



## **SAFEGUARDING POLICY**

### **POLICY**

#### **1 Introduction**

- 1.1 Formerly known as the Hailsham & District Sports Alliance, Hailsham Active (Community Interest Company) has been running since the early 1990s. Hailsham Active aims to:
- unite, and support the sports clubs and physical activity providers within the Hailsham and surrounding areas (its service users);
  - promote and deliver a range of physical activities and sports to enable the local community to increase their levels of physical activity and well-being;
  - develop, with partners, the local infrastructure to enable sport and physical activity to be accessed by local people (eg: pathways for exercise, sports pitches and pavilions);
  - provide local healthy activities for residents:
    - on a low income;
    - those who have a higher level of health issues;
    - and those who do not usually take part in any physical activity;
  - support wider local partnerships, helping to build stronger and healthier communities .
- 1.2 The above aims provide an important context to how Hailsham Active ensure the safeguarding of the children and vulnerable adults involved in the activities of the service users of Hailsham Active. This policy will therefore:
- show the robust approach Hailsham Active takes towards safeguarding children and vulnerable adults and safeguarding;
  - be widely available and will provide the key steps to follow to report any issues that might arise, as well as general information.
- 1.3 This policy will:
- sit along-side and be operated in conjunction with the safeguarding policies operated by the service users of Hailsham Active;
  - be reviewed annually at the Annual Meeting of the Hailsham Active Directors.

## 2 Definitions

### Children

2.1 Children are defined as those persons aged under 18 years old. Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health and development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

### Vulnerable adults

2.2 The Care and Support Statutory Guidance, Department of Health, updated February 2017, states that:

*"Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances."*

2.3 Vulnerable adults (or adults at risk) therefore refers to someone over 18 years old who, according to paragraph 14.2 of the Care Act 2015:

- has care and support needs;
- is experiencing, or is at risk of, abuse or neglect;
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

2.3 All adults should be able to live free from fear and harm. But some may find it hard to get the help and support they need to stop abuse. If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

2.4 An adult may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be an adult who is usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

### Useful links

- 2.5 Care Act 2015 - .  
Carer and support statutory guidance -  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/506202/2390277\\_7\\_Care\\_Act\\_Book.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/506202/2390277_7_Care_Act_Book.pdf).

## **3 Policy aims**

### 3.1 This policy:

- outlines the steps Hailsham Active will make to safeguard children and vulnerable adults;
- sets out the roles and responsibilities of Hailsham Active in working together with their service users, and other professionals and agencies – to promote the welfare and safeguarding of children and vulnerable adults, and protect them from abuse and neglect;
- aims to support staff and volunteers working within Hailsham Active to understand their role and responsibilities in safeguarding children and vulnerable adults;
- is based on the:
  - Care Act 2014 and the Care and Support statutory guidance;
  - Human Rights Act 1998, which states that everyone has the right to live free from abuse and neglect (see <https://www.equalityhumanrights.com/en/human-rights/human-rights-act>).

### 3.2 All staff, contractors, volunteers and service users are expected to follow this policy by ensuring they:

- clear about their responsibility to safeguard children and vulnerable adults;
- take the necessary actions where children and vulnerable adults are deemed to be at risk

### Hailsham Active

### 3.3 Hailsham Active adheres to following the six key principles that underpin safeguarding work under the Care Act 2015 (See Care Act guidance)

- Empowerment;
- Prevention;
- Proportionality;
- Protection;
- Partnership;
- Accountability.

### 3.4 Hailsham Active:

- will not tolerate the abuse of children and vulnerable adults in any of the forms listed in **Appendix A**;
- is committed to safeguarding children and vulnerable adults - to ensure they are free from harm;

- will ensure that safe and effective working practices are in place;
- will ensure its staff, volunteers, contractors and service users have access to this policy and procedures;
- as appropriate and practical, will:
  - ensure that decisions made allow children and vulnerable adults to make their own choices;
  - secure their informed and agreed consent to the action being taken;
  - and include them in any decision making;
- will ensure that the safeguarding action agreed is the least intrusive response to the risk;
- will involve partners from the community in any safeguarding work in preventing, detecting and reporting neglect and abuse;
- will be transparent and accountable in delivering safeguarding actions;
- will also apply the practice of “Making Safeguarding Personal” (MSP).

#### Making Safeguarding Personal

3.5 MSP is a practice which ensures that any safeguarding case is dealt with on a “case-by-case” basis and handled in a way that is person-led and outcome focussed. The individual should be involved in identifying how best to respond to their safeguarding needs by giving them more choice and control, as well as improving quality of life, well-being and safety. As vulnerable adults may have different backgrounds, preferences and life -styles, the same process may not work for everyone.

### **PROCEDURES**

#### **4 Roles and responsibilities**

- 4.1 All staff, management, directors and volunteers of Hailsham Active are expected to report any concerns to the named person for safeguarding – see para 5 below.
- 4.2 If the allegation is against:
- one of Hailsham Active’s staff, volunteers, directors or service users, seek advice from Hailsham Active’s safeguarding lead;
  - the safeguarding lead, seek advice from East Sussex Health and Social Care Connect (telephone: 0345 60 80 191).
- 4.3 The designated safeguarding lead should be responsible for providing acknowledgement of the referral, and brief feedback, to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

4.4 The local authority will decide on who will lead on a safeguarding enquiry should it progress to that stage. The named organisation should not conduct its own safeguarding enquiry unless instructed to do so by the local authority.

4.5 Staff and volunteers should ensure that the child or vulnerable adult is involved at all stages of their safeguarding enquiry, thereby ensuring a person-centred approach is adopted.

## 5 Hailsham Active safeguarding lead

### Who to contact

5.1 The named responsible person for safeguarding duties for Hailsham Active is:

- Steve Wennington, Chairman;
- telephone: 07980 643827/01323 400806;
- e-mail: [Steve.Wennington@pro-eco.co.uk](mailto:Steve.Wennington@pro-eco.co.uk) .

5.2 All staff (whether in-house or contracted out), key partners, volunteers and service users should contact Steve Wennington for any concerns/queries they have in regards to safeguarding. A log of the concern must be kept (see para 6.1 under “Record” below).

5.3 Steve Wennington will:

- be responsible to make decisions about notifying Social Services if required and consider alternative actions, where necessary;
- ensure that the safeguarding policy and procedures are in place and up to date;
- promote a safe environment for staff, volunteers and service users;
- ensure that staff and volunteers are up to date with their safeguarding training.

## 6 Raising a concern

6.1 See **Appendix 2**, with a flowchart setting out the action to be taken. Staff and volunteers at Hailsham Active, who have any safeguarding concerns should:

- **Respond**
  - Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services.
  - Get brief details about what has happened and what the child or vulnerable adult would like done about it, but do not probe or conduct a mini-investigation.
  - Seek consent from the child or vulnerable adult to take action and to report the concern.
  - Consider whether the child or vulnerable adult may lack capacity to make decisions about their own and other people’s safety and wellbeing.
  - If you decide to act against their wishes or without their consent, you must record your decision and the reasons for this.

- **Report**
  - Name the person to whom staff/volunteers need to report any potential safeguarding concerns. This will usually be the organisation's designated safeguarding lead (see para 5.1 above).
  
- **Record**
  - Complete an incident form (copies downloaded using this link: <https://nawo.org.uk/wp-content/uploads/2020/07/Safeguarding-Form.pdf>).
  - Create an online file for that incident with a reference number.
  - Safeguarding lead to create and maintain an online Hailsham Active Safeguarding Log.
  - As far as possible, records should be written contemporaneously, dated and signed.
  - Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record.
  - Access should not be given to any unauthorised personnel for accessing confidential information, including the sharing of passwords.
  
- **Refer**
  - In making a decision whether to refer or not, the designated safeguarding lead should take into account:
    1. the child or vulnerable adult's wishes and preferred outcome;
    2. whether the child or vulnerable adult has mental capacity to make an informed decision about their own and others' safety;
    3. the safety or wellbeing of other children or vulnerable adults;
    4. whether there is a person in a position of trust involved;
    5. whether a crime has been committed.
  - This should inform the decision whether to notify the concern to the following people:
    - the Police if a crime has been committed and/or;
    - East Sussex County Council's Access & Advice Team (part of Social Services) for possible safeguarding enquiry;
    - relevant regulatory bodies such as Care Quality Commission, Ofsted, Charities Commission;
    - Service Commissioning teams;
    - family/relatives as appropriate (seek advice from Social Services).
  - The designated safeguarding lead should keep a record of the reasons for referring the concern or reasons for not referring.
  - Incidents of abuse may be one-off or multiple and may affect one person or more.
  - Staff and volunteers should look beyond single incidents to identify patterns of harm.
  - Accurate recording of information will also assist in recognising any patterns.

- As soon as Social Services becomes involved, a safeguarding process is followed.

## **7 Complaints procedure**

- 7.1 Hailsham Active promotes transparency and honesty when things go wrong. All staff and volunteers should apologise and be honest with service users and other relevant people when things go wrong.
- 7.2 If a staff or volunteer or any other member of the organisation is unhappy with Hailsham Active's decision about the safeguarding concern, they should seek advice from East Sussex Health & Social Care Connect 0345 60 80 191.
- 7.3 Hailsham Active is committed to ensuring that staff and volunteers who in good faith "whistle-blow" in the public interest, will be protected from reprisals and victimisation – see: <https://www.gov.uk/whistleblowing> .

## **8 The Mental Capacity Act 2005**

- 8.1 It may be difficult for vulnerable adults to protect themselves and to report abuse. They rely on others to help them. The Mental Capacity Act 2005 is to be used when decisions on behalf of those vulnerable adults who are unable to make some decisions for themselves. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice> . You will need to involve an advocate if the person lacks capacity to make decisions about the safeguarding concern.

## **9 Confidentiality and information sharing**

- 9.1 Hailsham Active expects all staff, volunteers & directors to maintain confidentiality at all times. In line with Data Protection law, Hailsham Active does not share information if not required.
- 9.2 It should however be noted that information should be shared with authorities if a child or vulnerable adult is deemed to be at risk of immediate harm. Sharing the right information, at the right time, with the right people can make all the difference to preventing harm. For further guidance on information sharing and safeguarding see: <https://www.scie.org.uk/care-act-2014/safeguarding-adults/sharing-information/keymessages.asp> .

## **10 Recruitment and selection**

- 10.1 Hailsham Active is committed to safe employment. Safe recruitment practices, such as Disclosure and Barring checks reduce the risk of exposing children and vulnerable adults to people unsuitable to work with them. Refer to the guidance on Safer Recruitment – eg: <https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment>

## **11 Training, awareness raising and supervision?**

- 11.1 Hailsham Active ensures that all staff and volunteers receive basic awareness training on safeguarding children and vulnerable adults as they may come across children and vulnerable adults who may be at risk of abuse. Those children and vulnerable adults may report things of

concern to staff or volunteers, who need to be equipped with the basic knowledge around safeguarding, and be confident to identify that abuse is taking place and action is required. All staff and volunteers should be clear about the core values, and commitment, to safeguarding. It is also useful to discuss training with staff who have attended safeguarding training sessions to ensure they are embedding this in practice.

## 12 Prevent

- 12.1 Radicalisation and extremism of children and vulnerable adults is a form of emotional/psychological exploitation. Radicalisation can take place through direct personal contact, or indirectly through social media. If staff are concerned that a child or vulnerable adult is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern. For more information about Prevent see: <https://www.gov.uk/government/publications/prevent-duty-guidance> .

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Named Safeguarding Lead	Steve Wennington
Review Date	12.5.24
File Location	Online:Devices of Treasurer David Hathaway, and Chairman Steve Wennington, and on website: hailshamactive.org
Signed	



## Safeguarding children and vulnerable adults

### Types of abuse

The Care and Support statutory guidance sets out the 10 main types of abuse:

<ul style="list-style-type: none"> <li>• Physical abuse</li> <li>• Neglect</li> <li>• Sexual abuse</li> <li>• Psychological</li> <li>• Financial abuse</li> </ul>	<ul style="list-style-type: none"> <li>• Discriminatory</li> <li>• Organisational</li> <li>• Domestic violence</li> <li>• Modern Slavery</li> <li>• Self-neglect</li> </ul>
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However, you should keep an open mind about what constitutes abuse or neglect as it can take many forms and the circumstances of the individual case should always be considered. For more information, read section 14.17 of the Care and Support Statutory Guidance.

### Possible signs of abuse

Abuse and neglect can be difficult to spot. You should be alert to the following possible signs of abuse and neglect:

- Depression, self-harm or suicide attempts
- Difficulty making friends
- Fear or anxiety
- The person looks dirty or is not dressed properly,
- The person never seems to have money
- The person has an injury that is difficult to explain (such as bruises, finger marks, 'non-accidental' injury, neck, shoulders, chest and arms),
- The person has signs of a pressure ulcer
- The person is experiencing insomnia
- The person seems frightened, or frightened of physical contact.
- Inappropriate sexual awareness or sexually explicit behaviour
- The person is withdrawn, changes in behaviour

You should ask the person if you are unsure about their well-being as there may be other explanations to the above presentation.

### Who abuses and neglects adults?

Abuse can happen anywhere – even in somebody's own home. Most often abuse takes place by others who are in a position of trust and power. It can take place whether an adult lives alone or with others.

Anyone can carry out abuse or neglect, including:

<ul style="list-style-type: none"> <li>• Partners</li> <li>• Other family members</li> <li>• Neighbours</li> <li>• Friends</li> <li>• Acquaintances</li> </ul>	<ul style="list-style-type: none"> <li>• Local residents</li> <li>• People who deliberately exploit others they perceive as vulnerable to abuse</li> <li>• Paid staff or professionals</li> <li>• Volunteers and strangers</li> </ul>
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## Raising a safeguarding concern



