



High Elm Archers

Safeguarding Adults Policy and Procedures

Introduction

We all have a responsibility to safeguard adults who are experiencing, or are at risk of, abuse and neglect. This policy and accompanying procedures outline what adult safeguarding is and what to do if you have a concern. This policy must be read in conjunction with our Codes of Conduct document and Anti-bullying policy which set out our expected standard of conduct for EVERYONE connected with High Elm Archers.

Policy Statement

The High Elm Archers, hereafter referred to as HEA, is committed to creating and maintaining a safe and positive environment for all people involved with the Club. It accepts its responsibility to assist in the welfare of all Members and when possible, to safeguard them from poor practice, abuse and bullying. It will also, when possible, respond to any indication of abuse that may be occurring outside of the organisation setting.

All individuals within the organisation – committee members, coaches, club members and parents/guardians - have a role and responsibility to help ensure the safety and welfare of all Members.

This organisation accepts that we are required to fulfil our duty of care, which means that we must do everything that can be reasonably expected of us, to help safeguard and protect people from harm, and to act when we suspect that someone is being harmed, or is at risk of harm.

This policy deals with adult safeguarding only, we have a specific children's safeguarding policy for members under the age of 18.

What is Adult Safeguarding?

The official definition of "Adult safeguarding" is **working with adults** with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of Local Authorities (Care Act 2014).

The 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)
- is experiencing, or is at risk of, abuse or neglect
- is unable to protect themselves from either the risk of, or the experience of, abuse or neglect, as a result of those care and support needs

Adults who fulfil this criteria are '**adults at risk**'.

People can have a need for care and support for a variety of reasons – for example they may have a learning disability, a physical disability, a chronic health condition or have a mental health issue. Such conditions may bring with them additional vulnerabilities,

however having care and support needs does not mean that people are automatically adults at risk and need safeguarding.

Safeguarding adults is underpinned by:

- The Care Act 2014
- Mental Capacity Act (MCA) 2005

Types of abuse suffered by adults identified in the Care Act 2014 are:

- Physical
- Sexual
- Psychological/Emotional/Mental
- Financial and material
- Neglect and act of omission
- Discriminatory
- Organisational
- Modern Day Slavery
- Domestic Violence
- Self Neglect – including hoarding

Other types of harm that adults may experience include:

- Cyber Bullying
- Forced Marriage
- Female Genital Mutilation
- Mate Crime
- Radicalisation

Awareness Training

HEA will ensure that all necessary safeguarding training will be carried out at regular, appropriate intervals, as detailed below.

Safeguarding Officer

Safeguarding training is mandatory for this role because it is not only essential in being able to fulfil the role it provides the person responsible for safeguarding the confidence and skills to be able to deal with worries, concerns and respond appropriately. Safeguarding legislation and government guidance changes rapidly, therefore training should be renewed every 3 years.

Firstly, basic training should be completed and must consist of a tutor led course which usually lasts 3 hours and can be done either face-to-face or online. Following basic training, a specialist training workshop for safeguarding roles in a sports setting should be completed.

Committee Chairs

The Chair has overall responsibility for the Club and should work with the Safeguarding Officer to ensure safeguards are in place for young people. To gain an understanding of safeguarding, club Chairs (and Committee Members) will complete basic training.

Coaches (Licensed Or Unlicensed)

It is mandatory for all HEA coaches (whether qualified or not and whether licenced or unlicensed) to complete safeguarding training. Training should be tutor led and renewed

every 3 years to ensure safeguarding skills and knowledge are up to date. Unlicensed coaches e.g., experienced archers working in a coaching capacity must also complete safeguarding training. This applies to those responsible for coaching sessions and who regularly coach, **not those people who help occasionally e.g. at a beginners course or have a go.**

An existing coach in England and Wales can renew safeguarding training via the eLearning Workshop (UK Coaching), providing previous training was tutor led and completed 3 years previous. They can then continue to alternate between eLearning and face-to-face/online classroom for each licence renewal.

Continual Professional Development (CPD)

Everyone who has previously received safeguarding training can benefit from additional training. CPD may consist of webinars, podcasts face-to-face or online courses. They can enhance learning or may be required for roles requiring specialised knowledge and skills.

All those working with or who come into contact with children or vulnerable adults in the course of their work must have an enhanced disclosure check via the Disclosure and Barring Service (DBS) for England and Wales.

Communication

The organisation will make its Safeguarding Adults Policy and Procedures available to all members and will also regularly review the policy and procedures to update any relevant legislation, policies and procedural changes.

What to do if you have Concerns about a Member

HEA members are not expected to be expert in the recognition of a safeguarding concern; however, everyone participating in HEA have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. They should also respond to any indication of abuse that may be occurring outside of the organisation setting.

This does not mean that it is your responsibility to decide if a situation is poor practice, abuse, bullying or an indication of abuse occurring outside of the organisation setting but it is your responsibility to report your concerns to a Committee Member or Safeguarding Officer whose name is displayed in the front of the signing book and on our website.

Please ensure you follow the Procedural Flow Chart below.

If you cannot contact someone within High Elm Archers or feel that your concerns are not being dealt with properly you can contact the Local Authority Safeguarding Adults Team: **for guidance and directions for reporting a concern within Sefton go to –**

<https://www.sefton.gov.uk/social-care-and-health/adult-social-care/adults/safeguarding/raise-a-concern-process/>

or

ACT, the national safeguarding adults organisation www.anncrafttrust.org

Disclosure of Information

There is a difference between confidentiality and secrecy. All personal and delicate information disclosed to us is **confidential**, **but** may not always be secret.

Personal and delicate information about Members will be:

- Confidential to High Elm Archers and can be shared with Members on a strict '**need to know basis**' and
- Can be shared with another agency when:
 - Permission is given by the person about whom the information is held.
 - There is an **overriding justification** to share information without the person's consent.
 - The law requires it, e.g. - if it is believed that an offence **may** have been committed.
- All personal and confidential information will be securely stored in line with our data protection policy.

Further Information

Further information can be found at:

Support when concerned about an adult in Sefton:

<https://www.sefton.gov.uk/social-care-and-health/adult-social-care/adults/safeguarding/raise-a-concern-process/>

If your concern is about a resident outside of Sefton, please contact the local authority which that person resides in.

Policy Review

This policy and its implementation will be reviewed at least annually and whenever there are any legislative changes or amendments to guidance issued by relevant statutory bodies.

This Policy was adopted by Committee on 25th November 2024

Safeguarding Adults at Risk – Outline Reporting Procedure

Member/Committee Member/Safeguarding Officer is made aware of a safeguarding concern

Member or Safeguarding Officer accurately records events giving rise to concern on the **Safeguarding Incident Reporting Form** obtainable from a HEA Committee Member/Safeguarding Officer whose name is displayed in the front of the signing in book and on our website, who will provide guidance on action that needs to be taken.

All records should be forwarded to the Committee Secretary so they can be held securely, centrally.

Safeguarding Officer (if appropriate in consultation with Adult Social Care, Police or LADO) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records actions taken and agree).

Poor Practice/Breach of Code of Conduct

Concern dealt with as misconduct issue using complaints/disciplinary procedures as appropriate (if necessary in consultation with LADO).

Disciplinary investigation undertaken and hearing held.

Outcome of disciplinary process (e.g. no case to answer, advice or warning given, training / support required, other sanctions, or exclusion). Consideration of referral to DBS, if appropriate.

Disciplinary Appeals Process

Member believes concerns should be acted upon but Committee Member or Safeguarding Officer does not agree.

Member **has the right** to refer concern straight to Sefton Adult Social Care Services. Member should inform Committee Member and/or Safeguarding Officer of their intentions before the referral takes place.

Possible Adult Abuse/Criminal Offence

If an adult discloses abuse it must not be investigated further by any Members of High Elm Archers

- If it is thought an adult has suffered sexual abuse the police must be contacted immediately.
- If it is thought an adult has suffered severe harm (e.g. physical assault) the police must be contacted immediately – **if medical attention is required this must take priority over any other action.**
- If it is thought an adult may be in need of protection to prevent significant harm from occurring you must **refer the matter to Sefton Adult Social Care Contact on 0345 140 0845**

If the decision is to make a safeguarding referral to the Local Authority, the adults consent should be sought wherever possible. However if they remain at risk or others are at risk of harm you will need to report it without their consent if necessary.

For guidance and directions for reporting a concern in Sefton go to
<https://www.sefton.gov.uk/social-care-and-health/adult-social-care/adults/safeguarding/raise-a-concern-process/>

Safeguarding Concern dealt with via Sefton MASH Team. Investigations are carried out by nominated officers within individual Social Care Teams.

REMEMBER

It is not your duty to investigate concerns about an adult but don't ignore them – talk to the adult if possible and get in touch with someone within HEA or the Local Authority for advice.

High Elm Archers - Safeguarding Incident Reporting Form

Please complete this form as fully as possible and hand it to the Committee Member or Safeguarding Officer who will be able to support you in following the policy and procedures. The Committee Member or Safeguarding Officer is also responsible for confidentially storing and monitoring this information in line with data protection guidelines.

Name of Adult

Gender

Age and date of birth

Ethnicity

Religion

First language

Any Disabilities

Any special factors

Carer's name(s) (if any)

Home address (and phone no. if available).

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 adult? If so, what was said?

Have you spoken to the carer(s) If so, what was said?

Has anybody been alleged to be the abuser? If so, give details.

Have you consulted anybody else? Give details.

Your name and position.

In what capacity have you had any contact with the adult?

To whom reported and date of reporting.

Members Signature:

Today's Date:

Adults Signature :
(Where appropriate)

Date:

Action taken by High Elm Archers Committee Member\Safeguarding Officer:

Committee Member\Safeguarding Officer Signature

Date

DOCUMENT CONTROL TABLE			
Document Title	Safeguarding Adults Policy and Procedures		
File Name	241125-SafeguardingAdultsPolicy-v1F.docx		
Version Number	1	Status	Final
Originator's Name	Tony Dodd	Position	Chairperson
Committee/Sub Committee	Committee		
Master Document Controller	Tony Dodd		
Date Approved	25/11/24	Approved by	Committee
Date Effective	25/11/24	Next Review Due	November 2027
REVISION HISTORY			
Version	Date	Author	Notes
1D	10/09/24	Tony Dodd	First Draft, using guidance from the Local Authority Safeguarding Adults Team at Sefton MBC and ACT, the National Safeguarding Adults Organisation. Plus other relevant research.
1.0F	25/11/24	Tony Dodd	Document approved by Committee at its meeting.