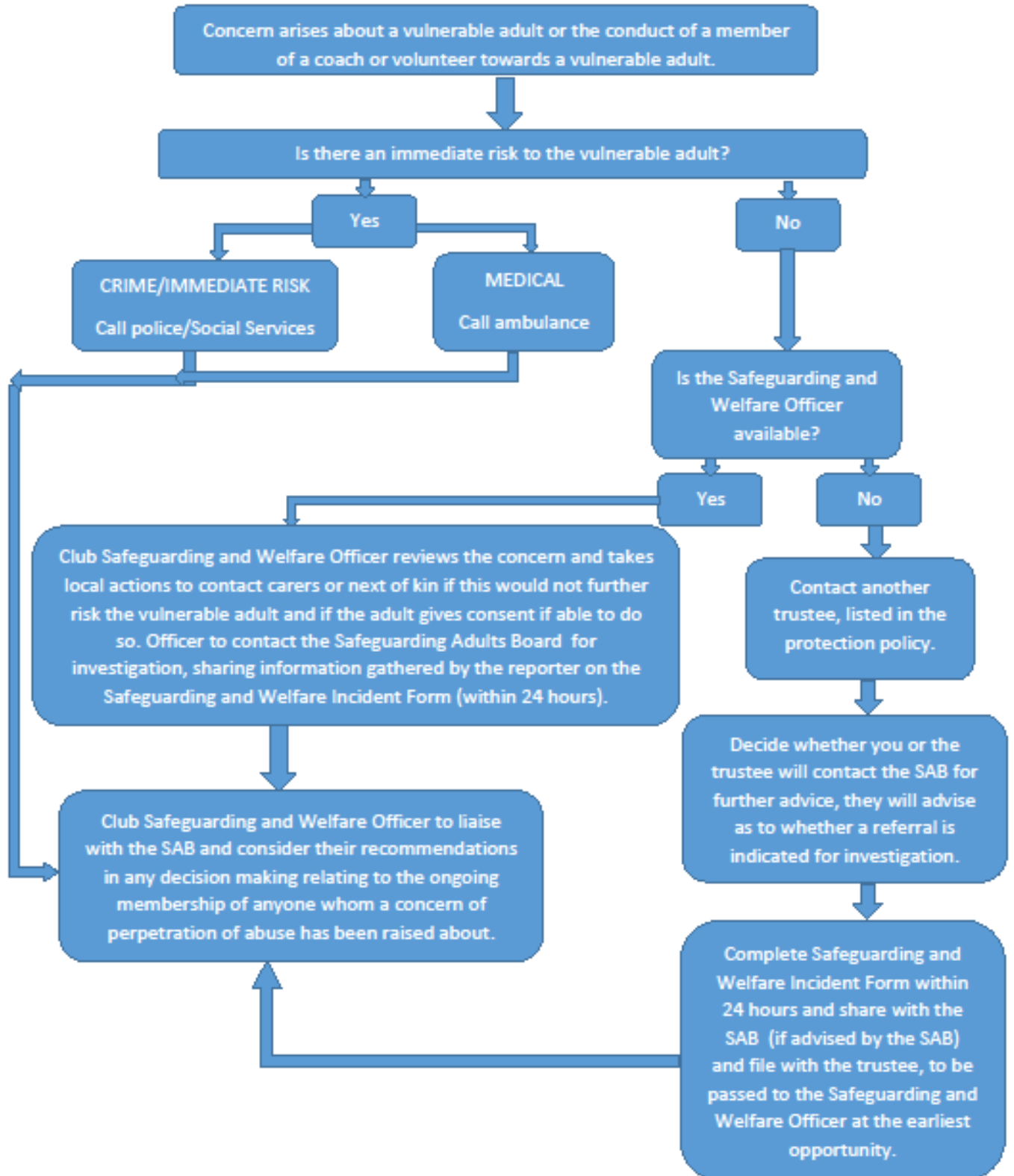
9. Key Contacts

Sporting Opportunities Isle of Wight

- **Deborah Percy** (*Trustee*) *Safeguarding and Welfare Officer* - deborah@soiw.org.uk
- **Chris Beane** (*Trustee*) - chris.beane@soiw.org.uk
- **David Tolley** (*Trustee*) - dave@soiw.org.uk

Appendix A

Sporting Opportunities Isle of Wight: Adult Protection Procedure



APPENDIX B: SAFEGUARDING & WELFARE INCIDENT REPORT FORM

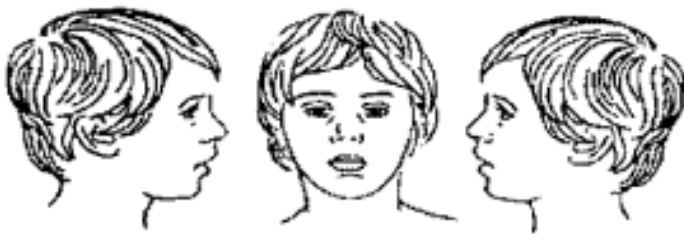
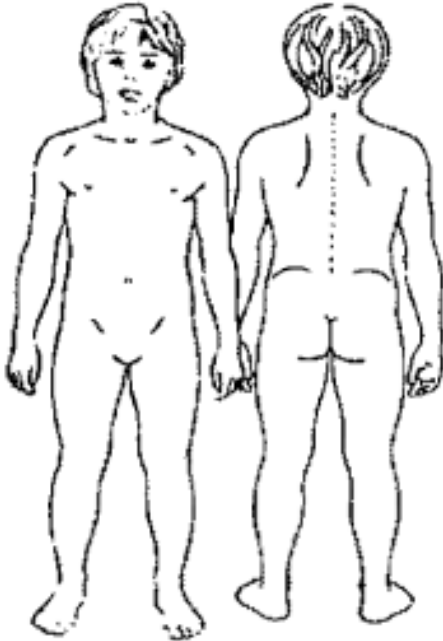
Safeguarding and Welfare Incident Reporting Form

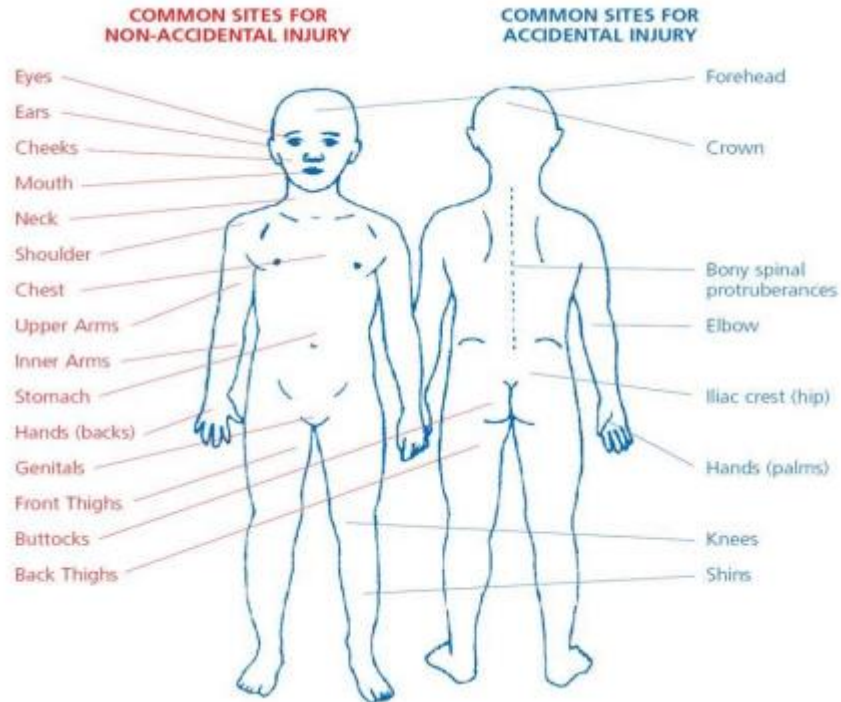
Your name:	
Your position:	Contact number:
Name of athlete/volunteer/family member:	
Gender:	
Address of athlete/ volunteer/ family member:	
Contact number:	
Parent/carer names and address (if athlete and if applicable):	
Date of birth of athlete/volunteer/family member:	
Date, time and location of any incident or disclosure:	
Name and address of anyone who witnessed the incident:	
Contact number of witness:	
Your observations – if you have observed, or an injury has been reported, please indicate on the body map attached overleaf.	



Indicate any injury on the appropriate section of the diagrams below – **DO NOT PHOTOGRAPH IT**

Description of injury:





Exactly what the athlete, volunteer, family member said and what you said: (Remember; do not lead the individual – record actual details verbatim. Include any names shared but do not ask for these if not disclosed voluntarily. Please continue on over the page if necessary).

If the athlete has given an account of this injury give details:

Please indicate the attitude of the athlete regarding the injury:

If the parent/carer has volunteered an account of this injury give details:

Please indicate the attitude of the parent/carer (if notified by parent/carer) regarding this injury:

Action taken by the S&W Officer so far:



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Further Information:

Signature:
Print Name:

Date:

Actions taken by the S&W Officer following receipt of this form:	
Decisions made and by whom:	
External agencies contacted, date, time and by whom:	
Police Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes – which: Name & contact number: Details of advice received:
SAB/MASH Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes – which: Name & contact number: Details of advice received:
S&W Officer Signature:	
Print Name:	
Date:	