

Safeguarding Adults Policy Guidance Document

ann craft trust
acting against abuse

**Umbrella Body
(Without CMG Responsibility)**

Created by The Ann Craft Trust

About this document

- This guidance document should be used along with the skeleton Safeguarding Adults Policy for an Umbrella body. An umbrella body is “a central, co-ordinating organisation which represents a group of smaller, independent bodies.” e.g. providers of services, membership bodies, franchises – without Case Management Responsibility.
- This document aims to provide you with suggested wording, further information, suggestions and links to help you develop your own bespoke Adult Safeguarding Policy.
- The 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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Mission Statement/Introduction

Option to provide a statement from your chair or CEO/ some information/ context about your organisation and services, including perhaps the organisation's values/ vision.

Suggested text for inclusion after a brief description of your organisation:

We all have a responsibility to safeguard adults who are experiencing, or are at risk of, abuse and neglect.

As such, [insert name of organisation] is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines to uphold the rights of all adults to live a life free from harm from abuse, exploitation and neglect.

We will safeguard adults by ensuring that our activities are delivered in a way which keeps all adults safe.

[insert name of organisation] 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; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

Policy Statement

Suggested wording (Choose those that apply or create your own):

[amend to suit your organisation]

This policy and associated procedures outlines what adult safeguarding is and what to do if you have a concern. The safeguarding children and young people policy, for those under the age of 18, is covered in a separate document [insert link or name the document].

[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. We want participants to have a positive and enjoyable experience of undertaking their relevant course in a safe and participant centred environment and are protected from abuse whilst participating in any [Name of Organisation] course.

[Name of Organisation] is committed to creating and maintaining a safe and positive environment for all people attending courses provided by [Name of Organisation] approved

Providers. This document is intended to clarify how *[Name of Organisation]* will work with its providers to safeguard the welfare of those who participate in its courses.

[Name of organisation] acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

[Name of organisation] recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

Operational responsibility for the handling of safeguarding concerns rests with the provider. *[Name of Organisation]* has a role in raising safeguarding standards by implementing this policy, identifying possible problems, and disseminating good practice. We strive to encourage an open, listening culture where people feel able to share concerns without fear of retribution.

[Name of 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 in accordance with relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Some *[Name of organisation]* Providers work as small businesses or sole traders. Others are organisations who have their own formal policies to observe with regard to safeguarding. The following policy is not designed to supersede any Provider's existing policy and guidance. It is intended to complement their organisation's existing policy and procedures; or to enable Providers who operate small business or are sole traders to develop their own safeguarding policies and procedures.

It is expected that all *[Name of organisation]* Providers have appropriate policies and procedures in place to protect adults in their care and to promote their wellbeing whilst undertaking their course.

Scope

This is where you describe who the policy applies to. Example wording:

This safeguarding adult policy and associated procedures applies to all individuals involved in XXX including Board members, staff, coaches, instructors, volunteers and members and for all affiliated groups.

We expect our affiliated organisations to demonstrate their commitment to the principles and practice as set out in this Safeguarding Adults Policy and associated procedures.

Purpose

Suggested text:

The purpose of this policy is to demonstrate the commitment of XXX to safeguarding adults and to ensure that everyone involved in XXX 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 of wellbeing of an adult within the organisation.

Implementation

In this section, detail how you intend to apply your policy into practice and what will be put in place. This must include a clear line of accountability within the organisation for the safety and welfare of all adults.

Role and Responsibilities of your own organisation

Clearly detail your role regarding safeguarding adults if you provide direct delivery of sports and activity services to adults. This section could include:

- Your safe recruitment process
- Contact details of your Designated Safeguarding Lead
- A code of conduct for your stakeholders which might include staff/volunteers and participants.
- Your commitment to safeguarding training
- Your commitment to undertake risk assessments
- Your safeguarding adult procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- A clear reporting and management process for concerns, including those caused through poor practice.
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Access to relevant legal and professional advice.
- Regular management reports to the Board detailing how risks to adult safeguarding are being addressed and how any reports have been addressed.
- How the policy is communicated

Role and Expectations of member/affiliate organisations

In this section clearly state your role, expectations and requirements of those organisations you work with. It should be bespoke to the organisations you work with.

This might include:

Our role working with you to safeguarding adults is to provide:

- Support
- information

- training
- Policy templates
- DBS checks

Expectations and requirements of individual members:

- Providing a copy of their safeguarding adults policy
- Having a named safeguarding lead
- Undertaking safeguarding training
- Notifying you of any safeguarding concerns regarding adults that they receive etc.

Example wording:

Expectations of member organisations

All organisations seeking to provide a service on behalf of [Name of organisation] to adults are required to demonstrate that they have suitable adult safeguarding arrangements in place. They are required to: (please choose what is appropriate to your organisation)

- *Submit to [Name of organisation] copies of their Adult safeguarding policy and procedures. (which are reviewed every 3 years)*
- *Submit to [Name of organisation] details of a named Designated Safeguarding Lead.*
- *Ensure that all staff and volunteers attend suitable training in safeguarding adults and maintain records of this training.*
- *Inform [Name of organisation] of any concerns that occur on a [Name of organisation] course that invoke their safeguarding procedures.*

The Adults' safeguarding policy and procedures must include:

- *A policy statement setting out the provider's commitment to safeguarding adults with clear lines of accountability detailing roles and responsibilities.*
- *Details of the safe recruitment process.*
- *Reference and links to the Code of conducts for staff, volunteers and participants.*
- *A commitment to have completed and have up to date safeguarding adult training appropriate for their role.*
- *A clear procedure to be followed in the event of a safeguarding concern, including to whom staff should report their concerns and who would make the decision to refer the concerns to the statutory agencies where appropriate.*
- *Risk assessments that specifically include safeguarding of adults.*

The Role and Expectations of individual members

In this section clearly state your role to individual members and the expectations and requirements of those individual members you work with. They could be a range of membership options to consider.

This might include:

Our role working with you to safeguarding adults is to provide:

- Support,
- information,
- training,
- Policy templates
- DBS checks

Expectations and requirements of individual members:

- Providing a copy of their safeguarding adults policy
- Having a named safeguarding lead
- Undertaking safeguarding training
- Notifying you of any safeguarding concerns regarding adults that they receive etc.

Legislation – what is adult safeguarding?

You can either include a section within the body of this policy or have it as an appendix. You should include examples as to what abuse and poor practice might look like in your organisation.

Include here the key legislation relevant to your home nation regarding adult safeguarding.

This could include the Care Act 2014; Mental Capacity Act; Safeguarding Vulnerable Groups Act 2006; and the key principles of safeguarding referencing making safeguarding personal and the wellbeing principle.

Other wider legislation includes Equality Act 2010, Data Protection Act 2018, Public Interest Disclosure Act 2018 for example.

Further information can be found on [the Ann Craft Trust website](#).

Definitions

Include here key definitions that your organisation is likely to use such as: adult at risk, abuse, adult safeguarding, adult with care and support needs, capacity.

Types of abuse

You may want to reference here the 10 types of adult abuse.

Indicators of abuse

You may want to reference here some examples of abuse.

Poor practice

In this section, explain what constitutes poor practice that breaches to the code of conduct. (include links to your code of conduct)

Additional policies

The Adult Safeguarding policy has been developed alongside the additional policies as detailed below: [\[delete or add as appropriate\]](#)

- Codes of conduct for Board members, Staff, Coaches, Officials, Volunteers and Members and other relevant individuals [\[delete or add as appropriate\]](#) that specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding of adults.
- Policies and procedures that address the following areas and which are consistent with this Safeguarding Adults policy:
 - Safeguarding Children and Young People
 - Bullying and harassment
 - Social Media
 - Equality, diversity and inclusion
 - Safe activities risk assessments
 - Discipline and grievance
 - Concerns, Complaints and Compliments
 - Whistleblowing
 - Safe recruitment and selection (staff and volunteers)
 - Contract compliance
 - Information policy, data protection and information sharing

Receiving and Managing Concerns (Overview)

Briefly describe your processes for reporting concerns with a link to the full procedures. This may need to be split for your different target audiences such as:

Receiving and managing concerns about an adult member – within your own organisation

Full details can be found [insert link]

Receiving and managing concerns – for member/affiliate organisations

Example procedure:

1. The member organisation should action their safeguarding policy and procedures.
2. The member organisation should inform [Name of organisation] when their safeguarding procedures have been invoked. As [Name of organisation] are not involved in the operational response to the concern, they would not normally need to be given confidential information such as the name of the person about whom there is a concern. The information to be shared is:
 - A brief description of the nature of the concern
 - The action taken in response
 - The outcome

There may be some circumstances where identifiable information can be shared, with informed consent. This may be because the person concerned will continue to be involved in [Name of organisation] courses and sharing

Receiving and managing concerns – for individual members

Example procedure:

1. The individual should either action their safeguarding policy and procedures or contact the venue at which they were working e.g. activity centre.
2. The individual should inform [Name of organisation] when their safeguarding procedures have been invoked. As [Name of organisation] are not involved in the operational response to the concern, they would not normally need to be given confidential information such as the name of the person about whom there is a concern. The information to be shared is:
 - A brief description of the nature of the concern
 - XXX Lead Safeguarding Officer may be able to give support and advice to the individual based on your partnership agreement.
 - The action taken in response

- The outcome

There may be some circumstances where identifiable information can be shared, with informed consent. This may be because the person concerned will continue to be involved in [Name of organisation] courses and sharing

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:

Receiving and managing concerns coming directly to [Name of organisation] regarding a member organisation

On occasions, [Name of organisation] may be contacted directly with concerns regarding a member organisation. In these circumstances [Name of organisation] will encourage and support the person reporting to use the member organisation's own procedures to resolve the issue.

If the Safeguarding Lead or staff member is implicated or you think has a conflict of interest, then contact the CEO of your Umbrella body, the Ann Craft Trust or Local Authority Adult Safeguarding Team on xxxx,

Sources of Information and Support

Either choose to include the sources or information and support here or have it as a separate appendix or document. (link to website)

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

Everyone deserves to be safe.