

DARLINGTON TRI

Safeguarding Vulnerable Adults Policy

(version controlled)

Post holder responsible for Policy:	Club Welfare Officer
Author of Policy:	Iain Clyde
Date written:	3 Dec 18
Ratifying body and date ratified:	Darlington Triathlon Club Committee
Next review date	1 Jan 20
Frequency of further reviews:	Annually
Expiry date:	1 Jan 2020
Date document becomes live:	1 Jan 19

Version	Author	Date	Reason
V1.1	Iain Clyde	December 2018	Initial issue

Purpose:

To layout the Safeguarding Vulnerable Adults Framework for Darlington Triathlon Club:

Club Safeguarding Vulnerable Adults Policy Statement.

Introduction

Preventing Abuse

Recognising the signs and symptoms of Abuse

Designated Named Person for Safeguarding Vulnerable Adults

Responding to people who have experienced or are experiencing abuse

Managing allegation made against member of staff or volunteer

Recording and managing confidential information

Disseminating/Reviewing policy and procedures

Concern Report Form

Darlington Triathlon Club

Safeguarding Vulnerable Adults Policy Statement

This policy will enable Darlington Triathlon Club to demonstrate its commitment to keeping safe the vulnerable adults with whom it works alongside. Darlington Triathlon Club acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that club committee members, coaches and club members, can work to prevent abuse and know what to do in the event of abuse.

The Policy Statement and Procedures have been drawn up in order to enable Darlington Triathlon Club to:

- promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- to ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- and to stop that abuse occurring.

The Policy and Procedures relate to the safeguarding of vulnerable adults. Vulnerable adults are defined as:

- People aged 18 or over
- Who are receiving or may need community care services because of learning, physical or mental disability, age, or illness
- Who are or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

(No Secrets, Department of Health, 2000)

The policy applies to all members of Darlington Triathlon Club

It is acknowledged that significant numbers of vulnerable adults are abused and it is important that Darlington Triathlon Club has a Safeguarding Adults Policy, a set of procedures to follow and puts in place preventative measures to try and reduce those numbers.

In order to implement the policy the Darlington Triathlon Club will work:

- to promote the freedom and dignity of the person who has or is experiencing abuse
- to promote the rights of all people to live free from abuse and coercion
- to ensure the safety and well being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing
- to manage the club in a way which promotes safety and prevents abuse
- recruit volunteers safely, ensuring all necessary checks are made
- provide effective management for coaches and members where applicable through supervision, support and training

- **Darlington Triathlon Club**

- will ensure that all club committee members, coaches and club members are familiar with this policy and procedures
- will work with other agencies within the framework of the Darlington Safeguarding Adults Board Policy and Procedures, issued under No Secrets guidance (Department of Health, 2000)
- will act within it's confidentiality policy and will usually gain permission from service users before sharing information about them with another agency
- will pass information to Adult and Culture Services when more than one person is at risk.
- will make a referral to the Adult Social Care Direct team as appropriate
- will endeavor to keep up to date with national developments relating to preventing abuse and welfare of adults
- will ensure that the Designated Named Person understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies (Police/Adult and Culture Services Directorate)

The Welfare Officer in Darlington Triathlon Club is Karen Donnelly

They should be contacted for support and advice on implementing this policy and procedures.

G Bell
Club Chairman

Darlington Triathlon Club Safeguarding Vulnerable Adults Procedures

1. Introduction

These procedures have been designed to ensure the welfare and protection of any adult who accesses services provided by Darlington Triathlon Club. The procedures recognise that adult abuse can be a difficult subject for workers to deal with. Darlington Triathlon Club is committed to the belief that the protection of vulnerable adults from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all Committee members, Coaches and club members act appropriately in response to any concern around adult abuse.

2. Preventing abuse

Darlington Triathlon Club is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within Darlington Triathlon Club will be treated with respect.

Therefore this policy needs to be read in conjunction with the following policies:

- British Triathlon Equality and Diversity Policy
- Darlington Triathlon Club Coaching Policy
- Darlington Triathlon Club Disciplinary and Grievance
- Darlington Triathlon Club Data Protection

Darlington Triathlon Club is committed to safer recruitment policies and practices for paid staff, trustees and volunteers. This will include enhances DBS disclosures for all coaches and all coaches attend approved NGB Safeguarding training every 3 years.

The organisation will work within the current legal framework for reporting staff or volunteers that are abusers.

3. Recognising the signs and symptoms of abuse

Darlington Triathlon Club is committed to ensuring that all coaches undertake training to gain a basic awareness of signs and symptoms of abuse. Darlington Triathlon Club will ensure that the Designated Named Person and coaches have access to training around Safeguarding Adults.

“Abuse is a violation of an individual's human and civil rights by any other person or persons” (No Secrets: Department of Health, 2000)

Abuse includes:

- physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- discriminatory abuse: including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment
- institutional or organisational: including regimented routines and cultures, unsafe practices, lack of person-centred care or treatment

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

4. Designated Named Person for safeguarding adults

Darlington Triathlon Club has an appointed individual who is responsible for dealing with any Safeguarding Adults concerns. In their absence, a deputy will be available for workers to consult with. The Designated Named Person for Safeguarding Adults within Darlington Triathlon Club is:

Karen Donnelly
Mobile Number: 07807078453
Email address: karenhopcraft@btinternet.com

Should this person be unavailable then you should contact Adult Social Care Direct directly. See below for contact details.

The roles and responsibilities of the named person(s) are:

- to ensure that all staff including volunteers and trustees are aware of what they should do and who they should go to if they have concerns that a vulnerable adult may be experiencing, or has experienced abuse or neglect.
- to ensure that concerns are acted on, clearly recorded and referred to an Adult Social Care Direct team or to the allocated social worker/care manager where necessary.
- to follow up any referrals and ensure the issues have been addressed.
- consider any recommendations from the Safeguarding Adults process
- to reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice with regard to confidentiality and security. This is because it is around

the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest.

- to ensure that coaches working directly with members who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.
- if appropriate staff or volunteers will be given support and afforded protection if necessary under the Public Interest Disclosure Act 1998: they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and its outcome

5. Responding to people who have experienced or are experiencing abuse

Darlington Triathlon Club recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

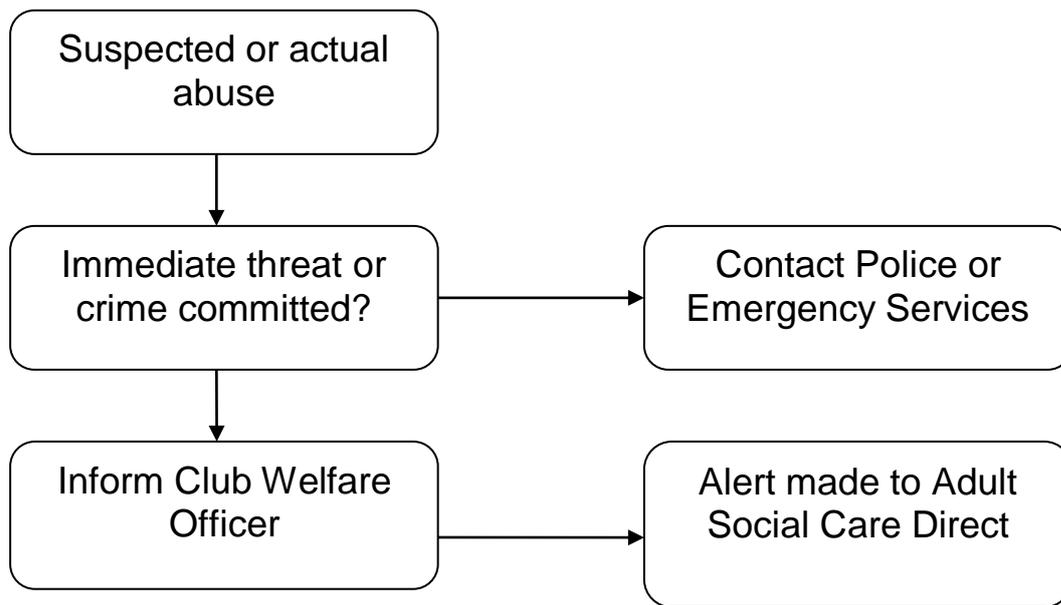
- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff, volunteers and service users safe
- To inform the Designated Named Person in your organisation
- To record what happened and provide a copy to the Welfare Officer

All situations of abuse or alleged abuse will be discussed with the Welfare officer. If a club member then concerns can be raised directly with Adult Social Care Direct. The alleged victim will be told that this will happen. This stage is called the alert.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral (alert) will be made to Adult Social Care Direct team.

If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, in their best interests.

The Designated Named Person may take advice at the above stage from Adult Social Care Direct and/or the Safeguarding Adults Unit and/or other advice giving organisations such as Police.



6. Managing allegation made against member of staff or volunteer

Darlington Triathlon Club will ensure that any allegations made against members or member of staff will be dealt with swiftly.

Where a club member is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

The Welfare officer will liaise with Adult Social Care to discuss the best course of action and to ensure that the Darlington Triathlon Club disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

Darlington Triathlon Club has a whistle blowing policy and members are aware of this policy. Members will be supported to use this policy.

7. Recording and managing confidential information

Darlington Triathlon Club is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults issues should be shared only with those who need to know.

All allegations/concerns should be recorded and passed to the Welfare officer as soon as practicable. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection.

This information will be secured and this information will be restricted to the Welfare Officer

8. Disseminating/Reviewing policy and procedures

This Safeguarding Adults Policy and Procedure will be clearly communicated to all Club Members. The Welfare Officer will be responsible for ensuring that this is done.

The Safeguarding Adults Policy and Procedures will be reviewed annually by the Welfare officer and ratified by the Club Committee

Appendix 1

Safeguarding Adults Concern/incident Form

Person completing the form:

Name:

Phone contact details:

Date:

Details of incident/suspected or actual abuse

To be completed by the manager or lead officer within the organisation responsible for safeguarding adults

Date of alleged incident/harm:

Area where incident/harm took place:

Time of alleged incident/harm:

Who reported the alert:

Date:

Who was involved:

Details of Alleged Victim

Name and address of GP:

Name:

Address:

Ethnic Origin:

Date of Birth:

Nature of alleged victims' vulnerability:

Phone :

Any other details (e.g. communication needs):

Details of Alleged Perpetrator

Ethnic Origin:

Name :

Address:

Relationship to victim:

Are they a vulnerable adult? Yes/No

Date of Birth:

Alleged perpetrators vulnerability (if applicable):

Phone Contact:

Any other details:													
Have you made the victim aware that details of the incident are being recorded and will be investigated:													
Yes/No													
If not, why not?													
Type of Abuse (Please tick one or more)													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 5px;">Sexual</td> <td style="padding: 5px;">Physical</td> </tr> <tr> <td style="padding: 5px;">Emotional</td> <td style="padding: 5px;">Neglect or omission</td> </tr> <tr> <td style="padding: 5px;">Psychological</td> <td style="padding: 5px;">Financial/Material</td> </tr> <tr> <td style="padding: 5px;">Discriminatory Abuse</td> <td style="padding: 5px;">Institutional</td> </tr> <tr> <td style="padding: 5px;">Other i.e. suspicious death of a service user</td> <td></td> </tr> </table>		<input checked="" type="checkbox"/>		Sexual	Physical	Emotional	Neglect or omission	Psychological	Financial/Material	Discriminatory Abuse	Institutional	Other i.e. suspicious death of a service user	
<input checked="" type="checkbox"/>													
Sexual	Physical												
Emotional	Neglect or omission												
Psychological	Financial/Material												
Discriminatory Abuse	Institutional												
Other i.e. suspicious death of a service user													
Description of alleged incident / alleged harm, detailing all people involved including witnesses													
On this page please give a detailed description of the incident (please include times) and any other comments you feel are relevant. If necessary attach further pages.													
What action did you take immediately after the incident/allegation of harm (E.g. administered first aid, asked perpetrator to leave, took victim to secure area)													
Were the Police called: Yes / No	Were any other emergency services called: If yes, which service(s)? Yes / No												
Names and badge numbers of Police:	Outcome: (Response time, taken to hospital etc)												
Are there any risks to others? Yes/No (Vulnerable adults, children)	Please provide details (include who this information has been shared with – e.g. Children’s Social Care, Police):												

Signed:

Date:

Time:

This form must be sent to the Club Welfare Officer within 24 hours of the suspected or actual abuse, or as soon as possible after being made aware.

This is a confidential document and should be stored securely according to your own organisation's procedures. It is your responsibility to ensure that this is done.