

Tonbridge Athletic Club

ADULT SAFEGUARDING PROCEDURES

RESPONDING TO AND MANAGING A CONCERN ABOUT AN ADULT

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INTRODUCTION

In this document, any reference to UK Athletics means UK Athletics and England Athletics.

For the purpose of this document Tonbridge Athletic Club will be referred to in its abbreviated form as 'TAC'.

TAC is 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 the TAC safeguarding officers:

Chris Hogwood chrishogwood.coach@tonbridgeac.org.uk

Cate Silvester catesilvester.welfare@tonbridgeac.org.uk

If you would prefer, you can contact another TAC member, 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 TAC 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 an athlete 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 the TAC 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 TAC 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 TAC Welfare Officer without delay.
- This information is confidential and must only be shared with the TAC 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 TAC, you can send the form to the EA Welfare Officer or you can complete and submit the Online Safeguarding Concern Form available on the EA website. This will be sent directly to the UKA Safeguarding Team.

CASE MANAGEMENT

a. The Role of the TAC Welfare Officer

On receipt of a referral, the TAC 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 TAC 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 TAC Welfare Officer must refer the case to EA or 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 the EA website. This will be sent directly to the UKA Safeguarding Team.

b. The Role of the EA and UKA 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 EA Welfare Officer and the TAC 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 England 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 procedure 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 TAC or EA 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 TAC or EA 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.

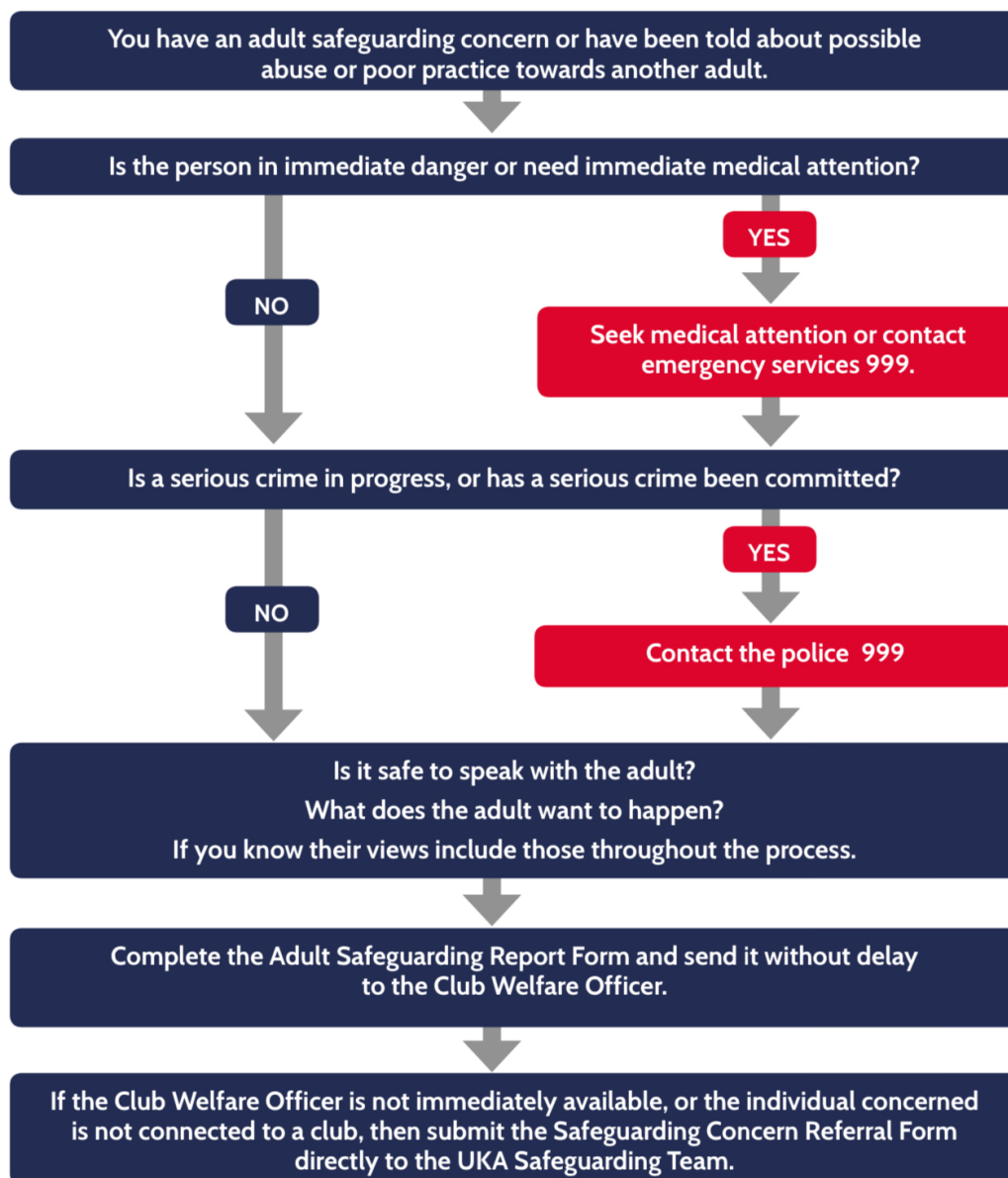
8. The UKA Safeguarding Team will coordinate and oversee all case-related decisions and actions in line with the Safeguarding Disciplinary Regulations and supported by the Safeguarding Case Management Group.

NATIONAL SAFEGUARDING LEADS CONTACT DETAILS

UK Athletics	<u>safeguarding@uka.org.uk</u>	07920 532552
England Athletics	<u>welfare@englandathletics.org</u>	07967 317341

APPENDICES

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 on to 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.)

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?

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.

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