



Safeguarding Adults Policy

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Together Active recognises its responsibilities for safeguarding adults. This Safeguarding policy will be reviewed by the Trust Board at least annually to check its effectiveness and to consider any updates in legislation.

Safeguarding Culture at Together Active

Together Active is a local charity forming part of a national network of 43 Active Partnerships. We are funded by Sport England, our local authorities and our universities. As a strategic organisation, we work behind the scenes to create the conditions for physical activity and sport to happen across Stoke-on-Trent and Staffordshire. We do this by coordinating and commissioning programmes, providing information, advice and guidance, and influencing systems to create change.

Sport and physical activity can and does have a powerful and positive influence on peoples lives. As the active partnership for Stoke-on-Trent and Staffordshire we believe that safeguarding at Together Active is everyone's responsibility and it is our duty as a local charity to safeguard and promote the welfare of all adults. This is our core principle. In adhering to this principle, we focus on working with our partners to provide a safe and welcoming environment for adults regardless of age, ability, culture, race, language, religion, gender identity or sexual identity. All adults have equal rights to be protected from abuse and poor practise and we are committed to ensuring that adults are able to participate and enjoy all forms of physical activity and sport in a safe and supportive environment.

We firmly believe in the fundamental right of every adult to participate in sports and physical activities in a safe and supportive environment. In line with this Together Active is fully committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines.

We will safeguard adults by ensuring that our activities and those delivered on our behalf are delivered in a way which keeps all adults safe. Together Active is committed to creating 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; and being willing to report safeguarding concerns. This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

Together Active is 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. One of the foundations of our safeguarding culture is this policy and the procedures contained within it. This policy applies to all staff, volunteers, visitors and trust board members, all of whom are trained upon its contents and on their safeguarding duties. This policy also applies to staff and volunteers working to deliver programmes that Together Active is directly responsible for.

We update this policy at least annually to reflect changes to law, guidance and best practice. Please note that Together Active has several policies that should be read alongside this document which are listed in Appendix 1.

Safeguarding legislation and guidance

When drafting this policy, the following safeguarding legislation and government guidance has also been considered:

- The Care Act 2014
- Care and Support Statutory Guidance (especially chapter 14) 2014
- Prevent Duty Guidance: England and Wales 2023
- The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA)
- The Human Rights Act 1998

It is important to note that many other pieces of UK and home nation 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
- Physical Assault
- Sexual Offences
- Domestic Abuse/Coercive control
- Forced Marriage
- Female Genital Mutilation
- Theft and Fraud

- Modern slavery and Human exploitation
- Hate crime
- Harassment
- Listing and Barring of those unsuitable to work with adults with care and support needs

Each home nation 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
- 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.

Together Active Aims

Together Active acknowledges that safeguarding is everybody's responsibility and is committed to preventing abuse and neglect through safeguarding the welfare of all adults involved. Together Active is committed to creating, promoting and maintaining safe environments in sport and physical activity, identifying where there are concerns about an adult and taking timely action to mitigate risk.

In partnership with key local statutory agencies and the Ann Craft Trust, Together Active will encourage and support all partner organisations to fulfil their safeguarding responsibilities through implementing and embedding their own policies and procedures. Ann Craft Trust receive Sport England funding to ensure safeguarding standards in sport are enhanced and maintained. Together Active is 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.

Together Active recognises that there is a legal framework within which physical activities and 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 and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures. Actions taken by Together Active 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.

The purpose of this policy is to demonstrate the commitment of Together Active to safeguarding adults and to ensure that everyone involved in Together Active 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.

The Together Active Safeguarding Adults Policy is based on the following 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 nation. In England, An Adult at risk is an individual aged 18 years and over who:
 - has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
 - is experiencing, or at risk of, abuse or neglect, AND;
 - 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
- The safeguarding legislation applies to all forms of abuse that harm a person's well-being.
- The law provides a framework for good practice in safeguarding that makes the overall well-being of the adult at risk a priority of any intervention.
- The law in all four home nations emphasises the importance of person-centred safeguarding, (referred to as 'Making Safeguarding Personal' in England).
- 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.

Safeguarding Adults

Safeguarding is defined as the protection of a person's health, wellbeing, and right to live in safety, free from harm, abuse, and neglect.

Safeguarding Adults in all home nations is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people.

Confidentiality

Together Active complies with regulations outlined by DPA, GDPR and the Together Active Data Protection Policy.

Information about concerns of abuse includes 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 persons 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 co-ordinate actions by the organisation

There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. 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 over-riding 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.

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.

Information sharing will take place in a timely and secure manner and only when it is necessary and proportionate to do so and the information to be shared is relevant, adequate and accurate.

Information sharing decisions will be recorded, whether the decision is taken to share. If required additional legal advice will be sought without giving personal details about the person at risk or the person causing harm.

As part of this decision-making process the guidance set out in the [Information sharing: Advice for practitioners 2024](#) documentation will also be considered.

Storing Information

Adult safeguarding concerns and information will be stored and handled in line with our Data Protection Policy. Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. All concerns must be recorded using the Together Active safeguarding concern form.

All concerns, discussions and decisions made, and the reasons for those decisions, will be recorded on the Together Active Safeguarding tracker. This will also help develop a robust, information-led picture of the person potentially at risk. Records should include

- The person's name, address or any other relevant information you may have available
- Date, time and how the concern was raised
- Any other witnesses who may have been present
- A clear and comprehensive summary of the concern
- Details of how the concern was followed up and resolved
- Details of any other agency/partner involvement
- The member/s of staff who dealt with the concern
- Details of the alleged or suspected abuser
- A note of any action taken, decisions reached and the outcome Information and parent consent (if appropriate)

Reporting the matter to the Lead Safeguarding Officer (or police or social services department) should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the Lead Safeguarding Officer, social services or the police should be confirmed in writing within 24 hours. A record should be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. It is the responsibility of the person reporting the concerns to ensure written confirmation is completed.

If details have been sent to either social services and/or the police a copy should also be sent to the Lead Safeguarding Officer. If the concern is about the Lead Safeguarding Officer this information should be sent to the Together Active CEO.

Roles, Responsibilities and Training

Together Active – All Staff, volunteers and Trustees

Responsibilities

All staff, volunteers and trustees must:

- accept the moral and legal responsibility to promote safeguarding and implement procedures outlined in this policy.
- Working with others within the organisation to create a positive inclusive environment within the physical activity/sport.
- promote equity through all the work staff and volunteers undertake including child protection and welfare.
- work with all staff that are directly involved in the delivery of Together Active's initiatives and programmes (whether they be paid employees or unpaid volunteers) to adopt best practice to safeguard others from abuse and themselves against allegations.
- Adopt and adhere to the Together Active Code of Conduct and the Together Active Adults Safeguarding Policy and Procedures.
- Ensure that any partners or external organisations contracted or commissioned by Together Active have effective safeguarding policies and procedures in place
- raise any concerns about an adults welfare and/or suspicions or allegations of abuse or poor practice appropriately and promptly in line with procedures outlined in this policy
- know what to do if an adult tells them they are being abused, exploited, or neglected. Staff should know how to manage the information to maintain an appropriate level of confidentiality
- be able to reassure victims that they are being taken seriously and that they will be supported and kept safe.
- are aware that abuse, neglect and safeguarding issues are rarely standalone events and cannot be covered by one definition or one label alone.
- know what to do if they identify a safeguarding issue or a person tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals.
- know the signs of different types of abuse and neglect, as well as specific safeguarding issues,

such as child sexual exploitation (CSE), FGM and radicalisation.

- be aware that technology is a significant component in many safeguarding and wellbeing concerns.
- support LSOs and provide information/support where requested.

Training

- Staff members undertake safeguarding training at induction including Safeguarding Children and Young People, Safeguarding Adults and Equality, Diversity and Discrimination Awareness and Together Actives safeguarding procedures to ensure they understand the systems in place and can identify signs of possible abuse, neglect and/or poor practise.
- Staff participate in annual safeguarding training in line with TA annual safeguarding
- Training is regularly updated and in line with latest legislation
- Staff receive regular safeguarding and child protection updates (for example through team meetings and internal comms)
- Volunteers receive appropriate training respective to the role they are undertaking

Lead Safeguarding Officer

Responsibilities

- All LSOs have a responsibility for safeguarding within Together Active
- A minimum of one LSO will be available during Together Active core working hours
- Ensure that safeguarding concerns are effectively recorded and documented in line with this policy
- Coordinate the dissemination of the safeguarding adult policy, procedures and resources throughout the organisation
- Assess safeguarding concerns raised promptly and carefully, clarifying or obtaining more information about the matter as appropriate
- Receive reports of and manage cases of poor practice and abuse reported to the organisation – including an appropriate recording system.
- Support the chair to co-ordinate the case management process.
- Play a lead role in developing and establishing the organisation's approach to safeguarding adults and in maintaining and reviewing the organisation's implementation plan for safeguarding adults in line with current legislation and best practice
- Manage liaison with, and referrals to, external agencies for example adult social-care services and the police.
- Create a central point of contact for internal and external individuals and agencies concerned about the safety of adults within the organisation.
- Act as a source of support, advice and expertise for staff
- Act as a point of contact with safeguarding partner
- Liase with the CEO to inform them of issues
- Work in collaboration with the appointed safeguarding leads at Together Active to ensure that adults taking part in any activities on and on behalf of Together Active do so in a safe environment.
- Refer suspected cases, as appropriate, to the relevant body and support staff
- Contribute to ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding adults.
- Respond to any suspicions or allegations of abuse or poor practice appropriately and implement the appropriate disciplinary and appeals procedures.
- Work with partners to access support from the local statutory safeguarding agencies where required.
- Oversee the effective local provision training programme that provides access for all sports development staff, coaches and volunteers to receive basic awareness safeguarding training in collaboration with TA Safeguarding Welfare Officer.
- Ensure that safeguarding practise is frequently reviewed at Together Active and that best practise is always adopted.
- Provide advice and support to safeguarding/welfare officers in the area.
- Play a lead role in the safeguarding and welfare training of Together Active staff.
- Represent the organisation at external meetings related to safeguarding.
- Advise on the organisation's training needs and the development of its training strategy.

Training

- The LSO will attend the CPSU two-day course for active partnership Safeguarding Lead Officers

on an annual basis

- Ann Craft Trust- Safeguarding Adults in Sport & Activity in England: Advanced Training for Safeguarding Leads (annually)
- LSOs receive regular safeguarding updates through the Active Partnership Network Lead Safeguarding Officer forums
- LSOs engage with sector safeguarding development opportunities such as conferences

The Deputy Lead Safeguarding Officer

Responsibilities

- Our Deputy LSO is trained to the same level as the lead LSO and supports the LSO team with safeguarding matters on a day to day basis. The ultimate lead responsibility for safeguarding remains with the lead LSO.

The Trust Board

Responsibilities

- The Trust Board are the accountable body for ensuring the safety of Together Active.
- The Trust Board reviews policies/procedures in accordance with statutory guidance or more frequently if needs change.
- The Board Trustee for Safeguarding is accountable for overseeing safeguarding arrangements and being the Safeguarding Board Champion.
- The Board Trustee for Safeguarding meets with the Together Active Safeguarding team on a quarterly basis and review reports provided for the Board.
- The nominated Trustee is responsible for liaising with Together Active Safeguarding team over all matters regarding safeguarding. The role is strategic rather than operational – they will not be involved in individual concerns raised.

Training

- Quarterly meetings with the Together Active Safeguarding team for key safeguarding updates
- Staff members undertake safeguarding training at induction including Safeguarding Children and Young People, Safeguarding Adults and Equality, Diversity and Discrimination Awareness
- Our Board Safeguarding Champion will receive additional training as required to empower them to support and challenge the Lead Safeguarding Officers and support the delivery of high quality safeguarding at Together Active.

The CEO

Responsibilities

- Overall responsibility for safeguarding
- Liaise with the Together Active safeguarding leads
- Liaise with the “case manager” and the local authority designated officer(s) (LADO) for safeguarding concerns in cases which concern a staff member
- Promote, advocate and ensure good practise in safeguarding across Together Active and it’s partner organisations
- Respond to any suspicions or allegations of abuse or poor practice appropriately and implement the appropriate disciplinary and appeals procedures

Staff receive appropriate safeguarding training which is regularly updated. In addition, all staff receive safeguarding updates on a regular basis to ensure they are up to date and empowered to provide high quality safeguarding.

New staff, volunteers receive a briefing during their induction which covers key policies, how to report and record concerns and information about our Lead Safeguarding Officer and Deputy LSOs.

Our trustees receive appropriate safeguarding (including online) training at induction which equips them with the knowledge to provide strategic challenge to test and assure themselves that there is an effective whole organisational approach to safeguarding. This training is updated at least annually.

The Together Active Safeguarding Board Champion receives additional training to empower them to support and challenge the Lead Safeguarding Officers and support the delivery of high-quality safeguarding at Together Active.

Safer Recruitment

Together Active will take all reasonable steps to ensure that unsuitable people are prevented from working within the physical activity and sporting community. Safer Recruitment Practise at Together Active involves a scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history, and ensuring a candidate has the health and physical capacity for the job. Online searches are carried out at the point of offer for all candidates.

Candidates are informed through the recruitment process of due diligence checks including online searches. The same procedures will be adopted whether staff are paid or unpaid. Safer Recruitment procedures at Together Active comprise of six key components which can be seen in the table below.

1: Pre- recruitment Checks *(The following pre-recruitment checks will always be carried out)*

Advertising

If any form of advertising is used to recruit staff, it should reflect the:

- Aims of the particular programme(s) involved
- Responsibilities of the role
- Level of experience or qualifications required
- Together Active's open and positive stance on safeguarding

Pre-Application Information

Pre-application information should be made available to potential candidates containing:

- A clear role profile outlining the role summary and role outcomes
- a person specification (clearly stating qualifications or experience required if appropriate)

2: Applications

All applicants for paid full and part-time positions, and where appropriate voluntary positions, will complete a Together Active application form. Successful applicants will complete a Disclosure and Barring Service (DBS) or an Enhanced Disclosure should they meet the thresholds and requirements of an Enhanced DBS check. In circumstances where the role is not eligible for DBS check a self-declaration form will be issued.

The following list is the minimum information required from applicants for any paid position (and consideration will be given regarding which of the following are appropriate for voluntary roles, depending on their nature and expected duration):

- Name, address, ID check and National Insurance number (to confirm identity and right to work)
- Relevant experience, qualifications and training undertaken
- Listing of past career (to confirm experience and identify any gaps)
- Self-disclosure of any criminal record including convictions, cautions and formal warnings
- Whether the applicants are known to any social services department as being an actual or potential risk to people, a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working within the role they have applied for e.g. previous employer(s)
- The applicant's consent to a DBS Disclosure being undertaken if required
- The applicant's agreement to abide by Together Active's code of conduct

Together Active self-declaration forms clearly state that failure to disclose information or subsequent failure to conform to the Code of Behaviour will result in disciplinary action and possible dismissal.

3: Checks and References

All Together Active employees that will be working in a position that involves frequent or intensive contact with adults at risk and involves working in an unsupervised capacity must complete an enhanced DBS check which includes a Barred List check. All Together Active employees that will be working

frequently/intensively or in an unsupervised capacity must complete a DBS check.

Two written references must be taken up. A self-disclosure form will be completed by all paid full and part time staff and volunteers as part of the Together Active employment procedures.

4: Interview and Induction

Formal interviews will be conducted for all paid posts and where appropriate for voluntary positions. All new staff will undergo an induction by someone working in an official capacity within Together Active. The induction process will ensure that

- their qualifications are substantiated
- they identify training needs/aspirations through the probationary review process
- they sign the Together Active Code of Conduct
- the expectations, roles and responsibilities of the job are clarified e.g. through a formal or informal work programme or goal-setting exercise
- safeguarding procedures are explained and safeguarding training needs established

5: Training

Appropriate training will enable staff to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse. All members of the Together Active Team will take part in frequent safeguarding training as outlined in this policy.

6: Monitoring and Appraisal

At regular intervals, all staff employed by the Together Active should be given the opportunity to receive feedback (e.g. through an appraisal) to identify training needs and set new goals. Appraisers (mentors) should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

Probationary Period

Employees new to Together Active are subject to a 6 month probationary period, with the option to extend by periods of 3 months if concerns exist. Further details of this can be found in Together Active's Recruitment and Selection Policy

Raising a Concern

All members of staff have a duty of care to respond to safeguarding concerns. If there is an immediate threat to life call 999.

Together Active Flow Chart for Reporting Concerns about Adults

Adult Safeguarding Procedure

**TOGETHER
ACTIVE**
Staffordshire & Stoke-on-Trent

1

Concern has been raised

This might have been by a member of staff, coach, official, volunteer or the adult themselves.



2

Safeguarding Concern form is completed

You must detail your concerns using the Together Active Safeguarding Concern form completing this in as much detail as possible.



3

LSO determines next steps

Your LSO will have been notified that a concern has been raised and will determine the appropriate course of action.

**YOUR CONCERN MUST BE REPORTED WITHIN ONE HOUR OF WHEN
THE INITIAL CONCERN WAS RAISED.**

Allegations against Staff or Volunteers of Together Active

Although it is an uncomfortable thought, it must be acknowledged that there is potential for individuals working in sport and physical activity settings to abuse others.

Together Active staff receive appropriate safeguarding training which is regularly updated. In addition, all staff receive safeguarding updates on a regular basis to ensure they are up to date and empowered to be proactive provide exceptional safeguarding.

New staff, volunteers receive a briefing during their induction which covers this Safeguarding policy, how to report and record concerns and information about our Lead Safeguarding Officer and Deputy LSO.

Together Active trustees receive appropriate safeguarding (including online) training at induction which equips them with the knowledge to provide strategic challenge to test and assure themselves that there is an effective approach to safeguarding at Together Active.

Our safeguarding trustee receives additional training to empower them to support and challenge the Lead Safeguarding Officer and support the delivery of high-quality safeguarding at Together Active.

An allegation against anyone working with adults in a paid or voluntary capacity (e.g. volunteers or helpers in clubs, tournament officials, team managers on training camps, coaches) could occur. If a safeguarding concern or allegation is made about a member of Together Active staff, the CEO will follow the procedures outlined in the Together Active Disciplinary Policy. For allegations made against the CEO, the Chair of the Trust Board will be informed. For allegations made against a contractor or any individual working in a paid or voluntary capacity the procedures outlined in this policy will be followed.

Inappropriate behaviour by anyone working in sports and physical activity could take the following forms:

- Physical e.g., the intentional use of force as a punishment
- Emotional e.g., attitudes that discriminate on the grounds of race, gender, disability or sexuality
- Sexual e.g., sexualised behaviour towards participants
- Neglect e.g., failing to seek medical attention.
- All Together Active staff must report using the Together Active safeguarding form face to face, any potential safeguarding concerns about an individual's behaviour towards others immediately.

Who is the allegation about	Who must the concern be reported to
Members of Together Active staff including trustees and volunteers	Lead Safeguarding Officer
Individual working with adults in a paid or voluntary capacity	Lead Safeguarding Officer
Lead Safeguarding Officer	CEO
CEO	Chair of the Trust Board

Allegations of Previous Abuse

Allegations of abuse may be made some time after the event e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children and/or adults at risk. Where such an allegation is made, Together Active should follow the procedures as detailed above and the LSO should ensure the matter is reported to social services or the police. This is because other people, either within or outside sport, may be at risk from this person.

Responding to Concerns and Handling Disclosures

People working in sport and physical activity are well placed to recognise or receive concerns relating to the welfare of people. Together Active recognises its responsibility to respond to these concerns. If in the event a disclosure is made, it is normal to feel overwhelmed and confused in this situation.

Abuse is a difficult subject that can be hard to accept and even harder to talk about. It is often difficult to believe that abuse or neglect can occur. Remember, it may have taken a great amount of courage for the person to tell you that something has happened and fear of not being believed can cause people not to tell.

Care must be taken to remain calm and to show support to the person throughout the disclosure phase. The following guidelines will help lessen the risk of causing more trauma to the individual.

Receive: Stay calm, do not communicate shock, anger or embarrassment. If you display denial to the individual or show shock or disgust at what they are saying, they may be afraid to continue and will shut down.

React: Accept what the person is saying – do not question the person or get them to justify what they are saying – reassure the person that you take what they have said seriously.

Reassure them, but only so far as is honest and reliable. Don't make promises that you can't be sure to keep, e.g., "everything will be all right now". Reassure the person that they did nothing wrong and that you take what is said seriously.

- Don't promise the person that you'll keep what they tell you confidential or "secret". Explain that you will need to tell another person but you'll only tell people who need to know so that they can help. You have a duty to report your concerns through the appropriate channels as outlined in this policy.
- Tell the person that you will need to tell some people, but only those whose job it is to protect them.
- Acknowledge how difficult it must have been to talk. It takes a lot for someone to come forward about abuse.
- Do not dismiss the concern, speculate or make assumptions.
- Do not probe for more information than is offered or demonstrate panic or shock.
- Under no circumstance should you approach the alleged abuser

Respond: Listen quietly, carefully and patiently. Do not assume anything – don't speculate or jump to conclusions.

- Do not 'interview' the person; just listen carefully and calmly to what they are saying. If the person wants to give you lots of information, let them. Try to remember what the person is saying in their own words so that you can record it later. Remember that an allegation of abuse may lead to a criminal investigation, so don't do anything that may jeopardise a police investigation. Let the person explain to you in their own words what happened, but don't ask leading questions.
- Do ask open questions like "Is there anything else that you want to tell me?"
- Communicate with the person in a way that is appropriate to their age, understanding and preference. This is especially important for adults with disabilities and for individuals whose preferred language is not English.
You can ask questions to establish the basic facts, but try to avoid asking the same questions more than once, or asking the person to repeat what they have said- this can make them feel they are not being believed.
- Reassure the person that they will be involved in decisions about what will happen.
- Do not be judgemental or jump to conclusions.

Record: Make some very brief notes at the time and write them up on the Together Active Concern form within an hour of the concern being apparent.

Record the words used by the person and how they appeared to you – be specific. Record the actual words used; including any swear words or slang. Record statements and observable things, not your interpretations or assumptions – keep it factual.

Staff may suspect that a person may be at risk. This may be because the individual's behaviour has changed, their appearance has changed or physical signs are noticed. In these circumstances, staff should give the person the opportunity to talk and ask if everything is ok. If the individual does reveal that they are being harmed, staff should follow the guidance outlined in this policy.

Staff should be aware that individuals may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. Adults may feel embarrassed, humiliated, or being threatened, which could be due to their vulnerability, disability and/or sexual orientation or language barriers. This will not prevent our staff from having a professional curiosity and referring to a LSO if they have concerns about a person.

The primary responsibility for Together Active safeguarding team is to ensure that the concerns and any related relevant information is passed to the police or children's social care without delay. Remember delay may place a person at further risk. In the event of the Lead Safeguarding Officer not being available or the concern is about the Lead Safeguarding Officer, advice can be sought by telephoning the numbers

outlined below.

If the adult lives in Stoke	0800 561 0015 (at any time)
If the adult lives in Staffordshire	0345 604 2719 (Monday to Thursday 8:30am to 5pm, Fridays 8:30am to 4:30pm, excluding Bank Holidays) 0345 604 2886 (at any other time)

If it is an emergency and someone is seriously hurt, or the abuser is still with the adult and they are in immediate danger ring the Police on **999**.

Person Centred Safeguarding/Making Safeguarding Personal

The legislation also recognises that adults make choices that may mean that one part of our well-being suffers at the expense of another – for example we move 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 agencies take to help them to protect themselves.

The concept of ‘Person Centred Safeguarding’/‘Making Safeguarding Personal’ 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, well-being and safety. Organisations work to support adults to achieve the outcomes they want for themselves. 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 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).

The Principles of Adult Safeguarding in England

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.

Staff welfare

Together Active staff are encouraged to look after their own mental health wellbeing and seek support from their Line Manager in the first instance. Staff can also utilise the following services:

- [Mind](#) – 0300 102 1234
- [Samaritans](#)- 116 123
- [Shout](#)- 852 58

Adults who may be at greater risk

The Safeguarding Adults legislation creates specific responsibilities on Local Authorities, Health, and the Police to provide additional protection from abuse and neglect to Adults at Risk.

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.

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. A physical activity/sporting organisation may need to take action as part of safeguarding an adult, for example, to use the disciplinary procedures in relation to a member of staff or member who has been reported to be harming a participant. The Local Authority role includes having multi-agency procedures which coordinate the actions taken by different organisations.

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

(Care Act 2014)

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 proved 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. The Law says 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 that decision is needed. A person's mental capacity can change. If it is safe/possible to 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 nation 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, wait – e.g. 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 that which restricts to 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 physical activity and 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 and/or physical 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.

There may be times when a physical activity or sporting organisation needs to make decisions on behalf of an individual in an emergency. Decisions taken in order 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.

Wellbeing Principle

The concept of 'well-being' is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being 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 well-being.

The legislation recognises that statutory agencies have sometimes acted disproportionately in the past. For example, removing an adult at risk from their own home when there were other ways of preventing harm.

For that reason any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of harm.

Multi Agency Working

Safeguarding adults' 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.

Active Partnerships and Sports Bodies may need to cooperate with the Local Authority and the Police including 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/physical activity/their role in the organisation.

Safeguarding Concerns and definitions

Somebody may abuse or neglect an adult by inflicting harm, or by failing to act to prevent harm. 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.

Abuse can take place within a sporting or physical activity 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 and physical activity 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
- One elite participant controlling another athlete with threats of withdrawal from their partnership
- An official who sends unwanted sexually explicit text messages to a participant with learning disabilities.
- A participant threatens another participant with physical harm and persistently blames them for poor performance.

Abuse or neglect outside sport and physical activity 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.

Types of abuse

The Safeguarding Adults Legislation in England (Care Act 2014) defines categories of adult abuse and harm as follows:

- 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

Physical abuse

Physical abuse is any intentional act of causing injury or trauma to another person by way of bodily contact. It is deliberately hurting another person, causing injuries such as bruises, broken bones, burns or cuts.

Physical abuse isn't accidental- adults who are physically abused suffer violence including being hit, kicked, poisoned, burned, slapped or having objects thrown at them.

Sexual abuse

Sexual Abuse - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressurised into consenting.

Emotional abuse

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

Domestic abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse.

Abusive behaviour can occur in any relationship. It can continue even after the relationship has ended. Both men and women can be abused or abusers.

Neglect and acts of Omission

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

Financial or material abuse

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, Lasting Power of Attorney agreements, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Discriminatory

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational / Institutional

Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Self-neglect

Self-neglect – This covers a wide range of behaviour including neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Domestic Abuse (including coercive control)

Domestic abuse – including psychological, physical, sexual, financial, emotional abuse; controlling and coercive behaviours and 'honour' based violence.

Modern slavery

Modern slavery – encompasses slavery, human trafficking, sexual exploitation, forced labour, domestic servitude or the removal of organs. It includes threatening, coercing, deceiving and forcing individuals into a life of abuse, servitude and inhumane treatment.

Modern Slavery and National Referral Mechanism

Modern slavery is a complex crime and may involve multiple forms of exploitation. It encompasses:

- Sexual exploitation
- Criminal exploitation
- Forced labour
- Domestic servitude

An individual could have been a victim of human trafficking and/or slavery, servitude and forced or compulsory labour

Common areas of labour exploitation:

- food processing
- factories
- construction
- car wash

- agriculture
- tarmacking

Exploiters can also force victims to claim benefits on arrival, but the money is withheld, or the victim is forced to take out loans or credit card debts. Cannabis cultivation is the highest form of criminal exploitation. 33% of those are children when referred to the NRM. Victims can be from any country in the world including Poland, Romania, Albania, China, Vietnam, Nigeria. UK citizens are also victims.

What to look for:

There are several indicators of trafficking and forced labour. Not all of the indicators will apply in every case, and some may not be immediately apparent. Victims may be reluctant to tell their story through fear of reprisal or not being believed, through a feeling of shame about letting themselves be treated in this way, or because they do not know their rights and the treatment they are entitled to receive.

There isn't a specific number of signs that definitively indicate someone is a victim of trafficking or forced labour. A single factor or a combination of factors may suggest that a person is potentially a victim, requiring that each case be evaluated individually. Guidance on indicators can be found here: [Spot the Signs](#)

The [National Referral Mechanism \(NRM\)](#) is a framework for identifying and referring potential victims of modern slavery and ensuring they receive the appropriate support. Victims may not recognise that they are being trafficked or exploited and might have agreed to certain aspects of their exploitation or accepted their circumstances. If you suspect that modern slavery is occurring, refer the case to the NRM for a thorough evaluation by the Single Competent Authority (SCA). It is not necessary to be certain that someone is a victim before making a referral: [Report modern slavery – GOV.UK](#)

Slavery is closer than you think. It happens all over the world including the UK. You can find out more on the [modern slavery website](#) or to seek help or report slavery call the helpline: 0800 0121 700

Commissioning or Sub-Contracting Delivery to Local Activity Providers and Partners

Together Active frequently works in partnership with other organisations to deliver sport and physical activity within communities. This can involve sub-contracting or commissioning other organisations to deliver initiatives or programmes such as Satellite Clubs or may simply be an agreement to work towards jointly agreed outcomes. Whatever the circumstances it is essential that the key aspects of safeguarding are understood by all partners and addressed before the work begins.

Together Active is committed to ensuring that adults are not put at risk or harmed either because adequate safeguards were not put in place or because partners were unclear about their respective responsibilities. To achieve this Together Active will undertake the following when working in partnership, sub-contracting or commissioning other organisations to deliver activity to adults at risk:

- Always apply and adhere to any recommended programme safeguarding criteria i.e. Satellite Clubs minimum safeguarding criteria
- In the absence of appropriate programme safeguarding guidance or criteria Together Active will use guidance from the Ann Craft Trust to ensure that appropriate safeguarding arrangements are in place prior to any activity starting
- Ensure all Together Active's partnership agreements, contracts or service level agreements stipulate safeguarding requirements and make clear respective organisations' roles and responsibilities for adhering to these, including when partners further sub-contract work or collaborate with other organisations to deliver agreed outcomes.

Promoting Good Practice

Together Active staff and volunteers should be encouraged to demonstrate exemplary behaviour in order to safeguard and protect adults from abuse and reduce the likelihood of allegations being made against them.

Below are common sense examples of how to create a positive culture and climate within sport and physical activity – all Together Active staff and volunteers should be familiar with these principles and able to articulate them as statements of good practice, whether or not they are directly involved in sporting environments.

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment)

- treating all people equally, and with respect and dignity
- always putting the welfare of each person first, before winning or achieving desired outcomes
- maintaining a safe and appropriate distance with others
- building balanced relationships based on mutual trust which empowers others to share in the decision-making process
- Creating environments where sport and physical activity fun, enjoyable and promotes fair play
- ensuring that if any form of manual/physical support is required, it should be provided openly and in accordance with guidelines provided by the appropriate NGB. Adults should always be consulted, and their written agreement gained
- keeping up to date with the technical skills and qualifications of a sport
- ensuring adequate insurance is held and where applicable a current coach licence
- involving parents/carers (if appropriate) wherever possible. If groups have to be supervised in the changing rooms, always ensure work in pairs
- ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (NB. Be aware that same gender abuse can also occur.)
- ensuring that at tournaments or 'residential's', staff/volunteers do not enter others rooms or invite players/participants into their rooms
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of the group- avoiding excessive training or competition and not pushing them against their will
- securing parental consent in writing to act *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment (if required)
- awareness of any medicines being taken by participants, or existing injuries
- keeping a written record of any injury that occurs, along with the details of any treatment given
- requesting written parental/carer consent if club officials are required to transport people in their cars.

Further detailed information on good practice relating to safeguarding in sport is available on the [Anne Craft Trust website](#). This includes links to excellent resources and publications. For detailed good practice guidance and information relating to supervision ratios for specific sports, reference should be made to the NGB for the respective sport.

Practice to be avoided

There may be rare circumstances where a member of staff has to take sole charge of an adult at risk. This may be because a parent/carer has failed to arrive in a timely manner at the end of the activity. If this is unavoidable the member of staff should ensure other people are aware of the situation e.g. Lead Safeguarding Officer or colleague.

Any suspicions of abuse or poor practice should be reported to the Lead Safeguarding Officer utilising the procedures outlined in this policy.

Recognition of poor practise

It is not always easy to recognise a situation where abuse may occur or has already taken place. Staff, coaches, officials and volunteers whether in a paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards another person. As such Together Active staff are expect staff to report any concern they may have immediately using the procedures outlined in this policy.

Poor practice includes any behaviour that contravenes Together Active's recommended codes of behaviour which are available on request and on the Together Active website.

On occasions, the LSO may be informed of situations where there is uncertainty about whether the allegation constitutes abuse or not and therefore is unclear about what action to take. In all circumstances whether the allegations are about poor practice or abuse advice should be sought from social services or the police using the contact details provided in this policy.

Staff support

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be abusing someone, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters.

Together Active assures all staff, coaches, officials and volunteers that it will take all allegations/concerns

about a colleague's practice seriously. Together Active has several policies and procedures which underpin this. These include

- Code of Conduct
- Whistleblowing policy
- Disciplinary policy
- Grievance policy

Copies of these are freely available to all staff.

Investigations

Where there is a concern raised against a member of staff or volunteer, there may be three types of investigation:

- Criminal (carried out by the police)
- Child protection (carried out by social services and/or the police)
- Disciplinary or misconduct (carried out by Together Active)

Civil proceedings may also be initiated by the person/family of the person who alleged the abuse.

The results of the police and social services investigation may influence Together Active's disciplinary investigation. Further information on the potential actions of social services may be found in the local LSCB guidelines, which are available online.

Action if there are concerns

The following action should be taken if there are concerns.

Poor Practice

- If, following consideration, the allegation is clearly about poor practice alone, the Lead Safeguarding Officer will deal with it as a misconduct issue and instigate the procedures of Together Active.
- If the allegation is about poor practice by the Lead Safeguarding Officer, or if the matter has been handled inadequately and concerns remain, it should be referred to the Together Active CEO. The CEO will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.
- If there is a suspicion of abuse within the incident of poor practice, all details should be recorded and reported to the Lead Safeguarding Officer or if it concerns the Lead Safeguarding Officer, be referred to the Together Active CEO.

Suspected Abuse

- Any suspicion that a person has been abused by either a member of staff or a volunteer should be reported to the Lead Safeguarding Officer, who will take steps to ensure the safety of the adult in question and any other person who may be at risk
- The Lead Safeguarding Officer will refer the allegation to the social services department who may involve the police, or go directly to the police
- The parents or carers of the adult (if appropriate) will be contacted as soon as possible following advice from the social services department
- The Lead Safeguarding Officer will also notify the Together Active CEO who will ensure the appropriate procedures are followed
- If the Lead Safeguarding Officer is the subject of the suspicion/allegation, the report must be made directly to the Together Active CEO who is then responsible for taking the action outlined above.

Internal Enquiries and Suspension

Together Active should make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries, Together Active must assess all individual cases under its own disciplinary procedure, to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled with other staff or volunteers. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, Together Active must reach a decision based on the available information that could suggest, on a balance of probability, it is more likely than not that the allegation is true.

Support for staff

- Consideration should be given about what support may be appropriate to those involve.
- Use of help lines, support groups and open meetings will maintain an open culture and help the healing process.
- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

Appendices

Appendix 1: Link to Together Active Policies

- Data protection policy
- Recruitment Policy
- Code of Conduct
- Disciplinary Policy
- Safe social media policy
- Equality diversity and inclusion policy
- Photography and video guidelines
- Code of Conduct for clubs and activity providers

Appendix 2: Key contacts

Key local and national safeguarding contacts and helpline services	
Together Active Safeguarding Team	<p>Paula Sage: paulasage@togetheractive.org, 07814 131074</p> <p>Laura Lacey: lauralacey@togetheractive.org, 07814 131074</p> <p>Carly Jones: carlyjones@togetheractive.org, 07814 131074 (Chief Executive)</p> <p>Safeguarding Board Champion: Julie Odams</p> <p>Chair of the Board of Trustees: Paul Muir</p>
Staffordshire Social Services	<p>0345 604 2719 (Monday to Thursday 8:30am to 5pm, Fridays 8:30am to 4:30pm, excluding Bank Holidays)</p> <p>0345 604 2886 (at any other time)</p>
Stoke-on-Trent	0800 561 0015 (at any time)
<p>Sports specific safeguarding and welfare contacts: Please refer to the relevant National Governing Body (NGB) for their safeguarding contact information and submit a concern form/process. For a list of NGBs please visit Sport England</p>	
Support services	
<p>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</p> <p>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</p> <p>Men's Advice Line For male domestic abuse survivors Tel: 0808 801 0327</p> <p>National LGBT+ Domestic Abuse Helpline Tel: 0800 999 5428</p> <p>National 24Hour Freephone Domestic Abuse Helplines Tel: 0808 2000 247 www.nationaldahelpline.org.uk/Contact-us</p> <p>Rape Crisis Federation of England and Wales Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England. Email: info@rapecrisis.co.uk www.rapecrisis.co.uk</p> <p>Respond Respond provides a range of services to victims and perpetrators of sexual abuse who have learning</p>	

disabilities, and training and support to those working with them.

Tel: [020 7383 0700](tel:02073830700) or
[0808 808 0700](tel:08088080700) (Helpline)
Email: services@respond.org.uk
www.respond.org.uk

Susy 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](tel:02083921839)
Fax:Email: info@suzylamplugh.org
www.suzylamplugh.org

Stop Hate Crime

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 hours service:
Telephone: [0800 138 1625](tel:08001381625)
Web Chat: www.stophateuk.org/talk-to-us/
E mail: talk@stophateuk.org
Text: [07717 989 025](tel:07717989025)
Text relay: [18001 0800 138 1625](tel:1800108001381625)
By post: [PO Box 851, Leeds LS1 9QS](mailto:POBox851@leeds.gov.uk)

Support for Survivors

[0115 962 2722](tel:01159622722)
hello@supportforsurvivors.org
supportforsurvivors.org
Support for adult survivors of child abuse.

Mencap

[0808 808 1111](tel:08088081111) (Learning Disability Helpline)
mencap.org.uk
Information and advice for people with a learning disability, their families and carers. Services include an online community.

Ashiana

[0114 255 5740](tel:01142555740)
ashianasheffield.org
Supports Black, Asian, Minority Ethnic and refugee women in England who have experienced domestic abuse, forced marriage and honour-based violence. Also supports children and young people.

Roshini

[0800 953 9666](tel:08009539666) (domestic abuse)
[0800 953 9777](tel:08009539777) (forced marriage and honour-based abuse)
roshnibirmingham.org.uk
Supports people from BAME communities who have experienced domestic abuse, honour-based violence, forced marriage, rape or sexual assault. Offers two 24-hour multilingual helplines – national support for domestic abuse, and support in the West Midlands for forced marriage and honour-based abuse.

New Era

[0300 303 3778](tel:03003033778)
<https://www.new-era.uk/>
Holistic Domestic Abuse service operating across Staffordshire and Stoke-on-Trent.

Glow

[0330 0945 559](tel:03300945559)
support@findtheglow.org.uk
www.findtheglow.org.uk
Domestic abuse charity that supports people experiencing domestic abuse.

Refuge

0808 2000 247

refuge.org.uk

Support, information and advocacy for women and children who have experienced domestic violence and abuse.

The Forced Marriage Unit

0207 008 0151

gov.uk/forced-marriage

Helpline to provide advice and support to actual or potential victims of forced marriage, as well as to professionals dealing with cases. Joint initiative between the Foreign Office and Home Office.

Halo Project

0164 268 3045

0808 178 8424 (freephone)

haloproject.org.uk

Provides advice and support to victims of forced marriage, honour-based violence and female genital mutilation through a helpline and live chat. Can also advise concerned relatives or friends.

Karma Nirvana

0800 5999 247

karmanirvana.org.uk

Supports victims of forced marriage and honour-based abuse. Also offers a face-to-face advocacy service for people in West Yorkshire.

Bi Survivors

bisurvivorsnetwork.org

Support and advocacy network for bi+ people who have experienced domestic or sexual violence and abuse.

Galop

0207 704 2040 (LGBTQ+ hate crime helpline)

0800 999 5428 (LGBTQ+ domestic abuse helpline)

0800 130 3335 (Conversion therapy helpline)

help@galop.org.uk

galop.org.uk

Provides helplines and other support for LGBT+ adults and young people who have experienced hate crime, sexual violence or domestic abuse.

Savana (Sexual Abuse)

Service in Stoke-on-Trent for victims of sexual abuse and rape.

01782 433204

www.savana.org.uk

Sexual Abuse Rape Advice Centre (SARAC)

SARAC delivers a specialised service to people aged 13 and over in Burton-upon-Trent who are affected by rape, sexual and/or domestic abuse.

01283 517185

www.sarac.org.uk

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 of England and Wales

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

www.womensaid.org.uk/information-support

Appendix 3: Case Management Groups

Case Management Groups comprise of a select number of individuals with identified and relevant skills, knowledge experience and/or status within the organisation and include at least one member with

safeguarding adult expertise. The group's role and decision-making powers need to be embedded within the organisation's governance structure and be linked to related organisational functions such as codes of conduct, and the disciplinary policy and procedures.

The senior management team and Together Active Board should receive regular reports from the Case Management Group summarising the cases that have been addressed and their outcomes, as well as any issues that require action by Together Active e.g. changes to policy or procedures.

Case Management Groups should have clear terms of reference. They may be 'standing committees' who meet regularly or can be brought together as the need arises.

Case Management Group roles include:

- to ratify any actions already taken by the Lead Safeguarding Officer.
- to initially assess and agree immediate response to a safeguarding case (does there appear to be a case to answer?).
- to identify appropriate 'route' for case (e.g. internal/ disciplinary action alone or referral to statutory agencies plus internal/ disciplinary action).
- to decide the level (from local to national) at which the organisation will deal with the concern.
- to consider the need for temporary/ interim suspension order (some organisations' Case Management Group issue suspensions directly, while others can only make recommendations to their disciplinary group).
- to review progress of case(s).
- to identify/ communicate learning from cases.

Case Management Groups' membership should include:

- A designated Chair
- A secretary (often the Lead Safeguarding Officer).
- Managers from relevant parts of the organisation where appropriate e.g. Human Resources, Membership, Legal.
- Co-opted independent safeguarding expertise (e.g. from another Physical Activity/Sport or relevant profession such as the Police, Social services or Ann Craft Trust).

Together Active's Case Management group consists of:

Chief Executive (Chair), Lead Safeguarding Officer (Secretary), Board Safeguarding Champion and a representative from either the Ann Craft Trust or Local Safeguarding Adults Board.