

NEWCASTLE FRONTRUNNERS

SAFEGUARDING POLICY



1. Background to this Policy

Newcastle Frontrunners (NFR) is a growing club with an increasingly active membership and a diverse programme of events. This policy applies to all club members and visitors at club events; these include training, races and club socials. NFR believes that no individual should experience abuse of any kind and we are committed to practise in a way that protects each person. Definitions of abuse include, but are not limited to, physical abuse, emotional abuse, sexual abuse, neglect, and financial abuse (see appendix 1). This document should be read alongside and is supported by NFR's Code of Conduct Policy.

NFR adopt the UK Athletics and HCAF Club Safeguarding Code of Conduct, UK Athletics and HCAF Adult Safeguarding Policy and UK Athletics and HCAF Adult Safeguarding Procedures, as set out in Appendix 2 of this document. Members will be asked to agree to those policies upon applying for membership with the club.

2. Vulnerable individuals

Club Members

We recognise that any group of individuals may contain some who are more vulnerable, but there is a particular recognition of the risks LGBT+ people may face to their welfare. The degree of vulnerability of a member may change over time, and club members should inform a Welfare Officer or committee member of any significant change in their circumstances or wellbeing, either physical or mental, which they feel may impact on their susceptibility to abuse or ability to participate in NFR activities.

Young People under 18

The minimum age for membership of NFR is 16. Children younger than 16 can only attend NFR training sessions by exception, and with previous agreement of a member of the coaching team. Children under 16 can attend socials when accompanied by an adult member. At all times, a child younger than 16 must remain in the custody of the adult member who brought them and this member must act in place of the parent at all times.

3. General Guidance

All club members should be made aware of this safeguarding policy and it should be freely available to members to access.

Volunteers for NFR should be subject to a volunteer recruitment process. All people who hold positions of responsibility within NFR will be subject to enhanced disclosure and barring service (DBS) vetting; this includes all run leaders, guide runners, coaches, and committee members or volunteers in positions responsible for safeguarding.

Roles

The NFR Committee will be responsible for nominating one or more Welfare Officer(s) following each Annual General Meeting. Ideally if more than one Welfare Officer is nominated, they should identify as different genders. The Welfare Officer's role is to provide advice to the club on welfare matters and to be a point of contact for members. The Welfare Officer will work closely with the club Secretary who is responsible for administration of the club.

All club officers and committee members have responsibility to uphold the club's policies and procedures, to adhere to good practice and to support the club Welfare Officer to respond to any suspected breaches. This is NOT the sole responsibility of the Welfare Officer.

The Welfare Officer's role is to:

- Advise and support the club officers and committee to implement welfare policies and procedures, and to support the club to adhere to codes of conduct and good practice.

- In coordination with the Secretary:
 - will ensure that all club coaches / leaders / volunteers with significant roles have completed a volunteer recruitment process which includes DBS checks (where required). They should assist in ensuring that this process is completed in a timely manner.
 - complete a yearly club audit of all volunteers, which should include training needs, awareness and understanding of policies.
 - ensure there is a process in place within the club for auditing DBS checks and UKA licences of all relevant coaches, leaders, officials and volunteers to ensure they are regularly updated (every three years).
 - respond to suspected breaches of the welfare policies and procedures that may be referred to them, and to advise and support other club officers or committee members on how to respond appropriately in accordance with the procedures.
- Report any concerns about child or vulnerable adult abuse to the UKA Lead Safeguarding Officer in the first instance. For out of office hours reports, please contact local children's social care services or the police immediately for advice if a child or vulnerable adult is at risk.

Training

All run leaders, guide runners, coaches, and committee members or volunteers in positions responsible for safeguarding should, within 6 months of taking up their role, complete safeguarding training. This should be renewed on a 3-yearly basis.

The current recommended safeguarding course is provided online by UK Athletics. The cost of £10 shall be covered by the club. Further information can be accessed via: <https://www.englandathletics.org/clubs-and-facilities/club-support-services/club-welfare/safeguarding-checks-and-dbs-processes/>

The Welfare Officer shall in addition be expected to complete a Time to Listen workshop course in person within 6 months of taking up post and renew this on a 3-yearly basis. Further information can be accessed via: <https://www.englandathletics.org/clubs-and-facilities/club-support-services/compliance-wellbeing/club-welfare-roles-responsibilities/>

Compliance

DBS renewals can be obtained by following the process outlined at: <https://www.englandathletics.org/clubs-and-facilities/club-support-services/compliance-wellbeing/club-welfare-roles-responsibilities/>

Reporting Concerns

An NFR member can report a potential safeguarding issue to any member of the committee and this should be communicated to the Welfare Officer. At all times, the concern will be treated in confidence with the privacy and dignity of those involved being paramount. Should the safeguarding concern apply to the Welfare Officer, the concern should be reported to the Secretary who will assume responsibility for addressing it. Where a potential issue may also involve a breach of the club's Code of Conduct then the relevant Code of Conduct policy should be followed in parallel or pending the outcome of the Welfare Officer's investigation.

Investigation

The Welfare Officer will investigate the concern as soon as is practical and within no later than 7 days of receiving notification. This will consist of an initial examination of the concern and they will, in discussion with at least two other committee members, determine what response is required. If the Welfare Officer is not available, responsibility for investigating the concern will be delegated to the Secretary.

Responses

NFR is an LGBT+ friendly running club and recognises its limitations as such. We will follow the UK Athletics and HCAF Adult Safeguarding Procedures guidance for responding to safeguarding concerns (Appendix 2). Whenever a safeguarding issue is deemed significant, appropriate external bodies such as England Athletics, UK Athletics, the Local Authority Safeguarding Team or the Police will be notified. When a safeguarding issue is deemed to be less serious, the matter will be examined as described in the NFR Code of Conduct policy.

4. Useful Contacts

Newcastle City Council

Adults – Community Health and Social Care Direct – 0191 2788377 (8am – 5pm) Out of Hours – 0191 2787878

Children – Initial Response Team – 0191 2772500 (8.45am to 5pm) Emergency Duty Team – 0191 2787878

Northumbria Police Newcastle Communities Engagement Team is Janine Turnbull (janine.turnbull.3827@northumbria.pnn.police.uk)

UK Athletics Welfare Team: 0121 713 8450

NSPCC: 0808 800 5000

5. Review

The club welcomes comments and suggestions from members to highlight areas where we can improve. This policy shall be reviewed on a biennial basis.

Version	Date	Summary of changes
1.0	July 2017	
2.1	May 2019	<p>Added volunteers should be subject to a volunteer recruitment process.</p> <p>Changed DBS checks required from all committee members to those all volunteers dealing with safeguarding matters and responsibility for maintaining up to date checks</p> <p>Added the safeguarding training requirements and timescales. Also included recommended audit timescales.</p> <p>Updated to reflect the welfare officer as the first point of contact</p> <p>Updated with Welfare Officer responsibilities</p> <p>Inclusion of EA's model response to safeguarding concerns (appendix 2)</p>

2.2	March 2022	<p>Adoption of UK Athletics and HCAF Club Safeguarding Code of Conduct, UK Athletics and HCAF Adult safeguarding policy and UK Athletics and HCAF Adult safeguarding procedures, in line with England Athletics recommendations.</p> <p>Updated to include current weblinks for safeguarding training and compliance.</p> <p>Responses - updated procedure to follow for safeguarding concerns.</p> <p>Updated useful contacts.</p>
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Next review April 2024

Appendix 1

Definitions of Abuse

There are different forms of abuse or neglect:

- **Physical abuse** - being hit or slapped, being given the wrong medication on purpose, being locked in somewhere, tied up or force fed.
- **Sexual abuse** - being touched or kissed when it is not wanted, being made to touch or kiss someone else, being made to watch pornography, being raped, getting something (e.g. gifts or money) as a result of performing sexual acts which a person could not or did not consent to.
- **Emotional abuse** - being threatened, not being given choices, being bullied, being deliberately left alone for a long time, being tormented.
- **Financial abuse** - having money or personal property stolen, being tricked out of benefits, someone borrowing money and not paying it back, being bullied into letting other people use credit cards or cheques.
- **Neglect** - not being given enough to eat or drink, being left in dirty or wet clothes, being given the wrong medication or not being given medication at all, someone not calling a doctor or nurse when help is needed.
- **Discriminatory abuse** - ignoring religious beliefs, making comments or jokes about a person's disability, race or sexuality, not providing food to meet dietary requirements.
- **Organisational abuse** - repeated instances of poor care or treatment in a service.
- **Domestic abuse** - abuse perpetrated by someone who is, or has been, a family member or intimate partner.
- **Self-neglect** - when a person is unable to look after themselves meaning that their health, wellbeing or safety is affected.
- **Modern slavery** - when a person is forced to work for no money, they may be owned or controlled by an employer or moved from different areas or abroad.

Appendix 2

UK Athletics and HCAF Club Safeguarding Code of Conduct, UK Athletics and HCAF Adult safeguarding policy and UK Athletics and HCAF Adult safeguarding procedures as at March 2022

CLUB SAFEGUARDING CODE OF CONDUCT

Every club committee has a responsibility to implement and communicate codes of conduct, as well as relevant policies and processes which link to the codes.

The Safeguarding section of the UKA and relevant Home Country governing body websites contain examples of the documents listed below.

Affiliated clubs must:

- adopt the UKA and HCAF Child Safeguarding Policy and Child Safeguarding Procedures, and ensure they are displayed prominently on websites and social media pages
- adopt the UKA and HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures, and ensure they are displayed prominently on websites and social media pages
- adopt the UKA and HCAF Codes of Conduct and ensure they are signed up to by those working and volunteering in regulated roles, parents/carers and athletes (clubs that have online membership processes, or utilise third party sites, must make sure the process includes a section for the applicant to read and agree to abide by the codes of conduct)
- adopt the UKA and HCAF procedures for managing safeguarding concerns
- adopt a disciplinary process for managing misconduct cases
- appoint a minimum of one Welfare Officer in line with UKA guidelines and role description for Club Welfare Officers
- ensure that all coaches and volunteers are recruited safely and are operating appropriately within the club environment (i.e. that they hold appropriate up-to-date qualifications and licences, have undertaken a satisfactory criminal record check, and are adhering to the safeguarding policies, terms and conditions of their licence and the relevant codes of conduct)
- ensure that coaches, technical officials and club officers attend recommended safeguarding training every three years
- adopt an induction process for new members that includes agreeing and signing up to the codes of conduct, safeguarding policies, discipline policy, anti-bullying policies and other relevant information
- liaise appropriately with parents/carers, officials, coaches, UKA, the relevant HCAF and other relevant people/organisations to ensure that good practice is maintained
- maintain a register of safeguarding training attended and criminal record checks completed relevant to club members, and share this register with the HCAF when asked
- ensure that contact details for Club Welfare Officers and relevant agencies are openly displayed in club environs and on club websites, and made available to anyone who requires them
- ensure that club officers and volunteers act responsibly and set an example to others, especially younger members
- respect the rights, dignity and worth of every club member and others involved in athletics

- develop an environment that promotes the wellbeing and safety of athletes above other considerations, including the development of performance
- consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- accept that all office bearers and committee members have a responsibility for safeguarding children's wellbeing and protecting them from harm, and are prepared to respond to any concerns of abuse or poor practice
- challenge and change poor practice
- implement any recommendations of UK Athletics or the relevant HCAF
- promote an environment where all concerns can be raised without fear of victimisation or reprisal
- ensure that everyone volunteering or working with children or adults at risk at their club attends relevant safeguarding training every three years.

UK ATHLETICS & THE HOME COUNTRY ATHLETICS FEDERATIONS

ADULT SAFEGUARDING POLICY

Policy owner: UK Athletics Lead Safeguarding Officer

Policy approved by: The Boards of UK Athletics and the Home Country Athletics Federations.

Date policy approved: 30/04/2021

Next review date: 01/05/2023



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SECTION 1: ADULT SAFEGUARDING POLICY

POLICY OBJECTIVES

This policy and related documents apply to the following governing bodies in athletics:

- UK Athletics (UKA)
- England Athletics (EA)
- Athletics Northern Ireland (ANI)
- Welsh Athletics (WA)
- Scottish Athletics (SA).

In this document, any reference to UK Athletics means UK Athletics and the above listed Home Country Athletics Federations (HCAFs).

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

UK Athletics and the four HCAFs are committed to safeguarding adults in line with relevant national legislation, and relevant national and local guidelines.

We will safeguard adults by ensuring that our activities are delivered in a way which keeps all adults safe.

We will develop a culture of zero tolerance of harm to adults, which necessitates:

- the recognition of adults who may be at risk and the circumstances which may increase risk
- knowing how adult abuse, exploitation or neglect manifests itself
- being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised activities, in the community, in the person's own home and in any care setting.

UK Athletics and the four *HCAFs* are committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation and neglect.

The purpose of this policy is to demonstrate the commitment of UK Athletics and the four HCAFs to safeguard adults and to ensure that everyone involved in our sport is aware of:

- the legislation, policy and procedures for safeguarding adults
- their role and responsibility for safeguarding adults
- what to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.

POLICY STATEMENT

UK Athletics and the four HCAFs believe everyone has the right to live free from abuse or neglect, regardless of age, ability, disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

We are committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

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

UK Athletics and the four HCAFs recognise that health, wellbeing, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

We recognise that there is a legal framework within which sports need to work to safeguard adults who have needs for care and support, and for protecting those who are unable to take action to protect themselves. We will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by UK Athletics and the four HCAFs will be consistent with the principles of adult safeguarding, ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

APPLICATION

This Adult Safeguarding Policy and associated procedures apply to all individuals involved in UK Athletics and the four HCAFs, and to all concerns about the safety of adults whilst involved in our respective organisations.

For the avoidance of doubt this includes board members, staff, coaches, officials, volunteers, members, affiliated clubs, senior managers, participants in events operating under a UKA or Home Country licence, individuals or organisations contracted to, or whose services are engaged to deliver programmes and courses on behalf of UKA or a Home Country, and anyone working within the sport (in a paid or voluntary capacity), whether as an employee or on a self-employed basis.

We expect our partner organisations, including suppliers and sponsors, to adopt and demonstrate their commitment to the principles and practice as set out in this Adult Safeguarding Policy and associated procedures.

COMMITMENTS

To implement this policy, UK Athletics and the four HCAFs will ensure:

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

- the wellbeing of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see the Adult Safeguarding Procedures)
- any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm
- confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy and Procedures
- accordance with best practice advice; for example, from UK Sport, Sport England, Sport Wales, sportscotland, Sport Northern Ireland, National Governing Bodies, NSPCC, Ann Craft Trust and Children 1st
- cooperation with the Police and the relevant Local Authorities in taking action to safeguard an adult
- all board members, staff, coaches, officials and volunteers within UK Athletics and the four HCAFs understand their role and responsibility for safeguarding adults, and have completed and are up to date with safeguarding adult training and learning opportunities appropriate for their role
- the use of safe recruitment practices and continual assessment of the suitability of volunteers and staff in order to prevent the employment/deployment of unsuitable individuals in our organisation and within the athletics community
- a sharing of information with the appropriate bodies about anyone found to be a risk to adults; for example: Disclosure and Barring Service, Disclosure Scotland, Police, Local Authority/Social Services
- the inclusion of a risk assessment when planning activities and events as to the safety of all adults from abuse, exploitation and neglect
- actions taken under this policy are reviewed by the Safeguarding Case Management Group, respective governing body Boards and senior management teams on an annual basis
- this policy, related policies and the associated Adult Safeguarding Procedures are reviewed on a two-yearly basis by UK Athletics in conjunction with the four HCAFs via the Case Management Group, and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board, UK Sport, Sport England/Wales/Scotland/Northern Ireland and/or National Governing Bodies, or as a result of any other significant change or event.

IMPLEMENTATION

UK Athletics and the four HCAFs are committed to developing and maintaining a capability to implement this policy and its procedures. In order to do so, the following will be in place:

- A Lead Safeguarding Officer in each HCAF and at UK Athletics
- A Safeguarding Case Management Group incorporating UK Athletics and the four HCAFs, with an appointed Chair and clear Terms of Reference
- A clear line of accountability within the relevant governing body for the safety and wellbeing of all adults
- Access to relevant legal and professional advice

- Regular management reports from the Safeguarding Case Management Group to the relevant governing body Board, detailing how risks to adult safeguarding are being addressed and how any reports have been addressed
- Aligned adult safeguarding procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of adults, including arrangements for sharing information
- Codes of conduct for all relevant roles and individuals that specify zero tolerance of abuse in any form
- Risk assessments that specifically include safeguarding of adults
- Policies and procedures that address the following areas and which are consistent with this Adult Safeguarding Policy:
 - ✓ Child safeguarding policy and procedures
 - ✓ Bullying
 - ✓ Social media
 - ✓ Equality, diversity and inclusion
 - ✓ Codes of conduct
 - ✓ Discipline and grievance
 - ✓ Concerns and complaints
 - ✓ Whistleblowing
 - ✓ Safe recruitment and selection of staff and volunteers
 - ✓ Information policy, data protection and information sharing
 - ✓ Adult Safeguarding Procedures (Responding to and managing a concern about an adult).

EQUALITY

UK Athletics and the four HCAFs endorse the principle of equality and will strive to ensure that everyone who wishes to be involved in athletics (in all its disciplines and forms):

- has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion, race, socio-economic status or sexual orientation
- can be assured of an environment in which their rights, dignity and individual worth are respected and, in particular, that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.

SECTION 2: SUPPORTING INFORMATION

KEY POINTS

- There is a **legal duty on Local Authorities** to provide support to ‘adults at risk’.
- **Adults at risk** are defined in legislation and the criteria applied differs between each Home Country (see definitions for each Home Country in Table 1).
- The safeguarding legislation applies to **all forms of abuse** that harm a person’s wellbeing.
- The law provides a framework for good practice in safeguarding that makes the overall **wellbeing** of the adult at risk a priority of any intervention.
- The law in all four Home Countries emphasises the importance of **person-centred safeguarding**.
- The law provides a framework for making decisions on behalf of adults who can’t make decisions for themselves (**mental capacity**).
- The law provides a framework for sports organisations to **share concerns** they have about adults at risk with the Local Authority.
- The law provides a framework for all organisations to **share information and cooperate** to protect adults at risk.

ADULT SAFEGUARDING LEGISLATION

Safeguarding adults in all Home Countries is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018.

The practices and procedures within this policy are based on the relevant legislation and government guidance:

- **England** – The Care Act 2014
Care and Support Statutory Guidance (especially Chapter 14) 2014
- **Wales** – Social Services and Wellbeing Act 2014
Wales Safeguarding Procedures 2019
- **Scotland** – Adult Support and Protection (Scotland) Act 2007
Code of Practice 2014
- **Northern Ireland** – Adult Safeguarding Prevention and Protection in Partnership 2015.

Many other pieces of UK and Home Country legislation also affect adult safeguarding.

These include legislation about different forms of abuse and those that govern information sharing. For example, legislation dealing with:

- Murder/attempted murder
- Sexual offences
- Forced marriage
- Theft and fraud
- Hate crime
- Listing and barring of those unsuitable to work with adults with care and support needs.
- Physical assault
- Domestic abuse/Coercive control
- Female genital mutilation
- Modern slavery and human exploitation
- Harassment

Each Home Country also has legislation about the circumstances in which decisions can be made on behalf of an adult who is unable to make decisions for themselves:

- England and Wales – Mental Capacity Act 2005
- Scotland – Adults with Incapacity (Scotland) Act 2000
- Mental Capacity (Northern Ireland) 2016.

There are specific offences applying to the mistreatment of, and sexual offences against, adults who do not have mental capacity, and specific offences where mistreatment is carried out by a person who is employed as a carer (e.g. wilful neglect and wilful mistreatment).

DEFINITION OF AN ADULT AT RISK

Adult safeguarding legislation creates specific responsibilities for Local Authorities, Health Authorities and the Police to provide additional protection to adults at risk from abuse and neglect.

When a Local Authority has reason to believe there is an adult at risk, they have a responsibility to find out more about the situation and decide what actions need to be taken to support the adult. In Scotland and Wales, the Local Authority can gain access to an adult to find out if they are at risk of harm for example, if that access is being blocked by another person.

The actions that need to be taken might be by the Local Authority (usually Social Services) and/or by other agencies; for example, the Police and Health Authorities. In athletics, we may need to act as part of safeguarding an adult; for example, to use the disciplinary procedures in relation to a member of staff or volunteer who has been reported to be harming a participant in our sport. The Local Authority role includes having multi-agency procedures which coordinate the actions taken by different organisations.

Table 1: The definitions of an ‘adult at risk’ vary across the Home Countries

England (The Care Act 2014)

An **adult at risk** is an individual aged 18 years and over who:

- (a) has needs for care and support (whether or not the Local Authority is meeting any of those needs) **and**
- (b) is experiencing, or at risk of, abuse or neglect **and**
- (c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)

An **adult at risk of harm** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect **may** be increased by their a) personal characteristics and/or b) life circumstances.

- a) **Personal characteristics** may include, but are not limited to: age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.
- b) Life circumstances may include, but are not limited to: isolation, socio-economic factors and environmental living conditions.

An **adult in need of protection** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect **may** be increased by their a) personal characteristics and/or b) life circumstances **and**

- c) who is unable to protect their own wellbeing, property, assets, rights or other interests **and**
- d) where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.

In order to meet the definition of an 'adult in need of protection' either (a) or (b) must be present, in addition to both elements (c) and (d).

Scotland (Adult Support and Protection Act 2007)

An **adult at risk** is an individual aged 16 years and over who:

- a) is unable to safeguard their own wellbeing, property, rights or other interests
- b) is at risk of harm, **and**
- c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.

Wales (Social Services and Wellbeing Act 2014)

An **adult at risk** is an individual aged 18 years and over who:

- a) is experiencing or is at risk of abuse or neglect, **and**
- b) has needs for care and support (whether or not the Local Authority is meeting any of those needs) **and**
- c) as a result of those needs is unable to protect himself or herself against abuse or neglect, or the risk of it.

ABUSE AND NEGLECT

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.

There are different types and patterns of abuse and neglect, and different circumstances in which they may take place.

Safeguarding legislation in each Home Country lists categories of abuse differently. However, they all include the following types of abuse:

- Physical
- Sexual
- Psychological
- Neglect
- Financial.

Abuse can take place in any relationship and there are many contexts in which abuse might take place. For example, institutional abuse, domestic abuse, forced marriage, human trafficking, modern slavery, sexual exploitation, county lines, radicalisation, hate crime, mate crime, cyberbullying and scams. Some of these are named specifically within Home Country legislations.

Abuse can take place within a sporting context and the person causing harm might be any other person. For example, a member of staff, a coach, a volunteer, a participant or a fan.

Some examples of abuse within sport include:

- harassment of a participant because of their (perceived) disability or other protected characteristics
- not meeting the needs of the participant (e.g. training without a necessary break)
- a coach intentionally striking an athlete
- an official or coach who sends unwanted sexually explicit text messages to a participant with learning disabilities
- a participant who threatens another participant with physical harm and persistently blames them for poor performance.

Abuse or neglect outside sport could be carried out by:

- a spouse, partner or family member
- neighbours or residents
- friends, acquaintances or strangers
- people who deliberately exploit adults they perceive as vulnerable
- paid staff, professionals or volunteers providing care and support.

Often, the perpetrator is known to the adult and may be in a position of trust and/or power.

Table 2: Categories of adult abuse and harm in each Home Country’s safeguarding legislation

England (The Care Act 2014)	
• Physical	• Sexual
• Emotional / psychological / mental	• Neglect and acts of omission
• Financial or material abuse	• Discriminatory
• Organisational / institutional	• Self-neglect
• Domestic abuse (including coercive control)	• Modern slavery
Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)	
• Physical	• Sexual violence
• Psychological / emotional	• Financial
• Institutional	• Neglect
• Exploitation	• Domestic violence
• Human trafficking	• Hate crime
Scotland (Adult Support and Protection Act 2007)	
• Physical	• Psychological
• Financial	• Sexual
• Neglect	
Wales (Social Services and Wellbeing Act 2014)	
• Physical	• Sexual
• Psychological	• Neglect
• Financial	

WELLBEING PRINCIPLES

The success of sport, in terms of helping people achieve their potential, making the most of existing talent, and attracting new people to sport, relies on putting people – their safety, wellbeing and welfare – at the centre of what sport does.

Duty of Care in Sport Independent Report to Government (2017)

The concept of ‘wellbeing’ is threaded throughout UK legislation and is part of the law about how health and social care are provided. Our wellbeing includes our mental and physical health, our relationships, our connection with our communities, and our contribution to society.

Being able to live free from abuse and neglect is a key element of wellbeing. The legislation recognises that any actions taken to safeguard an adult must take their whole wellbeing into account and be proportionate to the risk of harm.

MAKING SAFEGUARDING PERSONAL

The legislation also recognises that adults make choices that may mean that one part of their wellbeing suffers at the expense of another. For example, moving away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; for example, to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

None of us can make these choices for another adult. 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 we or an agency may take to help them to protect themselves.

The concept of ‘person-centred safeguarding’ 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, wellbeing 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 or reduce the risk of 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.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice, or a professional advocate (usually from a third sector organisation).

Table 3: The principles of adult safeguarding in each Home Country

Scotland (Adult Support and Protection Act 2007)

The overarching principle underlying Part 1 of the Act is that any intervention in an individual’s affairs should provide benefit to the individual and should be the least restrictive option of those available to meet the purpose of the intervention.

This is supported by a set of guiding principles which, together with the overarching principle, must be taken account of when performing functions under Part 1 of the Act. These are:

- the wishes and feelings of the adult at risk (past and present)
- the views of other significant individuals, such as the adult’s nearest relative; their primary carer, guardian or attorney; or any other person with an interest in the adult’s wellbeing or property
- the importance of the adult taking an active part in the performance of the function under the Act
- providing the adult with the relevant information and support to enable them to participate as fully as possible
- the importance of ensuring that the adult is not treated less favourably than another adult in a comparable situation
- the adult’s abilities, background and characteristics (including their age, sex, sexual orientation, gender, religious persuasion, racial origin, ethnic group and cultural and linguistic heritage).

Wales (Social Services and Wellbeing Act 2014)

The Act's principles are:

- **responsibility** – safeguarding is everyone's responsibility
- **wellbeing** – any actions taken must safeguard the person's wellbeing
- **a person-centred approach** – understand what outcomes the adult wishes to achieve and what matters to them
- **voice and control** – expect people to know what is best for them and support them to be involved in decision making about their lives
- **language** – make an active offer of use of the Welsh language and use professional interpreters where other languages are needed
- **prevention** – it is better to take action before harm occurs.

Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)

The Act's principles are:

- **a rights-based approach** – to promote and respect an adult's right to be safe and secure, to freedom from harm and coercion, to equality of treatment, to the protection of the law, to privacy, to confidentiality, and freedom from discrimination
- **an empowering approach** – to empower adults to make informed choices about their lives, to maximise their opportunities to participate in wider society, to keep themselves safe and free from harm, and to enable them to manage their own decisions in respect of exposure to risk
- **a person-centred approach** – to promote and facilitate full participation of adults in all decisions affecting their lives, taking full account of their views, wishes and feelings and, where appropriate, the views of others who have an interest in their safety and wellbeing
- **a consent-driven approach** – to make a presumption that the adult has the ability to give or withhold consent, to make informed choices, to help inform choice through the provision of information and the identification of options and alternatives, to have particular regard to the needs of individuals who require support with communication, advocacy or who lack the capacity to consent, and intervening in the life of an adult against his or her wishes only in particular circumstances, for very specific purposes and always in accordance with the law
- **a collaborative approach** – to acknowledge that adult safeguarding will be most effective when it has the full support of the wider public and of safeguarding partners across the statutory, voluntary, community, independent and faith sectors working together, and is delivered in a way where roles, responsibilities and lines of accountability are clearly defined and understood. Working in partnership and a person-centred approach will work hand-in-hand.

The Act's principles are:

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

MENTAL CAPACITY AND DECISION MAKING

We make many decisions every day, often without realising. UK law assumes that all people over the age of 16 have the ability to make their own decisions, unless it has been proven that they can't. It also gives us the right to make any decision that we need to make and gives us the right to make our own decisions even if others consider them to be unwise.

We make so many decisions that it is easy to take this ability for granted. Law states that to make a decision we need to:

- Understand information
- Remember it for long enough
- Think about the information
- Communicate our decision.

A person's ability to do this may be affected by things such as learning disability, dementia, mental health needs, acquired brain injury and physical ill health.

Most adults have the ability to make their own decisions given the right support. However, some adults with care and support needs have the experience of other people making decisions about them and for them.

Some people can only make simple decisions like which colour T-shirt to wear or can only make decisions if a lot of time is spent supporting them to understand the options. If someone has a disability that means they need support to understand or make a decision, this must be provided. A small number of people cannot make any decisions. Being unable to make a decision is called 'lacking mental capacity'.

Mental capacity refers to the ability to make a decision at the time when a decision is needed. A person's mental capacity can change. If it is safe/possible, wait until they are able to be involved in decision making or to make the decision themselves.

For example:

- A person with epilepsy may not be able to make a decision following a seizure.
- Someone who is anxious may not be able to make a decision at that point.

- A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

Mental capacity is important for safeguarding for several reasons.

Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult may want to take part in an activity but their parent who is their carer won't allow them to and will not provide the support they would need. Conversely, the adult may not seem to be benefiting from an activity other people are insisting they do.

Another situation is where an adult is being abused and they are scared of the consequences of going against the views of the person abusing them. It is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make free and informed decisions.

Mental capacity must also be considered when we believe abuse or neglect might be taking place. It is important to make sure an 'adult at risk' has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened. However, in some situations, the adult may not have the mental capacity to understand the choice or to tell you their views.

Each Home Country has legislation that describes when and how we can make decisions for people who are unable to make decisions for themselves. The principles are the same.

- We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed.
- If the decision can wait, then wait – for example, to get help to help the person make their decision or until they can make it themselves.
- If we have to make a decision for someone else then we must make the decision in their best interests (for their benefit) and take into account what we know about their preferences and wishes.
- If the action we are taking to keep people safe will restrict them, then we must think of the way to do it which restricts their freedom and rights as little as possible.

Many potential difficulties with making decisions can be overcome with preparation. A person needing support to help them make decisions whilst taking part in a sports organisation will ordinarily be accompanied by someone (e.g. a family member or formal carer whose role includes supporting them to make decisions).

It is good practice to get as much information about the person as possible. Some people with care and support needs will have a 'One-page profile' or a 'This is me' document that describes important things about them. Some of those things will be about how to support the person, their routines, food and drink choices etc., but will also include things they like and don't like doing. It's also important to have an agreement with the person who has enrolled the adult in the sports activity about how different types of decisions will be made on a day-to-day basis.

If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected, you will need to refer the situation to the Local Authority, and this should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support they need to make decisions (see the Adult Safeguarding Procedures for guidance).

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

Decisions taken to safeguard an adult who cannot make the decision for themselves could include:

- sharing information about safeguarding concerns with people that can help protect them
- stopping them being in contact with the person causing harm.

RECORDING AND INFORMATION SHARING

UK Athletics, the four HCAFs and affiliated clubs and organisations must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

Information gathered when responding to concerns of abuse will include personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.

Processing information includes record-keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a 'need to know'. This does NOT automatically include the person's spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult, or if the adult does not have capacity to make that decision and family/friends/carers need to know in order to help keep the person safe.

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation.
- Case management meetings can take place to agree to coordinate actions by the organisation.

There are situations in which it is perfectly legal to share information about adult safeguarding concerns outside of athletics. 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 overriding 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 from the UK Athletics Safeguarding Team and/or contact the relevant Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded, together with the reasons to share or not to share information.

MULTI-AGENCY WORKING

Adult safeguarding legislation gives the lead role for adult safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.

In athletics, we may need to cooperate with the Local Authority and the Police to:

- provide more information about the concern you have raised
- provide a safe venue for the adult to meet with other professionals (e.g. Police/social workers/advocates)
- attend safeguarding meetings
- coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the Police or other agencies
- share information about the outcomes of internal investigations
- provide a safe environment for the adult to continue their sporting activity/their role in the organisation.

More detail on multi-agency working is provided within the Adult Safeguarding Procedures.

ASSOCIATED DOCUMENTS

This policy should be read in conjunction with the following documents, policies and procedures:

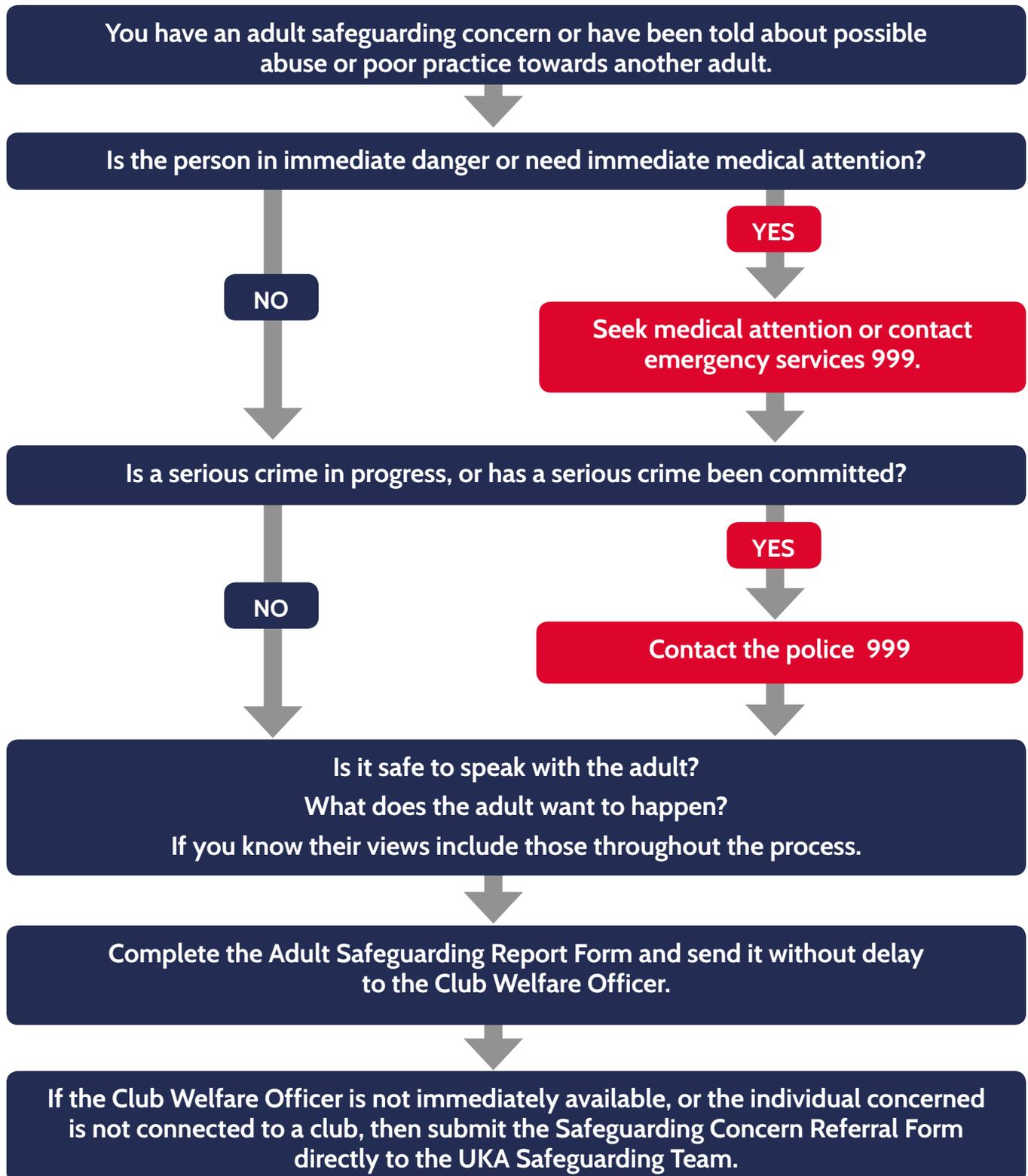
- Codes of Conduct
- Adult Safeguarding Procedures (Responding to and Managing a Concern About an Adult)
- Club Safeguarding Toolkit
- Safe Volunteer Recruitment Procedures
- Disciplinary Regulations
- Child Safeguarding Policy
- Child Safeguarding Procedures (Responding to and managing a concern about a child).

GLOSSARY

- **LSO** – Lead Safeguarding Officer for UK Athletics or the relevant Home Country
- **CWO** – Club Welfare Officer
- **Multi-agency Safeguarding Hub (MASH)** – Facilitate information-sharing and decision-making on a multi-agency basis between Local Authorities, health agencies and the Police
- **DBS** – Disclosure and Barring Service in England and Wales
- **PVG** – Protection of Vulnerable Groups system operated by Disclosure Scotland
- **AccessNI** – Protection of Vulnerable Groups system operating in Northern Ireland
- **ACT** – Ann Craft Trust
- **Adult at risk** – Those who fulfil the criteria set out in each Home Country (Table 1)
- **Adult in need of care and support** – Determined by a range of factors, including personal characteristics, factors associated with their situation, or environment and social factors. A person's disability or condition does not mean that they will inevitably experience harm or abuse
- **Affiliated club** – Means any voluntary club, non-voluntary organisation or virtual club affiliated to UKA or the Home Country Affiliated Federations
- **HCAF** – Home Country Athletics Federation.

SECTION 3: APPENDICES

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



APPENDIX 2: SOURCES OF INFORMATION AND SUPPORT

National Safeguarding Contact Details

GOVERNING BODY	EMAIL	PHONE
UK Athletics	safeguarding@uka.org.uk	07920 532552
England Athletics	welfare@englandathletics.org	07967 317341
Welsh Athletics	safeguardingandwelfare@welshathletics.org	07792 242153
Athletics Northern Ireland	welfare@athleticsni.org	02890 602707
Scottish Athletics	welfare@scottishathletics.org.uk	07983 081122

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector.

Tel: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors.

Tel: 0808 801 0327

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

NATIONAL 24-HOUR FREEPHONE DOMESTIC ABUSE HELPLINES

England	Tel: 0808 2000 247 www.nationaldahelpline.org.uk/Contact-us
Northern Ireland	Tel: 0808 802 1414 www.dsahelpline.org Twitter: www.twitter.com/dsahelpline Facebook: www.facebook.com/dsahelpline
Scotland	Tel: 0800 027 1234 Email: helpline@sdaafmh.org.uk Web chat: sdaafmh.org.uk
Wales	Llinell Gymorth Byw HebOfn/ Live free from fear Helpline Tel: 0808 8010 800 Type talk: 18001 0808 801 0800 Text: 078600 77 333

Rape Crisis

Rape Crisis exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout the UK.

www.rapecrisis.co.uk

www.rapecrisisscotland.org.uk

<https://rapecrisisni.org.uk>

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or 0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Stop Hate UK

Works to challenge all forms of hate crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24-hour service:

Telephone: 0800 138 1625

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

Email: talk@stophateuk.org

Text: 07717 989 025

Text relay: 18001 0800 138 1625

Post: PO Box 851, Leeds LS1 9QS

Suzy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839

Fax: 020 8392 1830

Email: info@suzylamplugh.org

www.suzylamplugh.org

Victim Support

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

Tel: 0808 168 9111

www.victimsupport.com

Women's Aid Federation

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

www.womensaid.org.uk/information-support

www.womensaid.scot

www.womensaidni.org

ACKNOWLEDGEMENTS

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UK ATHLETICS & THE HOME COUNTRY ATHLETICS FEDERATIONS

ADULT SAFEGUARDING PROCEDURES

RESPONDING TO AND MANAGING A CONCERN ABOUT AN ADULT

Document owner: UK Athletics Lead Safeguarding Officer

Document approved by: The Boards of UK Athletics and the Home Country Athletics Federations

Date document approved: 30/04/2021

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INTRODUCTION

These procedures apply to the following governing bodies in athletics:

- **UK Athletics (UKA)**
- **England Athletics (EA)**
- **Athletics Northern Ireland (ANI)**
- **Welsh Athletics (WA)**
- **Scottish Athletics (SA).**

In this document, any reference to UK Athletics means UK Athletics and the above listed Home Country Athletics Federations (HCAFs).

We are committed to providing a safe environment for everyone to participate in athletics. These procedures should be implemented with reference to the Adult Safeguarding Policy and supporting information.

These procedures detail the steps to be taken when a concern is raised that an adult involved in athletics and related activities is at risk of, or is experiencing, harm.

REPORTING A CONCERN ABOUT YOURSELF

If you are in immediate danger or need immediate medical assistance, contact the emergency services on 999.

To raise a concern about yourself, please contact your Club Welfare Officer. If you would prefer, you can contact another member of staff who will help you raise the concern.

Alternatively, you can report a safeguarding concern about yourself directly to the UKA Safeguarding Team by submitting the Online Safeguarding Concern Form available on the UKA website, or by emailing the team on safeguarding@uka.org.uk

You can also contact the Police, Social Services, your doctor or other organisations that can provide information and give help and support.

Everyone in athletics will follow the procedures in this document. If you do not think your concerns are being addressed in the way that they should be, please contact the Safeguarding Team at UK Athletics.

At all stages you are welcome to have someone who you trust to support you and help you to explain what happened and what you want to happen.

It is of utmost importance to UK Athletics and your HCAF that you can take part in our activities safely and we will take every step to support you to do that.

ADULT SAFEGUARDING PROCEDURES

RECOGNISING A CONCERN ABOUT AN ADULT

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others, or because someone has confided in you about things that are happening or have happened to them.

It is not your responsibility to prove or decide whether an adult has been harmed or abused. It is, however, everyone's responsibility to respond to and report concerns they have.

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. The signs and symptoms include but are not limited to:

- 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. You may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches
- someone losing or gaining weight/an unkempt appearance. This could be a player whose appearance becomes unkempt, does not wear suitable sports kit and there is a deterioration in hygiene
- a change in the behaviour or confidence of a person. For example, a participant may be quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile
- self-harm
- a fear of a particular group of people or individual
- a parent/carer always speaks for the person and doesn't allow them to make their own choices
- they may tell you/another person they are being abused (i.e. a disclosure).

RESPONDING TO A DISCLOSURE OR CONCERN ABOUT AN ADULT

If an adult indicates to you that they are being harmed or abused, or information is received which gives rise to a concern, you should follow the guidance below.

- If it will not put them or you at further risk, discuss your safeguarding concerns with the adult and ask them what they would like to happen next. Inform them that you need to pass on your concerns to a Safeguarding officer at UKA or a club welfare officer.
- Do not contact the adult before talking to a Safeguarding Lead or Welfare Officer if the person allegedly causing the harm is likely to find out.
- Take their concern seriously.
- Stay calm.
- Listen carefully to what is said, allowing the adult to continue at their own pace.

- Be sensitive.
- Keep questions to a minimum – only ask questions if you need to identify/clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Explain what you would like to do next.
- Explain that you will have to share the information with the Club Welfare Officer.
- Ask for their consent for the information to be shared with other agencies.
- Make arrangements for how you/the welfare officer can contact them safely.
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse Helpline, Victim Support).
- Act swiftly to report and carry out any relevant actions (see below).
- Do not confront the person thought to be causing the harm.

It is important **not** to:

- dismiss or ignore the concern
- panic or allow shock or distaste to show
- make negative comments about the alleged perpetrator
- make assumptions or speculate
- come to your own conclusions
- probe for more information than is offered
- promise to keep the information secret
- make promises that cannot be kept
- conduct your own investigation of the case
- confront the person thought to be causing harm
- take sole responsibility
- tell everyone (the information is confidential).

If someone has a need for **immediate medical attention**, call an ambulance on 999.

If you are concerned someone is in **immediate danger** or a **serious crime** is being committed, contact the Police on 999 straight away. Where you suspect that a crime is being committed, you must involve the Police.

RECORDING A CONCERN

- Make a note of what the person has said, using his or her own words, as soon as practicable.
- Completing the Adult Safeguarding Report Form (Appendix 2) may assist in the recording of information.
- Ensure you describe the circumstances in which the concern came about and what action you took/advice you gave.
- It is important to distinguish between things that are fact and things that have been observed or overheard, in order to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person used. If someone has written to you (including by email or social media) include a copy with the form.

REPORTING A CONCERN

- Submit a copy of the Adult Safeguarding Report Form to the Club Welfare Officer without delay.
- This information is confidential and must only be shared with your Club Welfare Officer and others that have a need to know, in order to keep the person safe whilst waiting for action to be taken.
- Alternatively, if the concern is about someone not connected to a club, you can send the form to your HCAF Welfare Officer or you can complete and submit the Online Safeguarding Concern Form available on your Home Country governing body website. This will be sent directly to the UKA Safeguarding Team.

CASE MANAGEMENT

a. The Role of the Club Welfare Officer

On receipt of a referral, the Club Welfare Officer will take the following action:

1. Ensure any immediate actions necessary to safeguard anyone at risk are taken.

If the risk or concern is believed to be due to the behaviour of a club member, then consider the relevant procedures (e.g. interim suspension from the club) to prevent that person making contact with the adult being harmed.
2. If you have been sent an Adult Safeguarding Report Form, check that you understand the content and that all the necessary parts have been completed.

If you are being contacted directly by a club member, or a member of the public, ensure that they provide enough information for you to complete the Adult Safeguarding Report Form.
3. Reassure, and advise the person making the report. Explain what will happen next. Reinforce the need for confidentiality.
4. Decide if you need to contact the adult to get more information, determine their capacity, wishes, or explain what actions you need to take. **Only do this if you have a known safe way of contacting them.**
5. In all situations the Club Welfare Officer should ensure those in the club/organisation who can act (within their remit) to prevent further harm have the information to do so. Depending on the situation you may need to pass information to, and work with, other organisations such as the Police or the Local Authority Adult Safeguarding Team.
6. The Club Welfare Officer must refer the case to their Home Country or to the UKA Safeguarding Team as soon as possible. This can be done by sending the Adult Safeguarding Report Form to safeguarding@uka.org.uk, or by submitting an Online Safeguarding Concern Form using the link on your Home Country governing body website. This will be sent directly to the UKA Safeguarding Team.

b. The Role of the HCAF and UK Athletics Safeguarding Team

On receipt of a concern about an adult from any source, the UKA Safeguarding Team will take the following action:

1. Consult and decide.

The UKA Safeguarding Team will consult with the Home Country Welfare Officer and the Club Welfare Officer and decide what initial actions need to be taken and by whom.

2. Contact the Police (where the crime took place).

The Police will be contacted if:

- a serious crime has been committed
- a crime has been committed against someone without the mental capacity to contact the Police themselves
- the adult has asked them to make a report to the Police on their behalf because they are unable to themselves.

3. Refer to a Local Authority Safeguarding Adults Team if it is believed they may be an adult at risk and:

- the adult appears not to have the mental capacity to make decisions about their own safety and wellbeing
- the risk is from a person employed or volunteering in work with adults with care and support needs (including within the club)
- there may be other 'adults at risk' (e.g. another family member, another club member or other people using a service)
- the adult at risk lives in Wales or Northern Ireland (no consent required)
- the adult at risk lives in England or Scotland and they have asked you to make a report or have given their informed consent to you making it.

If a child is at risk the team will also make a child safeguarding referral to the Local Authority. This includes all situations where there is domestic abuse within the household where the child lives.

If there is uncertainty on whether or not to make a referral/report, then advice will be sought from the Local Authority Safeguarding Adults Team without disclosing the identity of the adult or the person who may be causing harm.

4. Use policy and procedures to stop harm within the organisation. If the person who may be causing harm is a person involved in athletics in whatever capacity, the Safeguarding Team will:

- decide what policy and procedures to follow (e.g. breach of code of conduct, relevant disciplinary procedures, breach of contract)
- agree what short-term arrangements can be put in place to enable the adult, who may be being harmed, to be able to continue participating in their role or activity.

5. Ongoing liaison with statutory agencies. If statutory agencies are involved, the UKA Safeguarding Team will ensure the relevant people are assigned to work together with them to coordinate and agree the next steps. The Safeguarding Manager will decide who attends and contributes to any safeguarding adults' strategy or case meetings that are called by the Local Authority. This may be a club or Home Country representative.

6. Ongoing liaison with the adult. The UKA Safeguarding Team will confirm who will maintain contact with the adult, to consult with them, keep them informed, and make sure they are receiving the support they need. This may be a club or Home Country representative.

7. When the statutory agencies conclude their investigations or decide to take no further action in relation to a referral, the UK Athletics Safeguarding Team will ensure the matter is investigated at the appropriate level and in line with the Safeguarding Disciplinary Regulations.

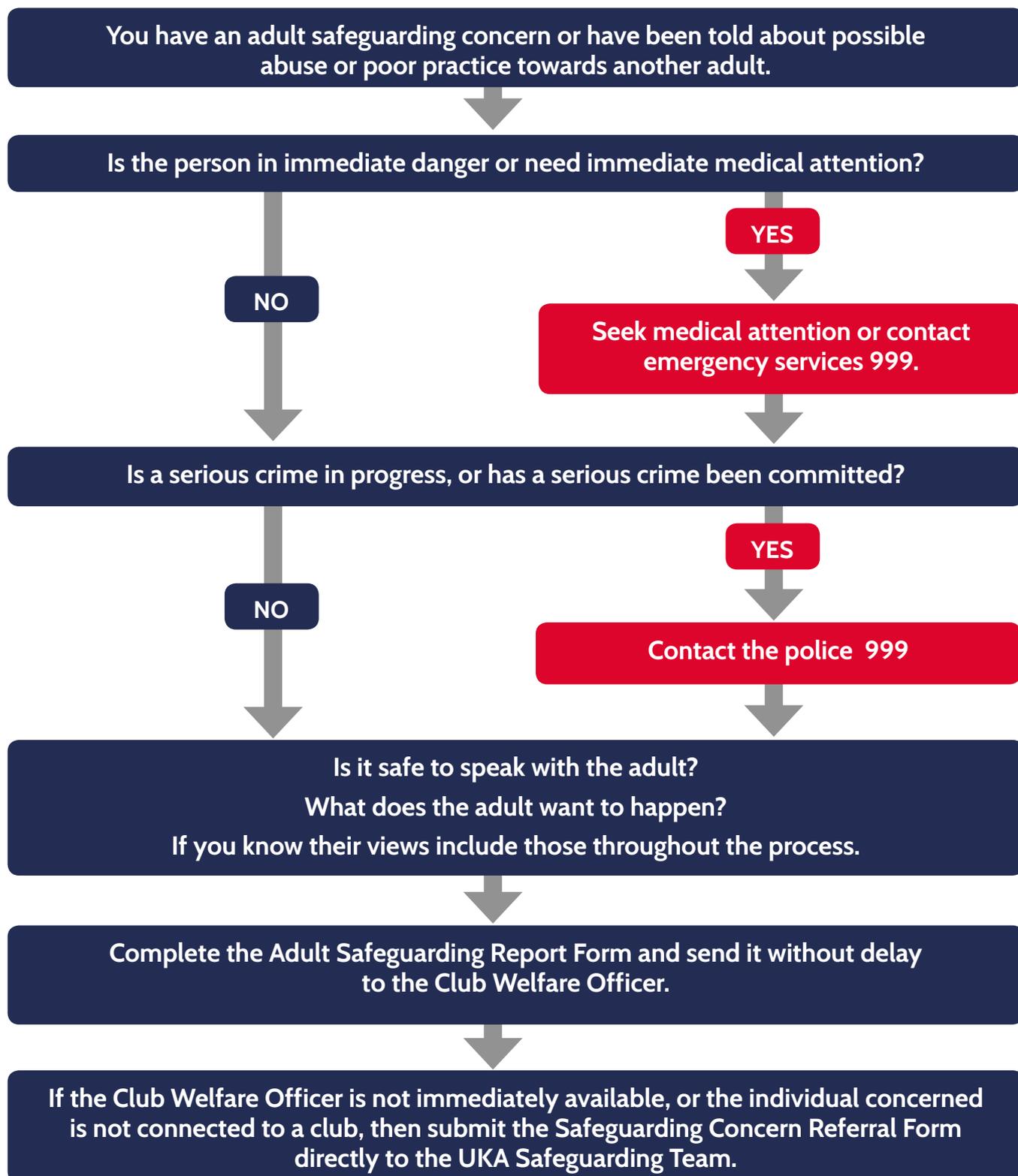
8. The UKA Safeguarding Team will coordinate and oversee all case-related decisions and actions in line with the Safeguarding Disciplinary Regulations and supported by the Safeguarding Case Management Group.

NATIONAL SAFEGUARDING LEADS CONTACT DETAILS

GOVERNING BODY	EMAIL	PHONE
UK Athletics	safeguarding@uka.org.uk	07920 532552
England Athletics	welfare@englandathletics.org	07967 317341
Welsh Athletics	safeguardingandwelfare@welshathletics.org	07792 242153
Athletics Northern Ireland	welfare@athleticsni.org	02890 602707
Scottish Athletics	welfare@scottishathletics.org.uk	07983 081122

APPENDIX 1: PROCESS MAP

REPORTING A CONCERN ABOUT AN ADULT



APPENDIX 2: ADULT SAFEGUARDING REPORT FORM

To be completed as fully as possible if you have concerns regarding an adult.

If it is safe to do so, it is important to inform the adult (at risk) about your concerns and that you have a duty to pass the information onto the Club Welfare Officer/UKA Safeguarding Team.

Complete as much of the form as you can with the information available.

Section 1 – Details of adult (you have concerns about)

Name

Address

Date of birth/age

Contact phone number(s)

Emergency contact if known

Consent to share information with emergency contact? Yes No

Section 2 – Details of the person completing this form/your details

Section 2 – Details of the person completing this form/your details

Name

Contact phone number(s)

Email address

Name of organisation/club

Your role in organisation

Section 3 – Details of concern

Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)

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Section 4 – Details of the person thought to be causing harm (if known)

Name

Address

Date of birth/age (if known)

Relationship/connection to adult

Name of organisation/club

Role in club/organisation

Do they have contact with other adults at risk in another capacity
(e.g. in their work/family/as a volunteer)?

Section 5 – The views of the adult you have concerns about

Have you discussed your concerns with the adult? What are their views?

What have they stated about what they want to happen and what outcomes they want?

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Section 6 – Reasons for not discussing with the adult

For example, discussion would put the adult or others at risk/adult appears to lack mental capacity/
adult unable to communicate their views.

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Section 7 – Risk to others

Are any other adults at risk? If yes, please add details here based on sections 1–6 above.

Are any children at risk? If yes, please add details here.

Section 8 – Club action

What action have you taken if any/agreed with the adult to reduce the risks? (e.g. person causing harm suspended/session times changed).

Section 9 – Other agencies contacted

Who contacted/reference number/contact details/advice gained/action being taken

Police

Local Authority Safeguarding Adults Team

Other – please state who and why:

Section 10 – Submit the form

Send this form to your Club Welfare Officer and/or to the UKA Safeguarding Team - safeguarding@uka.org.uk