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Energize STW
Safeguarding Adults Policy and Procedures

This policy will be reviewed every two years or sooner in the event of legislative changes or revised policies and best practice.

Policy Owner: *Harry Cade (Safeguarding Lead Officer)*
Policy Board Trustee Sponsor: *Linda Collins Izquierdo (Chair and Safeguarding Board Champion)*
Policy approved by Energize Board: *5th February 2026*
Next review Date: *5th February 2028*

Introduction

Energize STW is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in our associated projects and programmes in accordance with the Care Act 2014.

Energize STW will encourage and support partner organisations, including clubs, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding adults policy and procedures.

We believe that everyone has the right to be treated with respect, the right to be safe, secure, and free from threat and to have their concerns listened to and acted upon.

The following Policy document has been compiled for guidance and to raise awareness for all staff working for Energize STW, whether paid or unpaid as well as partners looking to align their policies to national standards.

This policy will be reviewed every two years or earlier in light of changes in regulations, significant incidents or if requested to do so by relevant partner organisations.

The purpose of the policy is to safeguard all adults in sport and physical activity and to facilitate the best possible practice from its staff, trustees and volunteers. Failure to comply with the

policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

The role of Energize STW is firmly situated at a strategic level with an emphasis on facilitating, enabling, and supporting local partners to provide opportunities, rather than providing direct delivery. As a result, the emphasis of this policy will reflect the strategic role of Energize STW.

In the context of safeguarding and the implementation of this policy, Energize STW will have a clear role in the following areas:

- The promotion of good practice (minimum safeguarding standards) at an operational level.
- Provision of advice and support for partner organisations.
- Signposting (e.g. training opportunities).
- Ensuring the sub-contracting of any activities are protected through clear guidelines on safeguarding adults within signed agreements and robust quality assurance.

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1 Principles

1.1 The guidance given in the policy and procedures is based on the following principles:

The six principles of adult safeguarding

The Care Act sets out the following principles that should underpin safeguarding of adults.

Empowerment - People being supported and encouraged to make their own decisions and informed consent.
"I am asked what I want as the outcomes from the safeguarding process, and these directly inform what happens."

Prevention – It is better to take action before harm occurs.
"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.
"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.
"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.
"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.
"I understand the role of everyone involved in my life and so do they."

1.1.1 All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.

1.1.2 Energize STW will seek to ensure that our programmes are inclusive and make reasonable adjustments for any ability, disability, or impairment, we will also commit to continuous development, monitoring and review.

1.1.3 The rights, dignity and worth of all adults will always be respected.

1.1.4 We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.

1.1.5 We recognise that any adult may identify themselves or be identified as an adult 'at risk' depending on their individual circumstances. Safeguarding Adults at Risk Definitions & Terminology - ACT

1.1.6 We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within Energize STW or in the wider community.

1.1.7 All allegations will be taken seriously and responded to quickly in line with this policy – 'Energize STW Safeguarding Adults Policy and Procedures'.

1.1.8 Energize STW recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards (Telford and Wrekin Safeguarding Partnership and Shropshire Safeguarding Community Partnership).

1.2 Wellbeing Principle

1.2.1 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.

1.2.2 Being able to live free from abuse and neglect is a key element of well-being.

1.2.3 Any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of harm.

1.3 Person Centred Safeguarding / Making Safeguarding Personal

1.3.1 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.

1.3.2 The adult's views, wishes, feelings and beliefs must be considered 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.

1.3.3 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.

2 Guidance and Legislation

2.1 The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance, and have been developed to complement the Safeguarding Adults Boards policy and procedures, and take the following into consideration:

- Mental Capacity (Amendment) Act 2019
- The Data Protection Act 2018 and General Data Protection Regulations 2018

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003
- The Human Rights Act 1998

3 Definitions

3.1 To assist working through and understanding this policy several key definitions need to be explained:

3.1.1 **Adult at Risk** is a person aged 18 or over who is experiencing or at risk of experiencing abuse, are in need of care and support regardless of whether those needs are being met and because of those needs are unable to protect themselves against abuse or neglect.

In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

3.1.2 **Abuse** is a violation of an individual's human and civil rights by another person or persons. See section 5 for further explanations.

3.1.3 **Adult** is anyone aged 18 or over.

3.1.4 **Adult safeguarding** is protecting a person's right to live in safety, free from abuse and neglect. It involves organisations and individuals working together to prevent harm, respond to concerns, and ensure adults can make their own choices and control their lives

3.1.5 **Capacity** refers to the ability to make an informed decision at a particular time. The starting assumption must always be that a person has the capacity to make a decision unless it is established that they lack capacity (Mental Capacity (Amendment) Act 2019).

4 Mental Capacity and Decision Making

4.1 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 but not limited to learning disability, dementia, mental health needs, acquired brain injury and physical ill health.

4.1.1 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 or possible, it is best to wait until they are able to be involved in decision making or to make the decision themselves.

4.1.2 Mental Capacity must be considered when we believe abuse or neglect might be taking place. It is important to make sure an adult 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.

The Mental Capacity Act contains five key principles:

Principle 1 – A presumption of capacity.
Principle 2 – The right to be supported when making decisions.
Principle 3 – An unwise decision cannot be seen as a wrong decision.
Principle 4 – Best interests must be at the heart of all decision making.
Principle 5 – Any intervention must be with the least restriction possible.

4.1.3 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.

5 Types of Abuse and Neglect - Definitions from the Care Act 2014

5.1 This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern:

5.1.1 **Self-neglect** – this covers a wide range of behaviour; neglecting to care for one's personal hygiene, health or surroundings and may include behaviours such as hoarding. This could be someone whose appearance becomes unkempt, does not wear suitable clothing and a deterioration in hygiene.

5.1.2 **Modern Slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhumane treatment. You may notice that someone has been missing from sessions/appointments etc. and is not responding to messages or other contact.

5.1.3 **Domestic Abuse (including coercive control)** – including psychological, physical, sexual, financial, and emotional abuse. It also includes so called 'honour' based violence. You may notice a power imbalance between a participant and a family member. For example, a participant with Down's Syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.

5.1.4 **Discriminatory** – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender, or disability or any of the protected characteristics of the Equality Act. For example, this could be the harassing of someone because they are or are perceived to be transgender.

5.1.5 **Organisational/Institutional 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. This could be not allowing someone the necessary breaks they may require.

5.1.6 **Physical Abuse** – includes hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions. This could be intentionally striking someone.

5.1.7 **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 pressured into consenting. This could be a fellow participant who sends unwanted sexually explicit text messages to a learning-disabled adult they are training alongside.

5.1.8 **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, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits. This could be someone taking equipment/possessions from another person with dementia.

5.1.9 **Neglect & acts of Omission** – including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating. This could be a coach not ensuring participants have access to water.

5.1.10 **Emotional, Psychological or Mental Abuse** – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. This could be a participant threatening another participant with physical harm and persistently blaming them for poor performance.

5.2 Not included in the Care Act 2014 but also relevant:

5.2.1 **Cyber Bullying** - cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating, or isolating another person. It can be used to carry out many different types of bullying (such as racist, homophobic, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

5.2.2 **Forced Marriage** - forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

5.2.3 **Mate Crime** - a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been several Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

5.2.4 **Radicalisation** - the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

5.2.5 **Female Genital Mutilation (FGM)** – FGM is a procedure where the female genitals are deliberately cut, injured, or changed, but there's no medical reason for this to be done. It's also known as female circumcision or cutting, and by other terms, such as Sunna, gudniin, halalays, tahur, megrez and khitan, among others. It is illegal in the UK and can seriously harm the health of women and girls. It can also cause long-term problems with sex, childbirth and mental health.

6. Signs and indicators of abuse and neglect

6.1 Abuse can take place in any context and by all manner of perpetrators. Abuse may be inflicted by anyone in the club/group environment who a participant comes into contact with. Club/group members, workers, volunteers, or coaches could also suspect that a participant is being abused or neglected outside of the club/group setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

6.1.1 Unexplained bruises or injuries – or lack of medical attention when an injury is present.

6.1.2 Person has belongings or money going missing.

6.1.3 Person is not attending / no longer enjoying their sessions.

6.1.4 Someone losing or gaining weight / an unkempt appearance.

6.1.5 A change in the behaviour or confidence of a person.

6.1.6 They may self-harm.

6.1.7 They may have a fear of a particular group or individual.

6.1.8 They may tell you / another person they are being abused – i.e. a disclosure.

7 What to do if you have a concern or someone raises concerns with you.

7.1 You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to the Energize STW Lead or Deputy Safeguarding Officer, or, if the Lead/Deputy Safeguarding Officer is implicated then report to the Energize STW Chief Executive (CEO).

7.2 If you are at an event and have a concern then speak to the coach, a team official or the designated welfare lead.

7.3 If you are concerned someone is in immediate danger, contact the police straight away.

7.4 It is important when considering your concern that you also consider the needs and wishes of the person at risk, taking into account the nature of the alert.

8 Reporting a concern

8.1 Reporting concerns about yourself

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

8.1.2 Please contact the Lead or Deputy Safeguarding Officer. If you would prefer, you can contact another member of staff who will help you raise the issue to the Lead or Deputy Safeguarding Officer.

8.1.3 If the Lead or Deputy Safeguarding Officer is implicated or you think has a conflict of interest, then report to the Energize STW CEO.

8.1.4 You can also contact the Police, Social Services, your doctor, or other organisations that can provide information and give help and support (see Appendix 4 - Sources of information and support).

8.1.5 If you do not think your concerns are being addressed in the way that they should be, you can escalate them to the Energize STW CEO and/or the Trustee Safeguarding Champion by emailing info@energizestw.org.uk.

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

8.2 Reporting concerns about others

8.2.1 Make a note of what the person has said using their own words as soon as practicable. Contact Energize STW to complete an incident form (see Appendix 1 - Incident Report Form) and submit to the Energize STW Lead or Deputy Safeguarding Officer.

8.2.2 Remember to be person centred/make safeguarding personal. If it will not put them or you at further risk, discuss your safeguarding concerns with the adult and ask them what they would like to happen next. Inform them that you have to pass on your concerns to your Lead/Deputy Safeguarding Officer.

8.2.3 Describe the circumstances in which the disclosure came about.

8.2.4 It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions, in order to ensure that information is as accurate as possible.

8.2.5 Be mindful of the need to be confidential at all times, this information must only be shared with your Lead or Deputy Safeguarding Officer and others on a need-to-know basis.

8.2.6 If the matter is urgent and relates to the immediate safety of an adult then contact the police immediately.

8.3 Recording and information sharing

8.3.1 Organisations must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

The Data Protection Act 2018 allows for sharing of "special category personal data" without consent of the data subject for the purpose of safeguarding adults with care and support needs. Information can be shared legally without consent if a practitioner or agency is unable to gain consent from the adult. Wherever possible, information should be shared in an appropriate, secure way.

Practitioners must always follow their organisation's policy on security for handling personal information.

8.3.2 Information about concerns of abuse includes personal data. 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.

8.3.3 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.

8.3.4 Personal information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. Their wishes should be respected unless there are over-riding reasons for sharing information.

8.3.5 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.

8.3.6 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.

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

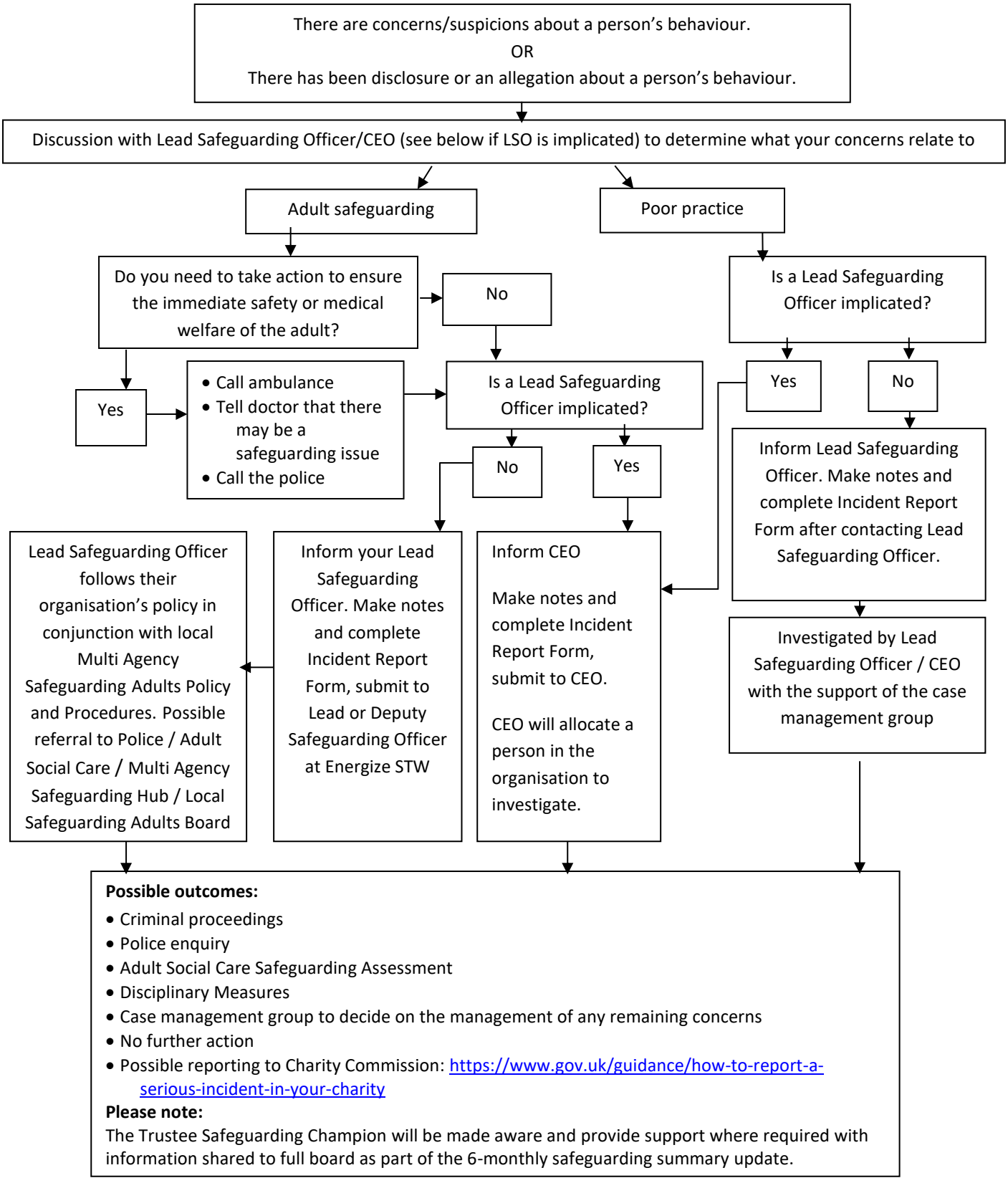
If you are concerned about the safeguarding practice of another organisation, this is to be challenged appropriately through their relevant processes and procedures that will be stipulated in their policies.

If you are unsure of the organisations processes and procedures or require any support in reporting a concern you can contact Energize STW Lead or Deputy Safeguarding Officers for assistance.

Staff wellbeing is paramount and if at any point through the reporting process you require any support please liaise with your line manager or another member of the Senior Leadership Team. The utilisation of the Employee Assistance Programme is also available at any point (please see staff handbook for details).

9 Safeguarding Adults Flowchart

Dealing with Concerns, Suspicions or Disclosure



Remember to involve the adult throughout the process and gain consent to share information wherever possible
Do not delay any actions when the immediate safety or medical welfare of the adult is required

10 Roles and responsibilities of those within Energize STW

10.1 Energize STW is committed to having the following in place:

10.1.1 A Lead & Deputy Safeguarding Officer to produce and disseminate guidance and resources to support the policy and procedures.

10.1.2 A representative of the Energize board of trustees in the role of Safeguarding Board Champion whose purpose is to act as a critical friend and ensure safeguarding oversight from a governance perspective at trustee board level. The Champion will also review any concerns that come through to Energize along with the Lead and Deputy Safeguarding Officers and provide the necessary support, advice and guidance.

10.1.3 A clear line of accountability within the organisation will include six monthly updates to full board and discussions regarding any reoccurring themes.

10.1.4 Procedures for dealing with allegations of abuse or poor practice against members of Trustees, staff and volunteers.

10.1.5 A Safeguarding Working Group (including the Safeguarding Board Champion) will be in place and act as a Case Management or Case Referral Group that effectively deals with issues, manages concerns and refers to a disciplinary panel where necessary (i.e. where concerns arise about the behaviour of someone within Energize STW).

10.1.6 A Disciplinary Panel will be formed as required for a given incident, if appropriate and should a threshold be met.

10.1.7 Arrangements are in place to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.

10.1.8 Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.

10.1.9 As an employer should Energize STW have concerns that a person has caused harm, or poses a future risk of harm to vulnerable individuals or groups, they will be referred to the DBS. https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs

11 Recruitment, employment, and deployment of staff

11.1 Consideration for the safeguarding of staff (paid and voluntary) and the adults they are coming in to contact with is essential to meet our safeguarding responsibilities.

11.2 All successful applicants for posts and all current casual staff in regulated activity (either paid or unpaid) involving direct contact with adults will be subject to a check plus 2 character references to ensure that there is no cause for concern.

12 Safeguarding concerns about people who are in a position of trust

Introduction
Whether through employment or in peoples' personal lives, if someone commits abuse or a crime(s) against any child or adult, it may mean that they pose an increased risk to adults who have care and support needs.

It is therefore important that safeguarding concerns about people who hold a 'position of trust' are shared using multi-agency safeguarding procedures and that key partners are able to contribute to initial enquiries and any subsequent strategy discussions / meetings.

12.1 Positions of trust

People can be considered to be in a 'position of trust' where they are likely to have contact with adults as part of their employment or voluntary work, and:
• Where the role carries an expectation of trust,
• The person is in a position to exercise authority, power or control over an adult(s) (as perceived by the adult(s)).

Positions of trust may include, but are not limited to any staff working in or on behalf of:
• Social care
• Health services
• Police and criminal justice
• Housing
• Education
This also includes adults who are coaching, teaching, training, supervising, or instructing in a sport or a religion.

12.2 Additional guidance

Employers, student bodies and voluntary organisations should have clear procedures in place setting out the process, including timescales, for investigation and what support and advice will be available to individuals against whom allegations have been made. Employers, student bodies and voluntary organisations should have their own sources of advice (including legal advice) in place for dealing with such concerns.

13 Good practice, poor practice, and abuse

Introduction
It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual involved in Energize STW to make judgements regarding whether or not abuse is taking place, however, all Energize STW personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

13.1 Good practice

Energize STW expects that coaches and leaders of adult activity:

• Are aware of the UK Coaching 'Code of Practice for Sports Coaches' https://www.ukcoaching.org/resources/topics/guides/code-of-practice-for-sports-coaches
• Have completed a course in adult safeguarding awareness.

13.1.1 **Everyone should:**

- Aim to make experiences fun and enjoyable.
- Promote fairness and playing by the rules.
- Not tolerate the use of prohibited or illegal substances.
- Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time, and respect.

13.1.2 **Coaches and those working directly with adults should:**

- Respect the developmental stage of each participant and not risk sacrificing their welfare in a desire for personal achievement.
- Ensure that the activity intensity is appropriate to the physical, social, and emotional stage of the development of the participant.
- Build relationships based on mutual trust and respect, encouraging adults to take responsibility for their own development and decision-making.
- Always be publicly open when working with adults:
  - avoid activity sessions or meetings where a coach/instructor and participant are completely unobserved.
- Avoid unnecessary physical contact with people. Physical contact (touching) can be appropriate so long as:
  - It is neither intrusive nor disturbing.
  - The participant's permission has been openly given.
  - It is delivered in an open environment.
  - It is needed to demonstrate during an activity session.
- Maintain a safe and appropriate relationship with participants and avoid forming intimate relationships with participants you are working with as this may threaten the position of trust and respect present between participant and coach/leader.
- Be an excellent role model by maintaining appropriate standards of behaviour.
- Gain the consent of the adult and where appropriate, the consent of relevant carers, in writing, to administer emergency first aid or other medical treatment if the need arises.
- Be aware of medical conditions, disabilities, existing injuries, and medicines being taken and keep written records of any injury or accident that occurs, together with details of treatments provided.
- Arrange that someone with current knowledge of emergency first aid is available at all times.
- Gain written consent from the correct people and fill out relevant checklists and information forms for travel arrangements and trips. This must be the adult themselves if they have capacity to do so.

13.2 Poor practice

The following are regarded as poor practice and should be avoided:

- Unnecessarily spending excessive amounts of time alone with an individual adult.
- Engaging in rough, physical, or sexually provocative games, including 'horseplay'.

- Allowing or engaging in inappropriate touching of any form.
- Using language that might be regarded as inappropriate by the adult and which may be hurtful or disrespectful.
- Making sexually suggestive comments, even in jest.
- Reducing an adult to tears as a form of control.
- Letting allegations made by an adult go un-investigated, unrecorded, or not acted upon.
- Doing things of a personal nature that adults can do for themselves.
- Taking an adult alone in a car on journeys, however short.*
- Inviting or taking an adult to your home or office where they will be alone with you.*

***Note**: At times it may be acceptable to do some of the above. In these cases, to protect both the adult and yourself, seek written consent from the adult and where appropriate their carers, ensuring that the Lead Safeguarding Officer of your organisation is aware of the situation and gives their approval. It may also be appropriate to complete a risk assessment.*

If, during your care, an adult suffers any injury, seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands / misinterprets something you have done, report these incidents as soon as possible to another adult in the organisation and complete an incident report form.

14 Relevant Policies - this policy should be read in conjunction with the following policies:

- Complaints
- Disciplinary
- EDI Policy
- Social media
- Freedom to Speak Up (previously known as Whistle Blowing)

Whilst also considering the Code of Conducts we have in place for Trustees and staff.

15 Further Information

Policies, procedures and supporting information are available on the Energize STW website: https://energizestw.org.uk/safeguarding

Lead Safeguarding officer:
Harry Cade, harry.cade@energizestw.org.uk or 07539 377701

Deputy Safeguarding officer:
Michelle Pullen, michelle.pullen@energizestw.org.uk or 07572 903915

To escalate concerns to Energize STW CEO and/or Trustee Safeguarding Champion please email info@energizestw.org.uk

Learning through local Shropshire, Telford & Wrekin safeguarding case reviews

- Shropshire Safeguarding Community Partnership: Learning Briefings
- Telford and Wrekin Safeguarding Partnership: Learning Reviews

Safeguarding Concern Report Form

If you suspect someone is in immediate danger please call 999

Please complete as much of the following form as possible
Please advise that we will share information with the relevant bodies as sensitively as possible, **but confidentiality can't be promised**.
For further advice or guidance please contact Harry Cade or Michelle Pullen

Name of person concern is regarding:
Age (DOB if possible):
Home address (and phone no. if available):
Does the person have a disability:
Family /carers name(s) and contact details (If known/appropriate):
Details of person calling / reporting: Name: Telephone number: Additional info: Preferred communication method for future correspondence:

Below list's a few useful lines of conversation / questions that you may want to ask if someone is disclosing a concern

"Are you reporting your own concerns or passing on those of somebody else?" Give details.
Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents.
Any physical signs? Behavioural signs? Indirect signs?
Have you spoken to the person/s at risk? If so, what was said?
Have you spoken to a family member or carers (if appropriate)? If so, what was said?
Has anybody been alleged to be the potential source of risk? If so, could anyone else be at risk? Give details.

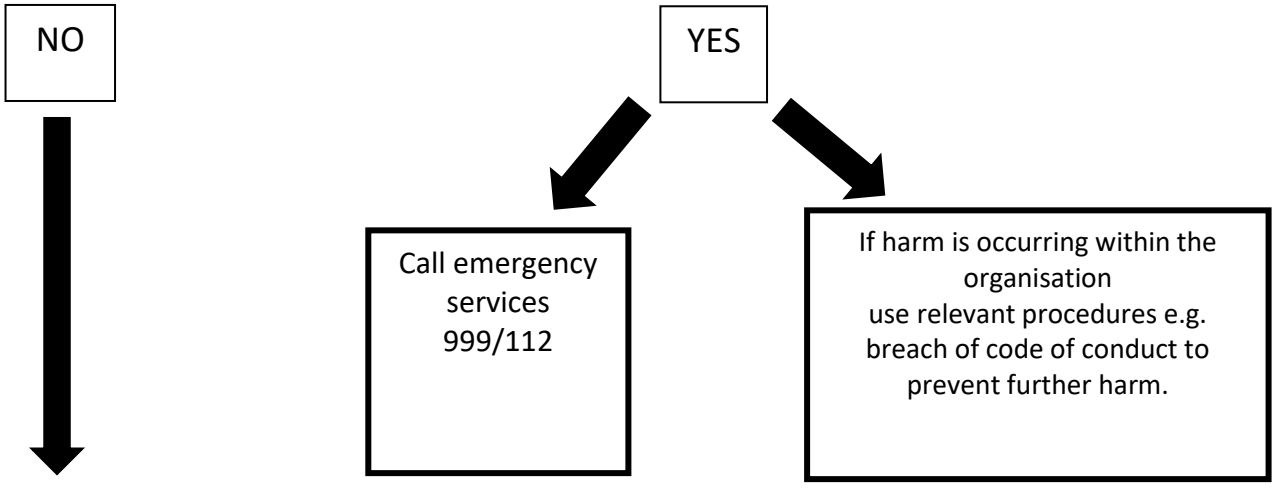
Have you consulted anybody else? Give details.
How are you involved?
Any other relevant Information
Signed …….. Date ……

Please refer to Energize's Safeguarding Flowchart for support on next steps
Once completed please forward this form to Harry.cade@energizestw.org.uk

Appendix 2: Procedure for Safeguarding Lead* (Flowchart)
(*or appointed individual)

Steps 1-5 **Initial response** (as soon as you receive the Safeguarding referral)

Step 1: Is someone at immediate risk of harm/danger or in need of immediate medical attention?



Step 2 – Safeguarding Report Details

If you have been sent an Incident Report Form check that you can understand what is written and that all the necessary parts have been completed

If you are being contacted directly, request a completed Incident Report Form (staff and volunteers) or fill in the form with the person making the report (public/adult themselves)

Step 3 - Person Making the Report

Inform, reassure, and advise the person making the report e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.

Step 4 - Person at Risk

What are the risks? What are the views of the adult? Are they an adult at risk? Do they need support to make decisions about their safety?

Do you need to contact the adult directly? Is it safe for you to do so?

Step 5 – Person at Risk

If it is safe to do so - ensure the person at risk has information about what will happen next.

Make sure they have been given information about other organisations that can support them (see Appendix 4).

Step 6 – Consult and Decide

As needed consult the Case Management Group/CEO, Local Authority/the Police and decide which one or more of the following actions need to be taken.

Step 7

If a serious crime is suspected contact the police

Criminal enquiry, investigation, proceedings

Step 8

If you believe there is an 'adult at risk' make a safeguarding adults report to the Local Authority

Safeguarding adults process led by the Local Authority

Step 9

If harm is suspected of being caused within the organisation

e.g. by an employee, contracted worker, trustee, volunteer, or member report to relevant manager/s

Organisation takes **short term steps** within relevant policy to **prevent harm** e.g. suspend employee, coach, trustee, volunteer or member

Step 10

Consult with and inform the adult

Organisation decides who will maintain regular contact with the adult/s who have been at risk of harm

Step 11

Take advice from and **coordinate actions** taken by your organisation with those of **other agencies.**

Attend and contribute to any Safeguarding Adults strategy meetings

Step 12

Hold Case Management meeting to coordinate actions by your organisation

Possible outcomes: e.g.

- Criminal Caution or Conviction
- Police referral back to organisation
- Referral to Independent Barring Board
- Unsubstantiated – no further action

Possible outcomes e.g.

- LA enquiries triggered
- Adult supported to 'make safeguarding personal'
- Other adults at risk identified
- Multi-agency meetings to coordinate actions
- New/changed care and support and protection plan for any adult at risk
- NOT an adult at risk – information and advice provided

Possible outcomes: e.g.

- Informal resolution
- Education and training
- Formal warning
- Dismissal
- Role conditions applied
- Contract ended
- Referred to Independent Barring Board
- Unsubstantiated – no further action

Possible Outcomes: e.g.

- Adult receives information about the process
- Adult supported to have their views and experience heard
- Adult supported to gain support from other agencies
- Adult continues to participate in organisation/sport

Steps 13 and 14

Recording and reporting

Ensure decisions made, actions taken, and outcomes are logged and reported, including where necessary/relevant to Charity Commission: https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity

Appendix 3: Essential Helplines

ESSENTIAL HELPLINES - SEEKING ADVICE & MAKING REFERRALS

	If you suspect someone is in immediate danger please call 999	
Telford & Wrekin Local Authority Area	Family Connect (9am-5pm Monday-Friday)	**01952 385 385**
	Out-of-hours Emergency Duty Team	**01952 676 500**
	Local Authority Designated Officer (LADO)	**01952 385 385**
	Telford & Wrekin Safeguarding Partnership: www.telfordsafeguardingpartnership.org.uk	
Shropshire Local Authority Area	First Point of Contact CYP (9am-5pm Monday-Thursday & 9am-4pm Friday)	**0345 678 9021**
	First Point of Contact Adults (9am-5pm Monday-Thursday & 9am-4pm Friday)	**0345 678 9044**
	Out-of-hours Emergency Duty Team	**0345 678 9040**
	Local Authority Designated Officer (LADO)	**0345 678 9021**
	Shropshire Safeguarding Community Partnership: www.shropshiresafeguardingcommunitypartnership.co.uk	
Other useful contacts & websites	West Mercia Police	**0300 333 3000** or **101**
	Ann Craft Trust - Safeguarding Adults in Sport and Activity www.anncrafttrust.org Ann-Craft-Trust@nottingham.ac.uk	**0115 951 5400**
	NSPCC Child Protection Helpline www.nspcc.org.uk	**0800 800 5000**
	NSPCC Child Protection in Sport Unit www.thecpsu.org.uk	**0116 366 5580**
	Childline Helpline www.childline.org.uk	**0800 1111**
	Energize Shropshire, Telford & Wrekin Active Partnership www.energizestw.org.uk/safeguarding	
	Lead Safeguarding Officer: Harry Cade harry.cade@energizestw.org.uk	**07539 377701**
	Deputy Safeguarding Officer: Michelle Pullen michelle.pullen@energizestw.org.uk	**07572 903915**

Appendix 4: Sources of information and support

Hourglass
The UK's only charity focused on the abuse and neglect of older people, they staff a free-to-call 24/7 helpline. It's a lifeline for older men, women and their families suffering from the five forms of abuse: physical, psychological, financial, sexual or neglect.
Tel: 0808 808 8141
Email: enquiries@wearehourglass.org
www.wearehourglass.org

Ann Craft Trust (ACT)
A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector.
Tel: 0115 951 5400
Email: Ann-Craft-Trust@nottingham.ac.uk
www.anncrafttrust.org

Men's Advice Line
For male domestic abuse survivors
Tel: 0808 801 0327

Galop - National Helpline for LGBT+ victims and survivors of abuse and violence
Email: help@galop.org.uk
Tel: 0800 999 5428
www.galop.org.uk

National 24Hour Freephone Domestic Abuse Helplines
Tel: 0808 2000 247
www.nationaldahelpline.org.uk/Contact-us

Rape Crisis 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: rcewinfo@rapecrisis.org.uk
Tel: 0808 500 2222
www.rapecrisis.org.uk

Respond
Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities and training and support to those working with them.
Tel: 020 7383 0700 or
0808 808 0700 (Helpline)
Email: admin@respond.org.uk
www.respond.org.uk

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: 0113 293 5100
Web Chat: www.stophateuk.org/talk-to-us/
Email: info@stophateuk.org

Text: 07717 989 025
Text relay: 18001 0113 293 5100
By post: PO Box 851, Leeds LS1 9QS

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: 0808 802 0300
Email: info@suzylamplugh.org
www.suzylamplugh.org

Victim Support
Provides practical advice and help, emotional support, and reassurance to those who have suffered the effects of a crime.
Tel: 0808 168 9111
www.victimsupport.org.uk

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 5: Legislation and Government Initiatives

Sexual Offences Act 2003
http://www.legislation.gov.uk/ukpga/2003/42/contents
The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children. www.opsi.gov.uk

Mental Capacity Act 2005
http://www.legislation.gov.uk/ukpga/2005/9/introduction
Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention. www.dca.gov.uk

Safeguarding Vulnerable Groups Act 2006
http://www.legislation.gov.uk/ukpga/2006/47/contents
Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance. www.opsi.gov.uk

Deprivation of Liberty Safeguards
https://www.gov.uk/government/collections/dh-mental-capacity-act-2005-deprivation-of-liberty-safeguards
Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

Disclosure & Barring Service 2013
https://www.gov.uk/government/organisations/disclosure-and-barring-service/about
Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS). www.gov.uk/dbs-update-service

The Care Act 2014 – statutory guidance
http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted
The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

Making Safeguarding Personal
https://www.local.gov.uk/our-support/partners-care-and-health/care-and-health-improvement/safeguarding-resources/making-safeguarding-personal
Making Safeguarding personal is a sector-led initiative which aims to develop an outcomes focus to safeguarding work, and a range of responses to support people to improve or resolve their circumstances.