

# ann craft trust

## Safeguarding Adults



## The Essential Guide for Sport & Activity

**ann craft trust**  
acting against abuse

[www.anncrafttrust.org](http://www.anncrafttrust.org)

# Introduction

The Ann Craft Trust (ACT) is a leading safeguarding organisation. Funded by Sport England, ACT provides information, advice and guidance to the sport and activity sector.

This guide is designed to give an overview of your responsibilities towards safeguarding adults. It explains what safeguarding adults is, explores relevant legislation and guidance and links this to sport and activity settings.

For more in depth information see the Safeguarding Adults in Sport Resource Pack on [www.anncrafttrust.org/safeguarding-adults-sport-activity](http://www.anncrafttrust.org/safeguarding-adults-sport-activity)



# Safeguarding adults is everybody's business

*“We know that feeling unsafe or excluded from sport is a significant barrier to getting involved in sport and physical activity for some groups”*

Sporting Future: A New Strategy for an Active Nation 2015

If this vision of an active nation is to be realised, sports and physical activity organisations have a duty to ensure that adults are able to take part fully, free from abuse and neglect. That includes working to prevent abuse from occurring within sport and physical activity and responding proportionately if abuse or neglect has occurred. Getting safeguarding right will ensure a wider participation in sport or physical activity and safe access for everyone.

The Care Act 2014 put the safeguarding of adults onto a statutory footing and states clearly that safeguarding adults is everybody's business within communities.

Sports and activity organisations have a duty to respond if they feel that an adult is suffering, or likely to suffer, harm *inside or outside* of the sport or physical activity. The sector has regular contact with many people and can play a crucial role in the support, identification and reporting of adults who may be at risk of harm.

## Safeguarding Adults Definitions

*“Safeguarding means protecting an adult’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult’s wellbeing is promoted”*

*(Care Act 2014)*

The term ‘adult’ applies to all people aged over 18 even when they may be receiving what may be thought of as a “children” or “young people’s” service, for example a 21 year old training with an under 18’s sports team.

Although we may think that we know who we are referring to when we label people as ‘vulnerable adults’, there has been a move away from using the term.

Abuse of adults links to the circumstances rather than the characteristics of the people experiencing the harm. Labelling groups of people (such as people with learning disabilities or older people) as inherently ‘vulnerable’ is seen to be disempowering. Instead the Care Act describes adults potentially ‘at risk’ from harm or abuse.

# Adults at risk

All sports organisations have a duty to ensure that the welfare of all adults is ensured. As part of this they need to understand when to implement their safeguarding adults reporting procedures.

## The definition of an adult at risk

Safeguarding duties apply to an adult who:

Has needs for care and support (whether or not the local authority is meeting any of those needs) and;

Is experiencing, or is 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.

For example having a disability or being older may mean that an adult has needs for care and support, but it is only when they are experiencing or at risk of experiencing harm and need help with safeguarding that they are an 'adult at risk'.



# The six principles of adult safeguarding

The Care Act sets out principles that should underpin safeguarding of adults in all aspects of society, including sport and activity organisations.

**Empowerment** – People being supported and encouraged to make their own decisions and informed consent.

## **You should:**

- Talk to the adult if there are concerns –ask them what they want to happen
- Give people choice and control over decisions – get consent wherever possible for any safeguarding referrals. Only the adult themselves can consent.

## **What does this mean for the adult?**

“I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”

‘Making Safeguarding Personal’ means that adults should be at the centre of safeguarding – their views, wishes, feelings and beliefs must be taken into account when decisions are made.

**Prevention** – It is better to take action before harm occurs.

**You should:**

- Create a culture that means participants feel able to discuss issues and know where to go if they have a concern
- Make sure clear, simple and accessible information is available about abuse and where to go for help
- Train staff in adult safeguarding
- Ensure committee members, coaches and especially welfare officers read this guidance, so they know the basics

**What does this mean for the adult?**

“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”



**Proportionality** – The least intrusive response appropriate to the risk presented.

**You should:**

- When dealing with abuse situations, think about the risk.
- Make responses appropriate to the risk presented.
- Respect the person, think about what is best for them and only get involved as much as needed.

**What does this mean for the adult?**

“I am sure that the professionals will work in my interest, as I see them, and they will only get involved as much as needed.”

**Protection** – Support and representation for those in greatest need.

**You should:**

- Know what to do if there are concerns
- Know how to stop any abuse
- Know how to offer help and support for people who are at risk
- Encourage all personnel to do safeguarding adults training
- Identify who needs more in-depth training

**What does this mean for the adult?**

“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”



**Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse

**You should:**

- Work in partnership with each other and local communities.
- Play a part in preventing, detecting and reporting abuse.
- Have a stand-alone safeguarding adults policy and procedures that includes details of the Local Safeguarding Adults Board and Adult Social Care team
- Ensure that everyone knows about the policy and procedures

**What does this mean for the adult?**

“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”



**Accountability** – Accountability and transparency in delivering safeguarding.

**You should:**

- Understand that safeguarding adults is everybody's business.
- Everyone must accept that we are all accountable as individuals and clubs
- Roles and responsibilities must be clear so that people can see and check how safeguarding is done

**What does this mean for the adult?**

“I understand the role of everyone involved in my life and so do they.”



# Capacity – Making Decisions

We make decisions every day, often without even realising, and may take this for granted. Some people can make every decision about their own lives. Some people can make some decisions and a small number of people cannot make any decisions. Being unable to make a decision is called “lacking capacity”.

The Mental Capacity Act 2005 (MCA) states that every individual has the right to make their own decisions and provides the framework for this to happen.

In sport and activity, you do not have to be an expert in assessing capacity but try to follow the 5 principles:

1. Assume that people can make decisions, unless it is proven that they cannot – if you have concerns about a person’s level of understanding attending one of your events you should check this with them and if applicable people supporting them.
2. Give people as much support as they need to make decisions – you may be involved in this, you might need to think about the way you communicate or provide information, you may be asked your opinion.
3. The right to make unwise decisions if you understand the implications – a person may want to play a contact sport even though they are unsteady on their feet. If they understand the implications then consider how risks can

be minimised so they do not miss out, for example by using protective sports equipment.

4. Best Interests – If someone is not able to make a decision, then the people helping them must only make decisions in their ‘best interests’. This means that the decision must be what is best for the person, not for anyone else. If someone was making a decision on your behalf, you would want it to reflect the decision you would make if you were able to.
5. If someone is having a decision made for them, then find the least restrictive way of doing what needs to be done.



## Consent

If you have concerns about an adult, you have a duty to report these to your Safeguarding Lead. You do not need consent to discuss a concern with your Safeguarding Lead. Thinking about making safeguarding personal, it's good practice to have a conversation with the adult and inform them you are concerned and will pass this onto the Safeguarding Lead.

If the concern needs to be referred to Adult Social Care this is when consent from the adult will be obtained. However, you can get advice from Social Care without giving details, don't let the issue of consent get in the way of getting advice.



# Types of abuse

The Care Act recognises 10 categories of harm:

- Physical
- Sexual
- Emotional/Psychological/Mental
- Neglect and acts of omission
- Financial or material abuse
- Discriminatory abuse
- Organisational abuse
- Self-neglect
- Domestic Abuse (including coercive control)
- Modern day slavery

## Also relevant :

- Cyber Bullying
- Forced marriage
- Mate Crime
- Radicalisation
- Female Genital Mutilation (FGM)

If you are concerned about an adult, you don't have to know what category of harm they might be experiencing but you do need to do something.

## Need Help and Advice?

Call the Ann Craft Trust on 0115 951 5400 if you are worried or need advice from a safeguarding expert.

# Your responsibilities

All staff and volunteers have a role and responsibility for the safety and wellbeing of adults. You must;

- **Recognise** – Be able to identify abuse and neglect and raise a concern.
- **Respond** – Reassure the individual, tell them what you will need to do, ask them what they want to happen.
- **Refer** – Contact your Safeguarding Lead.
- **Record** – Who, what, where, when – make sure you write down what you see, hear or are told separating fact from fiction. Keep your record safe and maintain confidentiality.

## What should I be responding to?

- General concerns about an adults welfare
- Concerns relating to a safeguarding incident e.g. poor practice or abuse.
- Concerns, suspicions, or allegations of misconduct
- Code of conduct breach
- Allegations of abuse by or against any adult

# Top Tips for Safeguarding Adults

- Ensure safety of the adult, if the adult needs immediate medical attention call the emergency services
- Stay Calm, don't panic, do not make any promises.
- You do not need consent to discuss a concern with your Safeguarding Lead.
- If the concern needs to be referred to Adult Social Care this is when consent from the adult will be obtained.
- You do not have to be an expert in assessing capacity but try to follow the 5 principles on page 11.
- Listen to what the adult has to say, reassure them, tell them what you will need to do.
- Be confidential, don't tell everyone.
- Ask the adult what they would like to happen, make sure

their views, wishes and choices are listened to.

- Make sure you write down what you see, hear or are told separating fact from fiction.

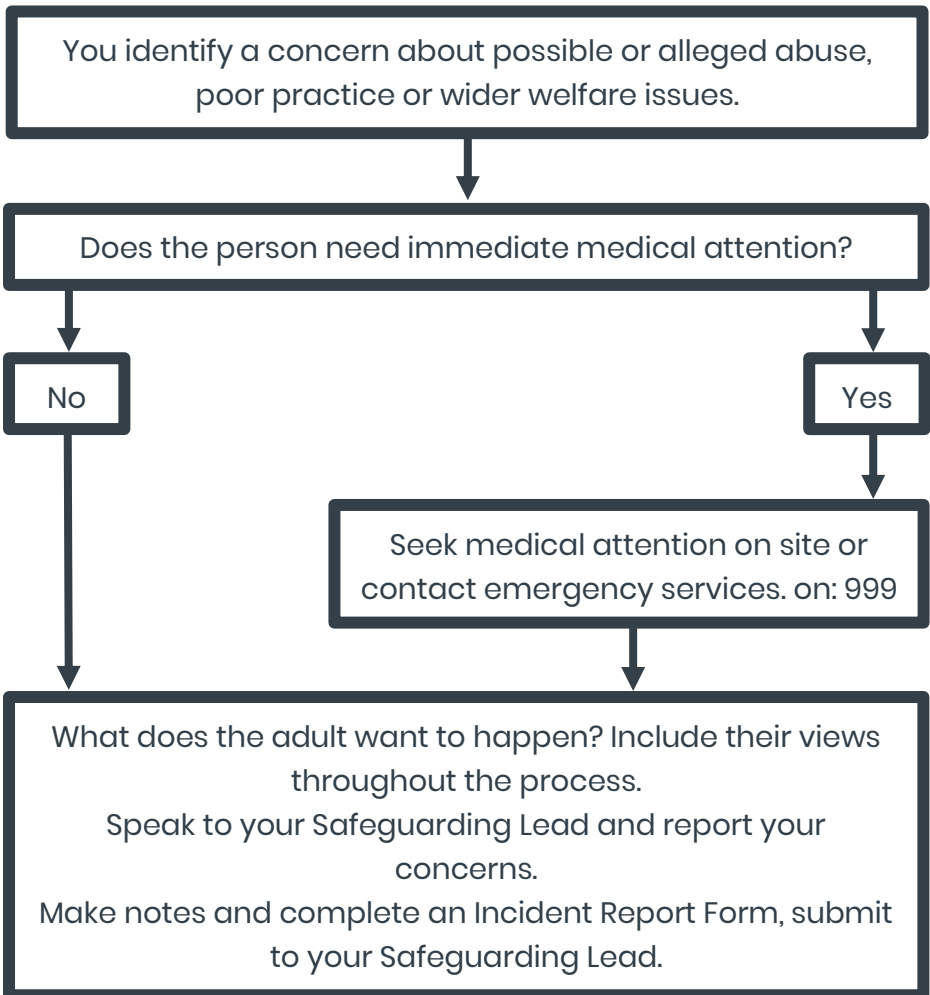




## Concerned about an adult?

If you have safeguarding concerns about an adult you must act on these.

It is not your responsibility to decide whether or not an adult has been abused. It is however your responsibility to act on any concerns.



# Useful contacts

## **Ann Craft Trust**

The Ann Craft Trust (ACT) is funded by Sport England to safeguard adults in sport and activity.

Telephone: 0115 9515400

Email: [ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk)

## **National Working Group**

The National Working Group (NWG) is the only child sexual exploitation network working across voluntary/statutory agencies.

Telephone: 01332 585371

Email: [network@nwgnetwork.org](mailto:network@nwgnetwork.org)

## **Local Safeguarding Adults Board**

Each local authority has a local Safeguarding Adults Board that can provide you with advice, guidance and training on all aspects of safeguarding adults.

## **SupportLine**

Support for children, young adults and adults including those affected by sexual, emotional and physical abuse.

Telephone: 01708 765200

## **Samaritans**

Emotional support for people who are experiencing feelings of distress, despair or suicide.

Telephone: 08457 90 90 90

## **Mind**

Support to empower anyone experiencing a mental health problem.

Telephone: 0300 123 3393

Email: [info@mind.org.uk](mailto:info@mind.org.uk)

## **The Survivors Trust**

Support & advice for anyone who has experienced rape or sexual abuse.

Telephone: 0808 801 0818

Email: [info@thesurvivorstrust.org](mailto:info@thesurvivorstrust.org)



## Get in touch

Call: 0115 951 5400

Email: [ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk)

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Everyone has a right to be treated with  
respect and dignity.

Everyone deserves to be safe.

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