



A Practical Guide to

Safeguarding

Adults

For Groups & Clubs

ann craft trust
acting against abuse



What you need to know and do in 5 steps:

1

**Keep people safe
from harm and abuse**

2

**Know how to respond
to concerns**

3

**Keep up to date on
what you need to do**

4

**Strive to make safeguarding
adults common practice**

5

Ask for help



1

Keep people safe from harm and abuse

If your group includes anyone over the age of 18, whether they're participants, volunteers, staff, or instructors, then you have a responsibility to ensure that your activities are safely run and not causing harm or abuse to any individual.

How?

1. Define the enjoyable and safe environment you are committed to providing, and that reflects your group's values. This will help you and everyone else visualise what you are working towards.
2. Appoint an individual to take the lead for safeguarding adults within your group.
3. Have a robust process in place for recruiting new volunteers, staff, instructors, and those taking on a position of responsibility or leadership. This will include an accurate role description and a defined application process that could involve forms, interviews, reference checks, DBS checks if eligible, inductions, supervision, and training.

4. Develop your codes of conduct to clearly set out what behaviour is encouraged and what is unacceptable, while explaining what steps are taken if unacceptable behaviour occurs.
5. Provide information to all stakeholders on what their role is to safeguarding adults within your group, e.g. volunteers, participants, staff etc.
6. Provide opportunities for those in a leadership or position of responsibility to develop their knowledge of safeguarding adults.
7. Have a process in place for individuals to raise concerns about any aspect of the group and make sure everyone knows what this is. This could also include whistleblowing.
8. Capture all of this in your safeguarding adults policy and procedures for anyone aged 18 and over.



2

Know how to respond to concerns

Individuals should feel safe to report concerns, and we should know how to respond to any concerns that are raised.

How?

1. Undertake basic safeguarding adults training to help you understand what you need to do if someone shares a safeguarding concern.
2. Develop a process for dealing with the concern once it has been raised.
3. Seek advice from a safeguarding professional if you are unsure how to respond and what action to take. This could be from your NGB, Active Partnership or Safeguarding Adults Team.
4. Record all your decisions and remember to check back in with the adult who shared the concern with you.

3

Keep up to date on what you need to do

As learning, understanding, and legislation changes, it's important to keep up to date with what's required of you, and what you can do to improve.

How?

1. Subscribe to newsletters and updates.
2. Join local networks who can support you with information, advice, and training.
3. Attend training opportunities to further your knowledge.
4. Review your policy and procedures at least every three years.



4

Strive to make safeguarding adults common practice

When done well, safeguarding is not a barrier. Instead, it can serve to make activities and events safer and more accessible for everyone.

How?

- 1.** Live by your group values.
- 2.** Bring your policy to life by talking about how you keep adults safe in your everyday conversations with others.
- 3.** Consider safeguarding adult arrangements when planning new activities.
- 4.** Share good practice with others and commit to continuously develop your skills.

5

Ask for help

Safeguarding adults is a shared responsibility. This is why we rely on partnerships and joined up working. If you are unsure of anything, ask for help. There are lots of organisations ready to support you.

How?

1. Make contact with your local Active Partnership.
2. Connect with your NGB Safeguarding team if you have one.
3. Have contacts to hand of local support services and your local safeguarding adults team.
4. Contact the Ann Craft Trust if you have any questions related to safeguarding adults.

Everyone has the right to feel safe, respected and valued; to be treated equally; to be heard and supported; to have opportunities to grow; and to raise concerns confidently, knowing they will be taken seriously and handled with fairness and integrity.

Visit
anncrafttrust.org
to find out more

ann craft trust

acting against abuse



For more information visit
anncrafttrust.org/resources/club-welfare-officer