

# Safeguarding Adults Policy Guidance Document

**ann craft trust**  
acting against abuse

**Small Business (2-3 Employees)**

Created by The Ann Craft Trust

## **About this document**

- This guidance document should be used along with the skeleton Safeguarding Adults Policy.
- This document aims to provide you with suggested wording, further information, suggestions and links to help you develop your own bespoke Adult Safeguarding Policy
- Further information is available on the Ann Craft Trust website, which can be used to provide additional information to each section
- A comprehensive Safeguarding Adults Procedures document should be referred to and can be used in conjunction with this guidance.
- The information contained in this document is correct at the time of publication.

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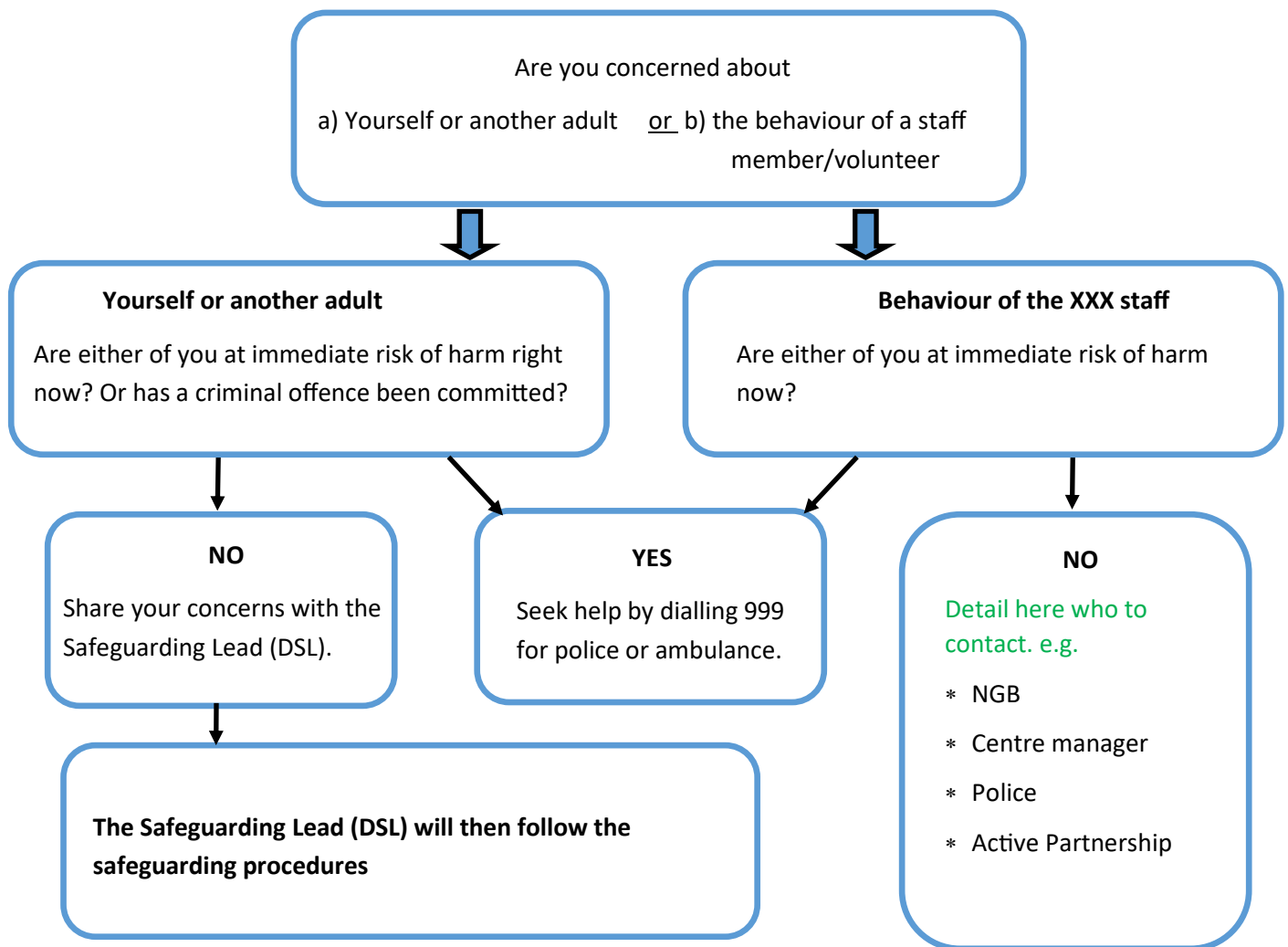
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# Raising and Managing a Concern

## Example flowchart for a service user



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### Supporting the adult through the process

The Safeguarding Lead (DSL) should:

- **Speak** with the adult concerned
- **Determine the wishes of the adult concerned** to ensure the process is person led and outcome focused.
- **Seek** external guidance and advice as appropriate (this could include the NGB, Centre Manager, Adults Safeguarding Team, Active Partnership or Ann Craft Trust)
- **Offer support** and **information** for the adult concerned to make informed choices.
- **Put measures in place** to keep the adult safe during the activity (if appropriate)
- **Ask for consent** to report the concern to statutory agencies if appropriate.
- **Keep the adult informed** and **involved** throughout the process

## Policy

### **Mission Statement/Introduction**

Provide a short statement to explain your business and services, including your values and vision. This could be similar to your 'About Us' section of your website.

### **Policy Statement**

Example wording

*[Name of organisation]:*

- *believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.*
- *Is committed to the six principles of safeguarding adults which includes: empowerment, protection, prevention, proportionality, partnership and accountability. (England)*
- *is committed to Safeguarding Adults in line with national legislation and relevant local guidelines by ensuring that our activities are delivered in a way which keeps all adults safe by creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.*
- *recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. XXX recognises that some people experience barriers, for example, to communication in raising concerns or seeking help.*
- *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.*
- *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 and being willing to report safeguarding concerns.*

## Scope

Example wording:

*This safeguarding adult policy and associated procedures apply to all individuals involved in [Name of organisation] including Participants, Volunteers [include other relevant roles to your organisation] and to all concerns about the safety of adults whilst taking part in our organisation, its activities and in the wider community.*

## Purpose

Example wording:

*The purpose of this policy is to demonstrate the commitment of [name of group] to safeguarding adults and to ensure that everyone involved in [name of group] 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.*

## Implementation

Example wording:

- *[insert name of organisation] staff and volunteers are DBS checked through xxx NGB*
- *Staff have attend safeguarding adults training .*
- *All activities include an assessment of, and risk to, the safety of all adults from abuse and neglect and designates a person who will be in attendance as a safeguarding lead for that event.*
- *All staff follow a code of conduct when working with adults – insert link to code of conduct*
- *All staff are aware of their role and responsibility and duty to report to the DSL any safeguarding adult concerns.*
- *This policy is made available on our website*

## Legislation

This section can vary in length depending on the level of detail that you wish to include. The Ann Craft Trust website details the key legislative information such as the relevant government acts, definitions of abuse, statutory responsibilities and duty of care which you can include in the body of your policy or as an appendix. [Terminologies and acronyms. A guide to common conditions, The key legislation and government initiatives.](#)

Short version:

*In its wider context, safeguarding adults applies to everyone over the age of 18 and is about:*

- *protecting an adult's right to live in safety, free from abuse and neglect.*
- *people and organisations working together to prevent and stop both the risks and experience of abuse and neglect, while at the same time making sure that the adult's wellbeing is promoted taking fully into account their views, wishes, feelings and beliefs in deciding on any action.*

*The practices and procedures within this policy are based on the relevant legislation and government guidance which can be found here: [The key legislation and government initiatives.](#)*

## **Procedures**

A comprehensive set of procedures can be found [here](#). A condensed version has been created for the purpose of this guidance document.

Example wording:

### ***Key Contact***

*XXX is the Designated Safeguarding Lead (DSL) who responsible for ensuring that this policy is adhered to. They will be responsible for the monitoring and recording of any safeguarding concerns and for ensuring that all concerns are shared with the appropriate authorities. It is not the role of the DSP to investigate, only to gather and share information as appropriate. The Designated Safeguarding Lead (DSL) person can be contacted on xxx.*

### **Raising and Managing a Concern**

[It is useful to include a flowchart detailing the report routes that can be taken.] Below is an example of a reporting route.

- *Any safeguarding concerns can be reported via XXX, or volunteer who will refer directly to the DSL.*
- *Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up.*
- *The DSL will speak to the adult about the issue wherever possible, noting any views that the adult may have regarding how they wish the matter to be dealt and keeping them informed throughout the process.*
- *The DSL may seek advice from external sources such as the local Safeguarding Adults Team, the Local Active Partnership, NGB, police or Ann Craft Trust.*
- *The DSL will only share information with the people who need to know – such as the Safeguarding Adults Team, police or local Active Partnership. Any referrals or passing on of information will be done with the consent of the adult wherever possible. If consent is withheld, but information is still passed on, the DSO will clearly document this and the reasons why. They will also inform the adult of this action wherever possible.*
- *The DSL will make a written record of the concern and store it safely in line with Data Protection requirements.*

### **Note:**

- *If someone is injured or at immediate risk, immediate action should be taken. Seek help by dialling 999 for police or ambulance.*
- *If someone does not give consent, you can still seek advice as to what you should do from either the police, Adults Safeguarding Team, NGB, Active Partnership or Ann Craft Trust etc, whilst keeping the name anonymous.*

## Whistleblowing

We strive to encourage sport and activity organisations to be fit of purpose and have and promote good safeguarding adults practice. To show that your organisation is committed to this, it is important to include the procedure should someone wish to raise a safeguarding concern about you.

Example wording:

*If the Safeguarding Lead or staff member is implicated or you think has a conflict of interest, then contact your Local Authority Adult Safeguarding Team on xxx, and if applicable the National Governing Body or Active Partnership.*

## Recording and Information Sharing

List here how you store and retain information in line with GDPR and Data protection. This should relate to your privacy policy.

Further Information can be found here: [Reporting & Recording Safeguarding Issues – Ann Craft Trust](#)

The Information Commissions Office (ICO) contains more information and a useful checklist for sole traders and sports clubs: [How well do you comply with data protection law: an assessment for small business owners and sole traders | ICO](#)

Example wording:

*Sharing Information— We work to the Seven Golden Rules*

1. *GDPR is **not a barrier** to sharing information*
2. *Be **open** and **honest***
3. ***Seek advice**, if in doubt*
4. ***Share with consent** where appropriate*
5. *Consider **safety** and **wellbeing***
6. ***Necessary, proportionate, relevant, accurate, timely** and **secure***
7. *Keep a **record** of your **decision** and **reasons** for sharing*



## **Sources of Information and Support**

(You can include your own local contact details here)

### **Local Adult Safeguarding Team:**

#### **Active Partnership:**

##### **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](mailto:enquiries@elderabuse.org.uk)

[www.elderabuse.org.uk](http://www.elderabuse.org.uk)

##### **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](mailto:Ann-Craft-Trust@nottingham.ac.uk)

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

##### **Men's Advice Line**

For male domestic abuse survivors

Tel: 0808 801 0327

##### **National LGBT+ Domestic Abuse Helpline**

Tel: 0800 999 5428

##### **National 24Hour Freephone Domestic Abuse Helplines**

<b>England</b>	<b>Northern Ireland</b>
Tel: 0808 2000 247 <a href="http://www.nationaldahelpline.org.uk/Contact-us">www.nationaldahelpline.org.uk/Contact-us</a>	Tel: 0808 802 1414 <a href="http://www.dsahelpline.org">www.dsahelpline.org</a>
<b>Scotland</b>	<b>Wales</b>
Tel: 0800 027 1234 Email: <a href="mailto:helpline@sdafmh.org.uk">helpline@sdafmh.org.uk</a> Web chat: <a href="http://sdafmh.org.uk">sdafmh.org.uk</a>	Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333

##### **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: [services@respond.org.uk](mailto:services@respond.org.uk)

[www.respond.org.uk](http://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.

Telephone: [0800 138 1625](tel:08001381625)

Web Chat: [www.stophateuk.org/talk-to-us/](http://www.stophateuk.org/talk-to-us/)

### **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: [020 8392 1830](tel:02083921830)

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

[www.suzylamplugh.org](http://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](tel:08081689111)

[www.victimsupport.com](http://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](http://www.womensaid.org.uk/information-support)

## **Links to other information templates, procedures**

The Ann Craft Trust has also produced many resources to complement this policy which you may want to include as an Appendix section or provide links to.

Information includes:

- [Terminologies and acronyms.](#)
- [A guide to common conditions.](#)
- [The key legislation and government initiatives.,,](#)
- [The safe recruitment process.](#)
- [Safeguarding Adults Policy & Procedures Templates - Ann Craft Trust](#)

**ann craft trust**  
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**[anncrafttrust.org](http://anncrafttrust.org)**

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

Everyone deserves to be safe.

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