



Safeguarding (Supporting Adults at Risk) Policy

November 2024

Approved by:

Date: 13 November 2024

Last reviewed on:

Next review due by:

September 2025

Safeguarding Adults at Risk Policy

Purpose

This policy compliments our overall Safeguarding Policy and our commitment to further supporting our staff, volunteers and participants. The Warrington Wolves Community Foundation is committed to Safeguarding Adults at Risk in line with national legislation and relevant national and local guidelines. This policy outlines;

- 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.

Overview

This policy and associated procedures apply to all individuals involved in the Foundation including trustees, staff and volunteers and to all concerned about the safeguarding whilst taking part in our activities and in the wider community.

Definition:

An adult at risk is an individual aged 18 years and over who:

- (a) has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- (b) is experiencing, or at risk of, abuse or neglect, and;
- (c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Rationale

The Warrington Wolves Community Foundation 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 are committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution. The staff and volunteers of the Foundation acknowledge that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved. It is important to recognise 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 which can vary at different points in people's lives.

Understanding Mental Capacity and Decision Making

UK law assumes that all people over the age of 16 have the ability to make their own decisions, unless it has been proven that they can't. It also gives us the right to make any decision that we need to make and gives us the right to make our own decisions even if others consider them to be unwise.

We make so many decisions that it is easy to take this ability for granted. The Law says that to make a decision we need to:

- Understand information
- Remember it for long enough
- Think about the information
- Communicate our decision

A person's ability to do this may be affected by things such as learning disability, dementia, mental health needs, acquired brain injury and physical ill health. Most adults have the ability to make their own decisions given the right support however, some adults with care and support needs have the experience of other people making decisions about them and for them.

If someone has a disability that means they need support to understand or make a decision this must be provided. A small number of people cannot make any decisions. Being unable to make a decision is called "lacking mental capacity". Mental capacity refers to the ability to make a decision at the time that decision is needed. A person's mental capacity can change. Not being allowed to make decisions one is capable of making is abuse.

Mental capacity must also be considered when we believe abuse or neglect might be taking place. It is important to make sure an 'adult at risk' has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell you their views. I

n the UK, legislation describes when and how we can make decisions for people who are unable to make decisions for themselves and the following principles apply;

- We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed.
- If the decision can wait, wait – e.g. to get help to help the person make their decision or until they can make it themselves.
- If we have to make a decision for someone else then we must make the decision in their best interests (for their benefit) and take into account what we know about their preferences and wishes.

- If the action we are taking to keep people safe will restrict them then we must think of the way to do that which restricts to their freedom and rights as little as possible.

Commitments

In order to implement this policy, the Warrington Wolves Community Foundation will ensure that:

- All Board members, staff and volunteers understand their role and responsibility for safeguarding adults and have completed and are up to date with safeguarding adult training and learning opportunities appropriate for their role.
- The Warrington Wolves Community Foundation will use safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation and within the community.
- The charity will share information about anyone found to be a risk to adults with the appropriate bodies (e.g. Disclosure and Barring Service, Services, Police, Local Authority/Social Services).
- When planning activities and events, an assessment of, and risk to, the safety of all adults from abuse and neglect will be undertaken and a designated person will be in attendance as a safeguarding lead for that event.
- This policy will be reviewed annually with the complimentary safeguarding policy.
- The Safeguarding policies will be displayed publicly on our website and held within the office for the public to access.
- Annual key focus to the Board detailing how risks to children and vulnerable adults, safeguarding is being addressed and how any reports have been addressed.
- A Safeguarding Trustee Lead and Team Lead to be appointed annually.
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare, including arrangements for sharing information.

Legislation

The principal pieces of legislation and guidance governing this policy are:

- Rehabilitation of Offenders Act 1974
- The Police Act (1997)
- Public Interest Disclosure Act (1998)
- Trustee Act (2000)

- Education Act (2002)
- Sexual Offences Act (2003)
- Mental Capacity Act (2005)
- Safeguarding Vulnerable Groups Act (2006)
- Equality Act (2010)
- Protection of Freedoms Act (2012)
- Care Act (2014)
- Domestic Abuse Act (2021)
- RFL Offload Escalation Policy (2023); Extra Time Escalation Policy (2024)
- RFL Safeguarding Policy (2024)

Roles and Responsibilities

The Foundation's Designated Team Safeguarding Lead is **James Howes** who can be contacted in person at The Halliwell Jones Stadium, via telephone (**01925 248894**) or email (jameshowes@warringtonwolvesfoundation.com).

The Board of Trustees have primary responsibility for Safeguarding and the nominated Trustee Lead is **Alan Yates** (alanyates@warringtonwolvesfoundation.com).

All staff and volunteers have a responsibility to follow the guidelines outlined in this policy and to address any welfare concerns by following the agreed process. (**Appendix 1**).

All staff and volunteers are expected to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve participants in developing safe practices whilst being aware of appropriate organisations which will be provided by the Designated Safeguarding Lead.

The Governance Lead has a responsibility to ensure that the Safeguarding Policy is reviewed annually and an individual from the Board of Trustees will be nominated at the AGM.

The Designated Safeguarding Leads have clearly defined responsibilities.

All documentation and recording in relation to Safeguarding will be held on a secure SharePoint file.

Trustee Lead – Alan Yates

- Understand relevant legislation and local infrastructure.
- Review and embed safeguarding policies (children & vulnerable adults) and internal processes.
- Identify and mitigate risks.
- Support the Foundation's Safeguarding Lead to take appropriate action when incidents are reported.
- Attend appropriate training to support the role.

Foundation Lead - James Howes

- Understand relevant legislation and liaise with local infrastructure (e.g. Warrington Safeguarding Partnership).
- Review, amend and embed safeguarding policies and internal processes.
- Publish Safeguarding policies on website for public access.
- Identify and mitigate through risk assessments.
- Safeguard all beneficiaries (including staff and volunteers).
- Record incidents/concerns.
- Report safeguarding incidents/concerns/disclosures.
- Attend appropriate training to support the role.
- Provide quarterly report to CEO on incidents/concerns/disclosures as well as relevant updates and agreed training dates.
- Act as the main point of contact to verify DBS checks for staff and volunteers.

Senior Managers

- Report incidents/concerns/disclosures to Foundation Lead.
- Attend relevant internal and external training.
- Ensure a working knowledge and understanding of Foundation safeguarding policies and internal processes.
- Maintain the agreed Minimum Operating Standards of Delivery for team members and volunteers (Safeguarding Level 1 and DBS check).

Staff/Volunteers

- Upload DBS details and Safeguarding training certificates to Evalu-8 and volunteers to Upshot.
- Report incidents/concerns/disclosures to Senior Managers.
- Attend relevant internal and external training.
- Be aware of the content of the Foundation's embed safeguarding policies and internal processes. Provide quarterly report to CEO on incidents/concerns/disclosures as well as relevant updates and agreed training dates.

Disclosures

All disclosures to staff and volunteers will be taken seriously and a written record of the allegation or suspicion of abuse will be submitted to the Safeguarding Lead by completing the Safeguarding Incident Report Form provided by the Safeguarding Lead at the earliest opportunity (**Appendix 2**).

If anyone needs to make an anonymous disclosure, they should be directed to the **Whistleblowing Policy**.

In emergency situations where immediate action is required to safeguard the health or safety of the individual or anyone else who may be at risk the emergency services will be contacted.

Upon receipt of a disclosure, the Safeguarding process will be followed (**Appendix 1**) and confidentiality will be always maintained.

Training and Support

The Warrington Wolves Community Foundation pledges to commit resources for induction, training of staff and volunteers and support mechanisms in relation to all elements of Safeguarding.

- Staff and volunteer inductions will include an overview of the Safeguarding Policy and an introduction to the Foundation's Safeguarding Lead.
- All staff and volunteers who, through their role, are in contact with children and vulnerable adults will have access to safeguarding training at an appropriate level. Opportunities to undertake workshops will be identified by the Foundation Safeguarding leads.
- The Foundation recognises that involvement of staff and/or volunteers in situations involving Safeguarding can be extremely distressing and will ensure appropriate internal and external mechanisms are in place to support individuals as required.

Confidentiality

The Warrington Wolves Community Foundation expects staff and volunteers to always protect the professional integrity of themselves and the organisation by maintaining confidentiality.

If staff or volunteers breach confidentiality or Data Protection protocol, disciplinary action may be initiated in line with the procedures outlined in the Disciplinary Policy.

Staff Ratios

At least two adult staff members (paid and/or voluntary) will be present when working with or supervising vulnerable adults in colleges & community settings.

If the session takes place in an educational setting, the college's internal policy/guidelines will determine the appropriate ratios and consent forms & registers.

For participants with additional needs, the risk assessment undertaken by the lead staff member will determine the appropriate ratio required. In some instances, individuals may require allocated 1:1 support with Personal Assistants being utilised to ensure the ongoing safety of children, young people and vulnerable adults.

If the ratios outlined cannot be met, the session will be cancelled immediately.

Minimum Operating Standards

The minimum standards for all staff (paid and voluntary) delivering Foundation activities sessions for or on behalf of the Wolves Foundation are;

- Valid Enhanced DBS check
- Valid 1st Aid certificate
- Valid Safeguarding Level 1 certificate
- If delivering Foundation activities individuals must have an appropriate qualification (e.g. Level 2 coaching qualification or equivalent)
- All paid casual coaches are responsible for ensuring that they pay the appropriate contributions (i.e. tax and National Insurance) to HM Revenue & Customs.

If any individual does not meet the minimum standards, they will not be permitted to lead activities.

Consent Forms and Registers

All participants are required to complete a consent form before taking part in a supervised activity delivered by the Warrington Wolves Community Foundation.

The consent form contains personal details about the individual participant including age, ethnicity, medical information, photographic consent, emergency contact details and confirmation of parent's consent (if participant is under the age of 18 years old) to take part in the activity and all information should be uploaded to Upshot.

In order to comply with the duty of care and for internal monitoring purposes, a register will be taken at each session.

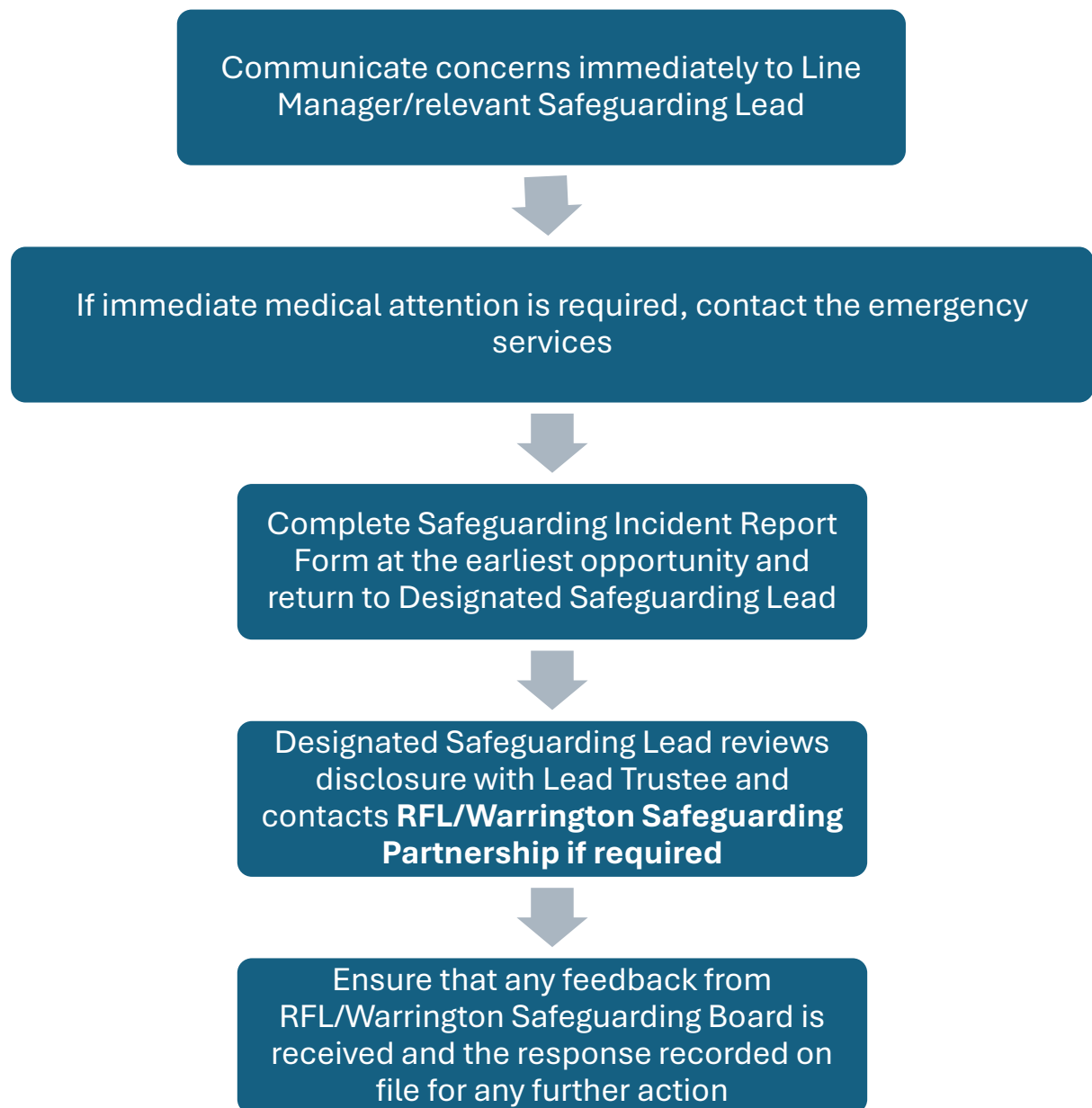
All information collected will comply with the GDPR requirements as outlined in the **Data Policy**.

Board Responsibilities

In terms of safeguarding there is no legal requirement that requires all Trustees to complete a Disclosure & Barring Service (DBS) check. **The Board have taken the step as good practice to all trustees to have a DBS check.**

The Foundation will ensure that staff and volunteers who carry out such activities complete an Enhanced DBS check and anyone who is identified as being on the DBS barred list will not be involved.

Appendix 1 - Reporting Procedure



Appendix 2 : Safeguarding (Adult at Risk) Incident Report Form

Name	Position
Date	Contact phone number
Details of individual	
Name	
Address/phone number	
Date of birth	
Other relevant details about the Adult (<i>e.g. family circumstances, physical and mental health, any communication difficulties</i>)	
Parent/Guardian/Carers details (if applicable)	
Details of the allegations/suspicious	
Are you recording: <ul style="list-style-type: none">• Disclosure made directly to you by the Adult?• Disclosure or suspicions from a third party?• Your suspicions or concerns?	
Date and time of disclosure	
Date and time of incident	

Details of the allegation/suspicions. *State exactly what you were told/observed and what was said and use the persons own words.*

Action taken so far:

Signed

Date

Please return to the Designated Safeguarding Lead (James Howes) as soon as possible