

Toolkit

October 2010

Safeguarding Vulnerable Adults in Sport

Writing a Safeguarding Vulnerable Adults Policy

1. Ensure you frame the policy by creating a positive approach to safeguarding, which will include: raising awareness of individuals within your sport or activity; operating good and fair recruitment processes with appropriate reference checks; and taking positive action.
2. Outline the scope of the problems being addressed and include a warning about the scale of the risk of abuse of vulnerable adults and the importance of the constant vigilance.
3. Produce a statement of intent/policy statement which gives information on the commitment to safeguarding vulnerable adults in your sport/activity or service you provide and why you are doing it. You may want to demonstrate and outline the key differences between the safeguarding vulnerable adults' policy and your existing child protection policy.
4. Make a clear distinction between the broad safeguarding policies under "No Secrets" and the specific requirements of the Safeguarding Vulnerable Groups Act;
5. Outline the principles to be upheld. These may include the principles offered by 'No Secrets':
 - Actively work together;
 - Actively promote the empowerment of vulnerable adults;
 - Act in a way that supports the rights of the individual;
 - Recognise people who are unable to take their own decisions;
 - Recognise that the right to self-determination can involve risk;
 - Ensure the safety of vulnerable adults;
 - Ensure that when the right to an independent lifestyle and choice is at risk the individual concerned receives appropriate support;
 - Ensure the law and statutory requirements are known and used appropriately.
6. Provide a definition for 'Vulnerable Adult';
7. Provide definitions for different types of 'abuse' relating to Vulnerable Adults (making appropriate references to 'No Secrets'); For example describing the different types of abuse and giving examples from within your sport for each of them: Neglect; Physical Abuse; Sexual Abuse; Psychological Abuse; Financial or Material Loss; and Bullying;
8. Provide examples of signs and symptoms and/or indicators of abuse to help members identify when abuse might be happening;
9. Outline the roles and responsibilities of the staff and in particular of the Lead Officer for Safeguarding Vulnerable Adults. Outline the staff reporting and referrals procedure – including clear guidance on how to assess whether an individual is deemed to have 'capacity' and when to refer for an assessment;
10. Provide useful contacts for further support and advice.

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Creating a Reporting and Referrals Process

One important difference between safeguarding adults and safeguarding children relates to the adult's right to self-determination.

Adults may choose not to act at all to protect themselves and only in extreme circumstances will the law intervene.

This can make safeguarding vulnerable adults a more complex task because you are not solely focussed on creating an appropriate process and system to safeguard; but you also need to take into account creating a culture which embraces vulnerable adults and informs them and consults them on decisions. This involves imbedding a safeguarding vulnerable adults' policy across your sport or activity and educating and training people in your membership to support vulnerable adults appropriately.

An appropriate referral model should be developed which offers direction to people in your membership on when they are able to contact statutory agencies and what their role in the process is. It is important to remember that it is not the responsibility of anyone in your membership to interview or investigate if they have a concern about abuse.

Once you have defined your internal referral processes you will need to include a process for referring information for investigating to the local statutory agencies. An example is offered below:

A rider with cerebral palsy attends a riding club with her own care assistant. One week at the club a fellow rider notices that the care assistant is being abusive towards the rider and the rider appears to be harmed by this action.

An appropriate system or process for the fellow rider to follow in this circumstance may include:

1. Deciding if medical treatment is required;
2. Deciding if an offence has been committed which needs to be reported to the police;
3. Collecting appropriate information;
4. Making a written record of the concern;
5. Alerting the appropriate safeguarding officer or following the internal procedures for reporting this concern.

An appropriate system or process for the safeguarding officer to follow in this circumstance may include:

1. Checking the actions outlined above by the fellow rider have been carried out;
2. Gathering further information;
3. Checking whether the rider is known to have capacity (and therefore determining who needs to be involved in decisions and communications);
4. Ensuring that the balance is correct between listening to the vulnerable adult's wishes and confidentially referring information where others may be at risk.
5. Informing the vulnerable adult about the outcome of any process.

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6. Deciding whether to refer information to Local Authority Safeguarding Vulnerable Adults team;
7. Deciding what to do with the information if it is decided not to refer it to the Local Authority Safeguarding team.

If you would like to talk to someone about producing a Safeguarding Vulnerable Adults Policy or a Flowchart for Reporting a Concern and Making a Referral please email the Ann Craft Trust by clicking [here](#)



ACTing against abuse

If you would like to see some example policies please contact the [CCPR Compliance Officer](#).