



Safeguarding Adults at Risk: Policy and Procedures

BOWLSWALES



1. Introduction

BowlsWales is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in Bowls.

BowlsWales recognises their duty of care to everyone within its structure and will ensure its Safeguarding Adult's at Risk Policy and Procedures apply to all individuals involved in the game of bowls in Wales.

As a sport we recognise that Safeguarding is everyone's responsibility.

BowlsWales will encourage and support partner organisations, including clubs, counties, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this Safeguarding Adults at Risk Policy and Procedures.

We recognise and endorse that 'Making Safeguarding Personal' is a priority. We will involve individuals considered to be an Adult at Risk. Outcomes should where possible be defined by the person at the centre of the safeguarding process. What this means in practice is that adults should be more involved in the safeguarding process. Their views, wishes, feelings and beliefs must be taken into account when decisions are made.

2. Principles

The guidance given in the policy and procedures is based on the following six principles and underpin the safeguarding of adults: -

Empowerment - People being supported and encouraged to make their own decisions and informed consent.

"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."

Prevention – It is better to take action before harm occurs.

"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."

Proportionality – The least intrusive response appropriate to the risk presented.

"I am sure that the professionals will work in my interest, as I see them and, they will only get involved as much as needed."

Protection – Support and representation for those in greatest need.

“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

Accountability – Accountability and transparency in delivering safeguarding.

“I understand the role of everyone involved in my life and so do they.”

2.1 Taking into account these 6 Principles, BowlsWales will work to ensure:

2.1.1 All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.

2.1.2 BowlsWales will seek to ensure that our sport is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.

2.1.3 The rights, dignity and worth of all adults will always be respected.

2.1.4 We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.

2.1.5 We recognise that a disabled adult may or may not identify themselves or be identified as an adult ‘at risk’.

2.1.6 We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within (insert name of your organisation)

for example inappropriate behaviour of a coach, or in the wider community.

2.1.7 All allegations will be taken seriously and responded to quickly in line with BowlsWales Safeguarding Adults at Risk Policy and Procedures.

2.1.8 BowlsWales recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

3 Guidance and Legislation

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy and procedures, and take the following into consideration:

- The Care Act 2014 (England)
- The Social Services and Wellbeing (Wales) Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The General Data Protection Regulations May 2018

4 Definitions

To assist working through and understanding this policy a number of key definitions need to be explained:

4.1 Adult at Risk is a person aged 18 or over who

4.1.1 is experiencing or is at risk of abuse or neglect,

4.1.2 has needs for care and support (whether or not) the local authority is meeting any of these needs, and

4.1.3 as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The term 'vulnerable adult' is no longer used.

- 4.2 **Abuse** is a violation of an individual's human and civil rights by another person or persons. See section 5 for further explanations.
- 4.3 **Adult** is anyone aged 18 or over.
- 4.4 **Adult safeguarding** is protecting a person's right to live in safety, free from abuse and neglect.
- 4.5 **Capacity** refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

To help you to understand Capacity, consider the following five points:

1. Assume that people are able to make decisions, unless it is shown that they are not. If you have concerns about a person's level of understanding, you should check this with them, and if applicable, with the people supporting them.
2. Give people as much support as they need to make decisions. You may be involved in this – you might need to think about the way you communicate or provide information, and you may be asked your opinion.
3. People have the right to make unwise decisions. The important thing is that they understand the implications. If they understand the implications, consider how risks might be minimised.
4. If someone is not able to make a decision, then the person helping them must only make decisions in their "best interests". This means that the decision must be what is best for the person, not for anyone else. If someone was making a decision on your behalf, you would want it to reflect the decision you would make if you were able to.
5. Find the least restrictive way of doing what needs to be done.

5 Types of Abuse and Neglect

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issues which could give rise to a safeguarding concern.

- 5.1 **Self-neglect** – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and

includes behaviour such as hoarding. In (insert name of your sport) this could be a player whose appearance becomes unkempt, does not wear suitable sports kit and deterioration in hygiene.

- 5.2 **Modern Slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. In (insert name of your sport) you may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
- 5.3 **Domestic Abuse** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. Sport may notice a power imbalance between a participant and a family member. For example, a participant with Downs syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.
- 5.4 **Discriminatory** – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act. This could be the harassing of a club member because they are or are perceived to be transgender
- 5.5 **Organisational Abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. In (insert name of your sport), this could be training without a necessary break.
- 5.6 **Physical Abuse** – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. This could be a coach intentionally striking an athlete.
- 5.7 **Sexual Abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or

witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

This could be a fellow athlete who sends unwanted sexually explicit text messages to a learning-disabled adult they are training alongside.

- 5.8 **Financial or Material Abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. This could be someone taking equipment from an athlete with dementia.
- 5.9 **Neglect** – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. This could be a coach not ensuring athletes have access to water.
- 5.10 **Emotional or Psychological Abuse** – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.
- 5.11 **Cyber Bullying** - cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.
- 5.12 **Forced Marriage** - forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from

an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

- 5.13 **Mate Crime** - a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.
- 5.14 **Radicalisation** - the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

6. Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the club who an athlete comes into contact with. Or club members, workers, volunteers or coaches may suspect that an athlete is being abused or neglected outside of the club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- 6.1 Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- 6.2 Person has belongings or money going missing.
- 6.3 Person is not attending / no longer enjoying their sessions.
- 6.5 Someone losing or gaining weight / an unkempt appearance.
- 6.5 A change in the behaviour or confidence of a person.
- 6.6 They may self-harm.
- 6.7 They may have a fear of a particular group or individual.
- 6.8 They may tell you / another person they are being abused i.e. a disclosure.

7 What to do if you have a concern or someone raises concerns with you.

- 7.1 You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to Peter Brill Lead Safeguarding Officer or, if the Lead Safeguarding Officer is implicated then report to the BowlsWales Chair. (see flow chart below)
- 7.2 If you are at an international event and have a concern then speak to the coach or a team official.
- 7.3 If you are concerned someone is in immediate danger, contact the police straight away.
- 7.4 When raising a concern remember to 'make safeguarding personal'. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult you will be passing on their concern.
- 7.5 It is important when considering your concern that you also keep the person informed about of any actions/decisions taken and always consider their needs and wishes.
- 7.6 If you have a concern about an adult's safety and/or wellbeing you must act on these. It is not your responsibility to decide whether or not an adult has been abused. It is however your responsibility to act on those concerns.

8 How to Record a Disclosure

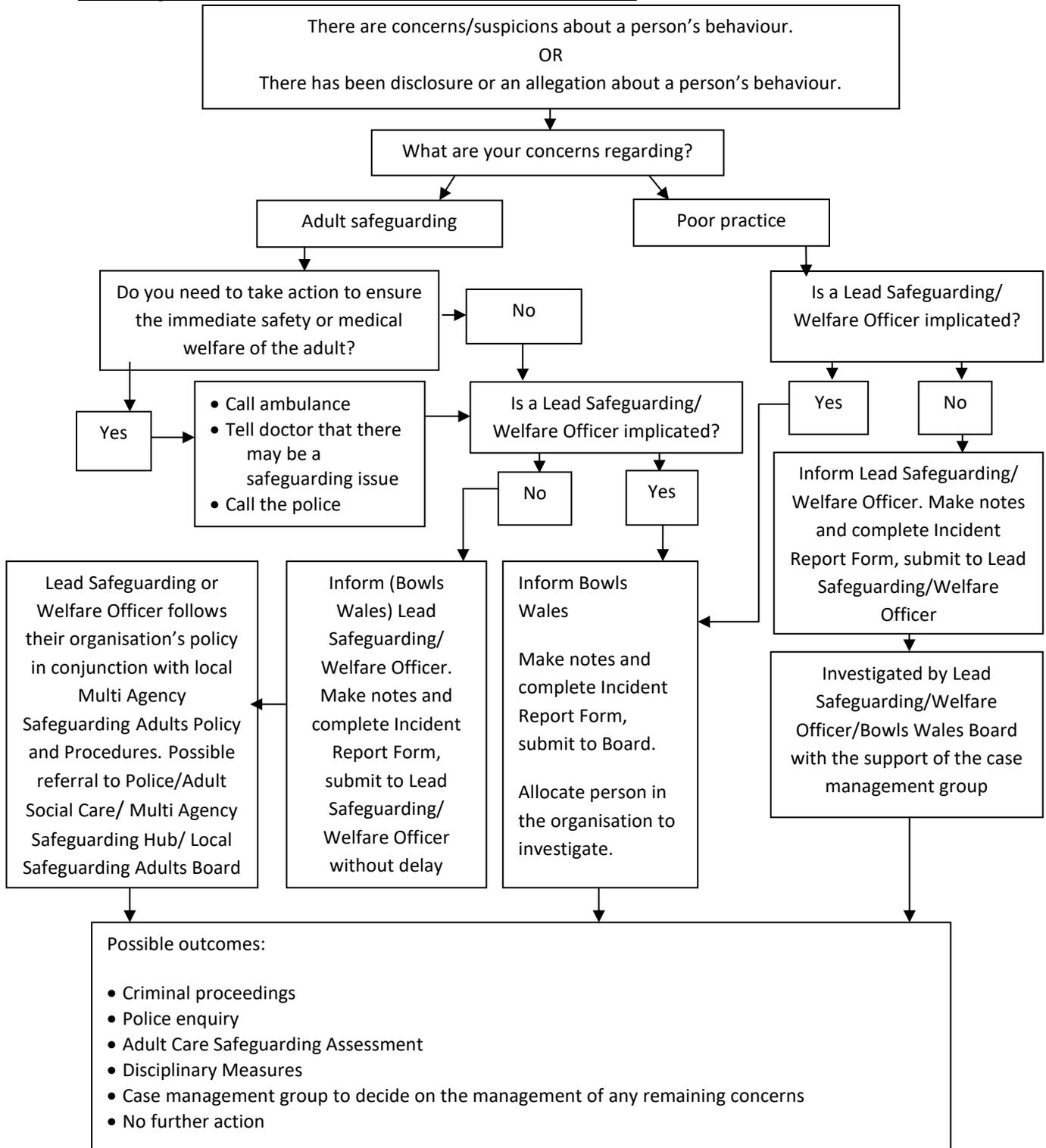
- 8.1 Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the Lead Safeguarding Officer.
- 8.2 As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your Lead Safeguarding Officer.
- 8.3 Describe the circumstances in which the disclosure came about.
- 8.4 Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.



- 8.5 Be mindful of the need to be confidential at all times, this information must only be shared with your Lead Safeguarding Officer and others on a need to know basis.
- 8.6 If the matter is urgent and relates to the immediate safety of an adult at risk then contact the police immediately.

9 Safeguarding Adults Flowchart

Dealing with Concerns, Suspicions or Disclosure



Remember to involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity

10 Roles and responsibilities of those within BowlsWales

BowlsWales is committed to having the following in place:

- 10.1 A Lead Safeguarding Officer to produce and disseminate guidance and resources to support the policy and procedures.
- 10.2 A clear line of accountability within the organisation for work on promoting the welfare of all adults.
- 10.3 Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers.
- 10.4 A Steering Group or Case Management or Case Referral Group that effectively deals with issues, manages concerns and refers to a disciplinary panel where necessary (i.e. where concerns arise about the behaviour of someone within (insert name of your organisation)).
- 10.5 A Disciplinary Panel will be formed as required for a given incident, if appropriate and should a threshold be met.
- 10.6 Arrangements are in place to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- 10.7 Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.
- 10.8 Codes of conduct are in place to identify good practice within Welsh Bowls.

11 Good practice, poor practice

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual involved in BowlsWales to make judgements regarding whether or not abuse is taking place. However, all BowlsWales personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

11.1 Good practice

BowlsWales expects that coaches of adult athletes:

- Adopt and endorse the Welsh Bowls Coaching Association Codes of Conduct.

- Will be expected to complete a course in basic awareness in working with Adults at Risk.

Everyone should:

- Aim to make the experience of BowlsWales fun and enjoyable.
- Promote fairness and playing by the rules.
- Not tolerate the use of prohibited or illegal substances.
- Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

Coaches and those working directly with adults at risk should:

- Respect the developmental stage of each athlete and not risk sacrificing their welfare in a desire for team or personal achievement.
- Ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the athlete.
- Work with adults at risk, medical adviser and their carers (where appropriate) to develop realistic training and competition schedules which are suited to the needs and lifestyle of the athlete, not the ambitions of others such as coaches, team members, parents or carers.
- Build relationships based on mutual trust and respect, encouraging adults at risk to take responsibility for their own development and decision-making.
- Always be publicly open when working with adults at risk:
 - avoid coaching sessions or meetings where a coach and an individual athlete are completely unobserved.
- Avoid unnecessary physical contact with people. Physical contact (touching) can be appropriate so long as:
 - It is neither intrusive nor disturbing.
 - The athlete's permission has been openly given.
 - It is delivered in an open environment.
 - It is needed to demonstrate during a coaching session.
 - It is for the benefit of the recipient and never for the coach
- Maintain a safe and appropriate relationship with athletes and avoid forming intimate relationships with athletes you are working with as this may threaten the position of trust and respect present between athlete and coach.
- Be an excellent role model by maintaining appropriate standards of behaviour.

- Gain the adult at risks consent and, where appropriate, the consent of relevant carers, in writing, to administer emergency first aid or other medical treatment if the need arises.
- Be aware of medical conditions, disabilities, existing injuries and medicines being taken and keep written records of any injury or accident that occurs, together with details of treatments provided.
- Arrange that someone with current knowledge of emergency first aid is available at all times.
- Gain written consent from the correct people and fill out relevant checklists and information forms for travel arrangements and trips. This must be the adult themselves if they have capacity to do so.

11.2 **Poor practice**

The following are regarded as poor practice and should be avoided:

- Unnecessarily spending excessive amounts of time alone with an individual adult.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allowing or engaging in inappropriate touching of any form.
- Using language that might be regarded as inappropriate by the adult and which may be hurtful or disrespectful.
- Making sexually suggestive comments, even in jest.
- Reducing an adult to tears as a form of control.
- Letting allegations made by an adult go uninvestigated, unrecorded, or not acted upon.
- Taking an adult at risk alone in a car on journeys, however short.
- Inviting or taking an adult at risk to your home or office where they will be alone with you.
- Sharing a room with an adult at risk.
- Doing things of a personal nature that adults at risk can do for themselves.

Note: At times it may be acceptable to do some of the above. In these cases, to protect both the adult at risk and yourself, seek written consent from the adult at risk and, where appropriate, their carers and ensure that the Lead Safeguarding Officer of your organisation is aware of the situation and gives their approval in advance.

If, during your care, an adult at risk suffers any injury, seems distressed in any manner, appears to be sexually aroused by your actions, or

misunderstands/misinterprets something you have done, report these incidents as soon as possible to another adult in the organisation and make a brief written note of it.

12 Relevant Policies - This policy should be read in conjunction with the following policies:

- Whistle Blowing
- Social media
- Complaints
- Disciplinary

13 Further Information

Policies, procedures and supporting information are available on the BowlsWales website,

Lead Safeguarding Officer: Peter Brill

Contact details on the Safeguarding section of the BowlsWales website or the named persons shown on the Governance Section of that site.

Review date

This policy will be reviewed every two years or sooner in the event of legislative changes or revised policies and best practice.



Appendix 1

Incident Report Form (Confidential when complete)

Date of Report :
Date of Incident :
Place of Incident :
Post Code
People Involved:

Coach / Safeguarding Officer

Age:..... **Date of Birth:**.....

Coach Grade:.....**Expiry Date:**.....

Address:.....

Post code:

Telephone: **Mobile:**
.....

E-mail: **Fax:**
.....

Association: **Club:**

Persons Involved (Complete as far as possible)

Full Name:



BowlsCymru
BowlsWales

Age:..... Date of Birth:

Coach Grade:.....Expiry Date:.....

Address:.....

.....

Post code:

Telephone:Mobile.....

E-mail:.....Fax:

Association:Club:.....

ADULT PERSON INVOLVED DETAILS

Full Name:.....

Age:..... Date of Birth:.....

Coach Grade:.....Expiry Date:.....

Parent/Guardian Name :

.....

Address:

.....

.....

Post code:.....

Telephone:.....Mobile:.....

E-mail:.....Fax:

Association:.....Club:

Other Person Present

Full Name:.....



Address:.....
.....

Post code:

Contact No:

Other Person Present

Full Name:

Address:.....
.....

Post code:

Contact No:

Other Person Present

Full Name:

Address:.....
.....

Post code:

Contact No:

Description / Account of Incident
(Please use extra sheets as required)



Emergency & Welfare Services

Police Involved:

Yes
 No

Details.....
.....
.....

Social Services Involved:

Yes
 No

Details.....
.....
.....

Legal Action taken:

Yes
 No

Details.....
.....
.....

If Police are called, in the event of Personal Injury or Property Damage, a Crime Number will be issued. Please enter below if known.

Crime No.:

These accounts have been given to the best of my knowledge and recollection of the incident.

Signature:

Date:.....

Appendix 2

Legislation and Government Initiatives

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children. www.opsi.gov.uk

Mental Capacity Act 2005

<http://www.legislation.gov.uk/ukpga/2005/9/introduction>

Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention.
www.dca.gov.uk

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance. www.opsi.gov.uk

Deprivation of Liberty Safeguards

<https://www.gov.uk/government/collections/dh-mental-capacity-act-2005-deprivation-of-liberty-safeguards>

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

Disclosure & Barring Service 2013

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS). www.gov.uk/dbs-update-service

The Care Act 2014 – statutory guidance

<http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted>

The Care Act introduces new responsibilities for local authorities in England. It also has major implications for adult care and support providers, people who



use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

Making Safeguarding Personal Guide 2014

<http://www.local.gov.uk/documents/10180/5852661/Making+Safeguarding+Personal+-+Guide+2014/4213d016-2732-40d4-bbc0-d0d8639ef0df>

This guide is intended to support councils and their partners to develop outcomes-focused, person-centred safeguarding practice.

The Social Services and Wellbeing (Wales) Act 2014

https://www.legislation.gov.uk/anaw/2014/4/pdfs/anaw_20140004_en.pdf

The General Data Protection Regulations (GDPR) Adopted May 25th 2018 applies,



Appendix 3 Useful contacts

Club Safeguarding Lead

Name:

Email:

Telephone:

Local Authority Safeguarding Lead (if policy is used by a CSP or club)

Name:

Email:

Telephone:

Police contact

Name:

Email:

Telephone:

Ann Craft Trust - Safeguarding Adults in Sport and Activity:

Website: www.anncrafttrust.org

Email: Ann-Craft-Trust@nottingham.ac.uk

Telephone: 0115 951 5400

Adults at Risk in Sport Safeguarding Manager (Wales): Ieuan Watkins

Email: ieuan.watkins@nottingham.ac.uk

Telephone: 07731 624598 or 02920 334975