PRESTON NORTH END FOOTBALL CLUB

SAFEGUARDING ADULTS AT RISK POLICY

In partnership with:

Community and Education Trust

Registered Charity No: 1130773

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INTRODUCTION

Preston North End Football Club is committed to safeguarding adults at risk in line with national legislation and relevant national and local guidelines.

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

The club is committed to creating a culture of zero-tolerance of harm to adults at risk 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.

Preston North End Football Club is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm, from abuse, exploitation and neglect.

POLICY STATEMENT

The club 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 club acknowledges that safeguarding is everyone's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved. The club 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 communicate concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

The club recognises that there is a legal framework within which sports need to work to safeguard adults who have needs for care and support, and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by the club will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult(s) concerned.

SAFEGUARDING STRUCTURE & GOVERNANCE

KEVIN ABBOTT
Board Level Safeguarding Lead
T: 01772 693 302 (Ext 1302)
M: 07812 389 299
E: kevin@pne.com

ZOË HALL
Senior Safeguarding Manager
M: 07792 149 716
E: zoe@pne.com

THOMAS DRAKE
Senior Safeguarding Manager
M: 07584 271 266
E: tom.drake@pne.com

CAROLE PLAYER
Club Designated
Safeguarding Officer
M: 07557 181 094
E: carole.player@pne.com

PHIL BROWN
Academy Designated
Safeguarding Officer (DSO)
M: 07766 925 078
E: phil@pne.com

REBECCA ROBERTSON
PNECET Designated
Safeguarding Officer (DSO)
T: 01772 693 309 (Ext 1309)
M: 07769 131 446
E: rebecca@pne.com

GUY NELLANY
Matchday Designated
Safeguarding Officer (DSO)
T: 01772 693 347 (Ext 1347)
M: 07904 093 280
E: guy@pne.com

PURPOSE

The purpose of this policy is to demonstrate the commitment of Preston North End FC to safeguarding adults at risk and to ensure that everyone involved in the organisation is aware of:

- The legislation, policy and procedures for safeguarding adults at risk.
- Their role and responsibility for safeguarding adults at risk.
- What to do or who to speak to if they have a concern relating to the welfare or well-being of an adult within the organisation.

SCOPE

This Safeguarding Adults at Risk Policy and associated procedures apply to all individuals involved in the club, including Board members, staff, coaches and volunteers.

COMMITMENTS

In order to implement this policy Preston North End Football Club will ensure that:

- Everyone involved with the club is aware of the safeguarding adults at risk procedures and knows what to do, and who to contact if they have a concern relating to the welfare or well-being of an adult.
- Any concern that an adult at risk is not safe is taken seriously, responded to promptly and followed up in line with the club's Safeguarding Adults at Risk Policy and Procedures.
- The well-being of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see the Safeguarding Adults at Risk Procedures).
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy and Procedures.
- Preston North End FC acts in accordance with best practice advice, for example, from the EFL, EFL Trust, PLCF, National Governing Bodies, NSPCC, the Ann Craft Trust.
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- Preston North End FC will cooperate with the police and the relevant local authorities in taking action to safeguard an adult.
- All Board members, staff, officials and volunteers understand their role and responsibility for safeguarding adults at risk.
- The club uses 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 sporting community.
- Preston North End FC shares information about anyone found to be a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, police, local authority/social services.
- When planning activities and events the club includes an assessment of, and risk to, the safety of all adults from abuse and neglect and designates a person who will be in attendance as a safeguarding lead for that event.
- Actions taken under this policy are reviewed by the Board and Safeguarding Governance Group on a bi-annual basis.
- This policy, related policies (see below) and the Safeguarding Adults at Risk Procedures are reviewed no less than on a two yearly basis and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board, EFL or National Governing Bodies or as a result of any other significant change or event.

IMPLEMENTATION

Preston North End FC is committed to developing and maintaining its capability to implement this policy and procedures.

In order to do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all adults.
- 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.
- Safeguarding adult procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- A Safeguarding Lead.
- A delegated Safeguarding Lead/Welfare Officer for events/ trips/camps/ competitions.
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Codes of conduct for Board members, staff, coaches, officials, volunteers and other relevant individuals that specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding of adults at risk.
- Policies and procedures that address the following areas and which are consistent with this Safeguarding Adults at Risk Policy.

✓ **Safeguarding Children**
✓ **Bullying and harassment**
✓ **Social media**
✓ **Equality, diversity and inclusion**
✓ **Safe activities risk assessments**
✓ **Code of conducts and a process for breach of these - staff, coaches, officials, volunteers, carers/ supporters**
✓ **Discipline and grievance**
✓ **Concerns, complaints and compliments**
✓ **Whistleblowing**
✓ **Safe recruitment and selection (staff and volunteers)**
✓ **Information policy, data protection and information sharing**

KEY POINTS

- There is a **legal duty on local authorities** to provide support to 'adults at risk'.
- **Adults at risk** are defined in legislation and the criteria applied differs between each home nation.
- The safeguarding legislation applies **to all forms of abuse** that harm a person's well-being.
- The law provides a framework for good practice in safeguarding that makes the overall **well-being** of the adult at risk a priority of any intervention.
- The law in all four home nations emphasises the importance of **person-centred safeguarding**, (referred to as **'Making Safeguarding Personal'** in England).
- The law provides a framework for making decisions on behalf of adults who can't make decisions for themselves (**Mental Capacity**).
- The law provides a framework for sports organisations to **share concerns** they have about adults at risk with the local authority.
- The law provides a framework for all organisations to **share information and cooperate** to protect adults at risk.

SAFEGUARDING ADULTS AT RISK LEGISLATION

Safeguarding adults at risk in all home nations is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance.

- England - The Care Act 2014

Care and Support Statutory Guidance (especially chapter 14) 2014

Many other pieces of UK and home nation legislation also affect adult safeguarding.

These include legislation about different forms of abuse and those that govern information sharing. For example, legislation dealing with:

- Murder/attempted murder.
- Physical assault.
- Sexual offences.
- Domestic abuse/coercive control
- Forced marriage
- Female Genital Mutilation
- Theft and fraud
- Modern slavery and human exploitation
- Hate crime
- Harassment
- Listing and barring of those unsuitable to work with adults with care and support needs.

Each home nation also has legislation about the circumstances in which decisions can be made on behalf of an adult who is unable to make decisions for themselves:

- England and Wales - Mental Capacity Act 2005
- Scotland - Adults with Incapacity Act 2000
- Mental Capacity (Northern Ireland) 2016
- There are specific offences applying to the mistreatment of and sexual offences against adults who do not have Mental Capacity and specific offences where mistreatment is carried out by a person who is employed as a carer: e.g. wilful neglect and wilful mistreatment.

DEFINITION OF AN 'ADULT AT RISK'

The Safeguarding adults at risk legislation creates specific responsibilities on local authorities, health, and the police to provide additional protection from abuse and neglect to Adults at Risk.

When a local authority has reason to believe there is an adult at risk, they have a responsibility to find out more about the situation and decide what actions need to be taken to support the adult.

The actions that need to be taken might be by the local authority (usually social services) and/or by other agencies, for example the police and health. A sporting organisation may need to take action as part of safeguarding an adult, for example, to use the disciplinary procedures in relation to a member of staff or member who has been reported to be harming a participant. The local authority role includes having multi-agency procedures which coordinate the actions taken by different organisations.

England (Care Act 2014)
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.

ABUSE AND NEGLECT

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place.

Safeguarding legislation in each home nation lists categories of abuse differently however, they all include the following types of abuse:

- Physical
- Sexual
- Psychological
- Neglect
- Financial

Abuse can take place in any relationship and there are many contexts in which abuse might take place; e.g. Institutional abuse, Domestic Abuse, Forced Marriage, Human Trafficking, Modern Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyber bullying, Scams. Some of these are named specifically within home nation legislations.

Abuse can take place within a sporting context and the person causing harm might be any other person. For example: a member of staff, a coach, a volunteer, a participant or a supporter.

Some examples of abuse within sport include:

- Harassment of a participant because of their (perceived) disability or other protected characteristics.
- Not meeting the needs of the participant e.g. training without a necessary break.
- A coach intentionally striking an athlete.
- An official who sends unwanted sexually explicit text messages to a participant with learning disabilities.
- A participant threatens another participant with physical harm and persistently blames them for poor performance.

Abuse or neglect outside sport could be carried out by:

- A spouse, partner or family member.
- Neighbours or residents.
- Friends, acquaintances or strangers.
- People who deliberately exploit adults they perceive as vulnerable.
- Paid staff, professionals or volunteers providing care and support.

Often the perpetrator is known to the adult and may be in a position of trust and/or power.
The Safeguarding adults at risk Legislation in England defines categories of adult abuse and harm as follows.

England (Care Act 2014)
Physical
Sexual
Emotional/Psychological/Mental
Neglect and acts of Omission
Financial or material abuse
Discriminatory
Organisational / Institutional
Self-neglect
Domestic Abuse (including coercive control)
Modern slavery

WHERE MAY HARM OCCUR?

Harm may occur anywhere and in any club activity, or it can be reported to a club representative (or indicative signs noticed) when it has occurred outside a club activity.

There are complex scenarios including:

- Adults at risk playing, officiating, coaching, spectating or administering within a variety of activities. Adults at risk may be at risk of harm from other adults who may or may not be at risk themselves. Those doing harm to the adult at risk may be part of a club activity, or elsewhere in the adult at risk's network. Harm may be deliberate or result from not understanding the adults at risk's needs, (commission or omission).
- Adults at risk may be at risk of harming others in club activities either by deliberate behaviours, or by failing to understand their responsibilities to others. On these occasions the adult at risk may need help and support to manage their behaviour in a suitable way, or may need to have certain responsibilities removed from them. Safeguards may need to be put in place to protect others.
- Adults who have been 'at risk' in the past, who are now not 'at risk', (for example: people recovering from a mental health illness). Where these adults are seeking positions of responsibility at the club, but have criminal records, or issues from their past which are directly related to these periods of vulnerability, detailed risk assessments will be undertaken. Assessment of suitability for their new roles requires a specific knowledge base and sensitive handling. Whilst we promote a policy of inclusion, the risk assessments are conducted to measure the risk posed by somebody who is recovering from a previous period of at risk, considering other adults at risk, and children who need safeguarding from possible harm, should the risk factors re-emerge.
- Adults at risk may also be at risk of harming themselves through failing to realise and report when they need additional, or different support.

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SIGNS AND INDICATORS OF ABUSE AND NEGLECT

An adult at risk may confide to a member of staff, coach, volunteer or another participant that they are experiencing abuse inside or outside of the organisation's setting. Similarly, others may suspect that this is the case.

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. The signs and symptoms include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. 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.
- Someone losing or gaining weight / an unkempt appearance. This could be a player whose appearance becomes unkempt, does not wear suitable sports kit and there is a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant 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.
- Self-harm.
- A fear of a particular group of people or individual.
- A parent/carer always speaks for the person and doesn't allow them to make their own choices
- They may tell you / another person they are being abused – i.e. a disclosure

WELL-BEING PRINCIPLE

The concept of 'well-being' is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.

Being able to live free from abuse and neglect is a key element of well-being.

The legislation recognises that statutory agencies have sometimes acted disproportionately in the past. For example, removing an adult at risk from their own home when there were other ways of preventing harm. In the words of Justice Mumby 'What good is it making someone safe when we merely make them miserable?' What Price Dignity? (2010)

For that reason any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of harm.

PERSON CENTRED SAFEGUARDING - MAKING SAFEGUARDING PERSONAL

The legislation also recognises that adults make choices that may mean that one part of our well-being suffers at the expense of another – for example we move away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; for example, to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

None of us can make these choices for another adult. If we are supporting someone to make choices about their own safety we need to understand 'what matters' to them and what outcomes they want to achieve from any actions agencies take to help them to protect themselves.

The concept of 'Person Centred Safeguarding'/'Making Safeguarding Personal' means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Organisations work to support adults to achieve the outcomes they want for themselves. The adult's views, wishes, feelings and beliefs must be taken into account when decisions are made about how to support them to be safe. There may be many different ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

Principles of Adult Safeguarding England

England (Care Act 2014)

The Act's principles are:

- **Empowerment** - People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – Accountability and transparency in delivering safeguarding.

MENTAL CAPACITY AND DECISION MAKING

We make many decisions every day, often without realising. UK Law assumes that all people over the age of 16 have the ability to make their own decisions, unless it has been proved 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.

Some people can only make simple decisions like which colour t-shirt to wear, or can only make decisions if a lot of time is spent supporting them to understand the options. 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. If it is safe/possible to wait until they are able to be involved in decision making or to make the decision themselves.

For example:

- A person with epilepsy may not be able to make a decision following a seizure.
- Someone who is anxious may not be able to make a decision at that point.
- A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

MENTAL CAPACITY IS IMPORTANT FOR SAFEGUARDING FOR SEVERAL REASONS

Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult may want to take part in an activity but their parent who is their carer won't allow them to and will not provide the support they would need. Conversely the adult may not seem to be benefiting from an activity other people are insisting they do.

Another situation is where an adult is being abused and they are scared of the consequences of going against the views of the person abusing them. It is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make 'free and informed decisions'.

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.

Each home nation has legislation that describes when and how we can make decisions for people who are unable to make decisions for themselves. The principles are the same.

- 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, then wait – e.g. to get help to assist the person in making 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.

Many potential difficulties with making decisions can be overcome with preparation. A person needing support to help them make decisions whilst taking part in a sports organisation will ordinarily be accompanied by someone e.g. a family member or formal carer whose role includes supporting them to make decisions.

It is good practice to get as much information about the person as possible. Some people with care and support needs will have a 'one page profile' or a 'This is Me' document that describes important things about them. Some of those things will be about how to support the person, their routines, food and drink choices etc. but will also include things they like and don't like doing. It's also important to have an agreement with the person who has enrolled the adult in the activity about how different types of decisions will be made on a day to day basis.

If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected you will need to refer the situation to the local authority, and this should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support they need to make decisions.

There may be times when an organisation needs to make decisions on behalf of an individual in an emergency. Decisions taken in order to safeguard an adult who cannot make the decision for themselves could include:

- Sharing information about safeguarding concerns with people that can help protect them.
- Stopping them being in contact with the person causing harm.

STAFF AND VOLUNTEER ROLES AND RESPONSIBILITIES

CREATING THE ATMOSPHERE FOR SOMEONE TO TELL YOU WHAT IS WRONG

The co-ordinator of each activity involving adults at risk at the club will ensure that the participants know how to get help, how they can report abuse, who to report it to, and what response they can expect.

Some people who have been abused appear able to speak to someone about it and wish action to be taken. All club staff and volunteers must listen to those adults at risk, who may be at risk and follow PNEFC reporting policy and procedure. Others seem to be very reluctant to talk about the experience. There may be several reasons for this:

- It may just be too painful emotionally to talk about what happened. Feelings of shame and embarrassment often inhibit people reporting concerns.
- There may not be an opportunity to see someone who is trusted, privately.
- There may be anxiety about repercussions from the perpetrator or others if the abuse is reported.
- There may be a worry about "where it will all end", for example if the police are told, or perhaps a fear of going to court.
- The abused person may just be prepared to put up with it.
- Communication and language may be an inhibitor.
- The person may not recognise an experience to be abusive if their previous life experiences have been confusing.

People with mental health problems are under-represented in safeguarding referrals. In addition to the concerns listed above, inhibitors could include:

- Not being believed.
- Effects of stigma.
- Powerlessness, lack of choice, power differences.
- Fear of a continuing oppressive regime.
- The perceived victim could have confused feelings towards the abuser

It is very important if abuse is suspected, to try and create the opportunity for the person to disclose what is happening. It is crucial to give participants the confidence to know that they will be listened to. In some situations, the worst thing to do might be to keep asking if everything is alright. In others, a few encouraging prompts might be just what the person was waiting for. The following might help to create the right atmosphere:

- Identifying a named person responsible for safeguarding for each team or activity who is a familiar face to the participants. This measure is intended to be empowering for the service-users.
- Where abuse is suspected, identify the member of staff the person appears to like at the club the most. Create an opportunity for the person to share their concern with an identified staff member.
- Where there is factual evidence available, it may be useful to let the person know it has been observed so that the person does not feel they are telling about something that is a complete surprise
- Because the person might be worried about losing control of the situation if they tell, it might be helpful to give assurances that after disclosing abuse, the person is always asked what they wish to do about it. Respect will be given to their wishes, but there are various circumstances where it will be necessary to report a concern against a person's wishes, particularly when others would be left at risk. Do not guarantee that you will keep to yourself what they want to tell you.

KEY POINTS TO REMEMBER ABOUT DISCLOSURE

- Many incidents of abuse or crimes only come to light because the abused person themselves tells someone.
- You must be aware that the person may not appreciate the significance of what they are sharing. They may not realise or accept they are being abused.
- Disclosure may take place many years after the actual event, or when the person has left the setting in which they were afraid.
- Even if there is a delay between the actual event and the disclosure – you should demonstrate to the person that you believe them, unless it is absolutely clear and provable that the events they are describing could not have happened.

MANAGING THE DISCLOSURE/OBSERVATION

Do:

- Stay calm and try not to show shock.
- Listen carefully rather than question directly.
- Be sympathetic and offer reassurance.
- Be aware of the possibility that medical evidence might be needed.
- Tell the person that:
- They did right to tell you.
- You are treating this information seriously.
- It was not their fault.
- You must inform the Designated Safeguarding Officer- usually after consulting with the adult at risk, the Senior Safeguarding Manager will contact the Safeguarding Adults at Risk team at the Local Authority.
- The Senior Safeguarding Manager will contact the Safeguarding Adults at Risk team without the adult's consent in certain circumstances but the adult's wishes will be made clear throughout.
- If a referral is made and they are reluctant to have the incident/s investigated this fact will be recorded and brought to the attention of the Senior Safeguarding Manager at PNEFC. If appropriate, the club will take steps to protect and support the adult.
- Write down, as soon as possible and as far as you are able, what was said by the person disclosing the information (in their words as far as possible) and other relevant information.
- Where appropriate, record on a body map location of any bruises, cuts or abrasions. This option is also available on My Concern.

RECORDING AND INFORMATION SHARING

All organisation must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.

Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding adults at risk. However, information sharing must only ever be with those with a 'need to know'. This does NOT automatically include the persons spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to know in order to help keep the person safe.

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation.

For example:

- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation.
- Case management meetings can take place to agree to co-ordinate actions by the organisation.

There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly personal information can be shared with the consent of the adult concerned. However, the adult at risk may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies, or because they feel stupid or embarrassed. Their wishes should be respected unless there are over-riding reasons for sharing information.

The circumstances when we need to share information without the adult's consent include those where:

- It is not safe to contact the adult at risk to gain their consent – i.e. it might put them or the person making contact at further risk.
- You believe they or someone else is at risk, including children.
- You believe the adult is being coerced or is under duress.
- It is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.

When information is shared without the consent of the adult at risk this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

If you are in doubt as to whether to share information seek advice e.g. seek legal advice and/or contact the local authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share

For the purpose of the management of a safeguarding adult's situation, the Senior Safeguarding Manager or Designated Safeguarding Officer for the specific activity in which the incident or concern arises should be consulted. In the absence of the Senior Safeguarding Manager or Designated Safeguarding Officer, or if s/he is implicated in the abuse, an alternative Safeguarding Officer must always be identified to deal with the matter.

THE ROLE OF THE DESIGNATED SAFEGUARDING OFFICER COMPRISES THE FOLLOWING

- Directly managing and supporting the staff involved in the situation.
- Ensuring that action taken is effective in providing immediate and ongoing protection to the adults at risk.
- Ensuring that practical and emotional support is available according to need.
- Reporting the incident to the Adult Social Care services. Telephone: 0300 123 6721.
- When establishing, developing or improving a project or activity safeguarding must be within the planning of the project and discussed with lead staff member. If the project involves working with a delivery partner they must provide equivalent safeguarding measures and must be subject to a legally binding contractual commitment, this must be provided and reviewed prior to the project being delivered.
- Where an allegation is made against a member of staff or a volunteer at PNEFC, the DSO will liaise with the Senior Safeguarding Manager to invoke the suspension procedures.
- The club will take responsibility for ensuring that the appropriate support is offered to the person who is suspended.

MULTI-AGENCY WORKING

Safeguarding adults at risk legislation gives the lead role for adult safeguarding to the local authority. However, it is recognised that safeguarding can involve a wide range of organisations.

Organsations may need to cooperate with the local authority and the police including to:

- Provide more information about the concern you have raised.
- Provide a safe venue for the adult to meet with other professionals e.g. police/social workers/advocates.
- Attend safeguarding meetings.
- Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies.
- Share information about the outcomes of internal investigations.
- Provide a safe environment for the adult to continue their sporting activity/ their role in the organisation.

CONTEST AND PREVENT

(radicalisation of vulnerable people)

Contest is the Government's Counter Terrorism Strategy, which aims to reduce the risk from terrorism, so that people can go about their lives freely and with confidence. Contest has four strands which encompass;

- PREVENT; to stop people becoming terrorists or supporting violent extremism.
- PURSUE; to stop terrorist attacks through disruption, investigation and detection.
- PREPARE; where an attack cannot be stopped, to mitigate its impact.

Club staff and volunteers may meet people who are vulnerable to radicalisation, such as people with mental health issues or learning disabilities, who may have a heightened susceptibility to being influenced by others.

Club staff and volunteers who have concerns that someone may be becoming radicalised must seek advice and support from Designated Safeguarding Officers and dedicated PREVENT Lead.

It is important to note that PREVENT operates within the pre-criminal space and is aligned to the multi-agency safeguarding agenda.

- NOTICE; if you have a cause for concern about someone, perhaps their altered attitude or change in behaviour.
- CHECK; discuss concern with appropriate other (safeguarding lead).
- SHARE; appropriate, proportionate information.

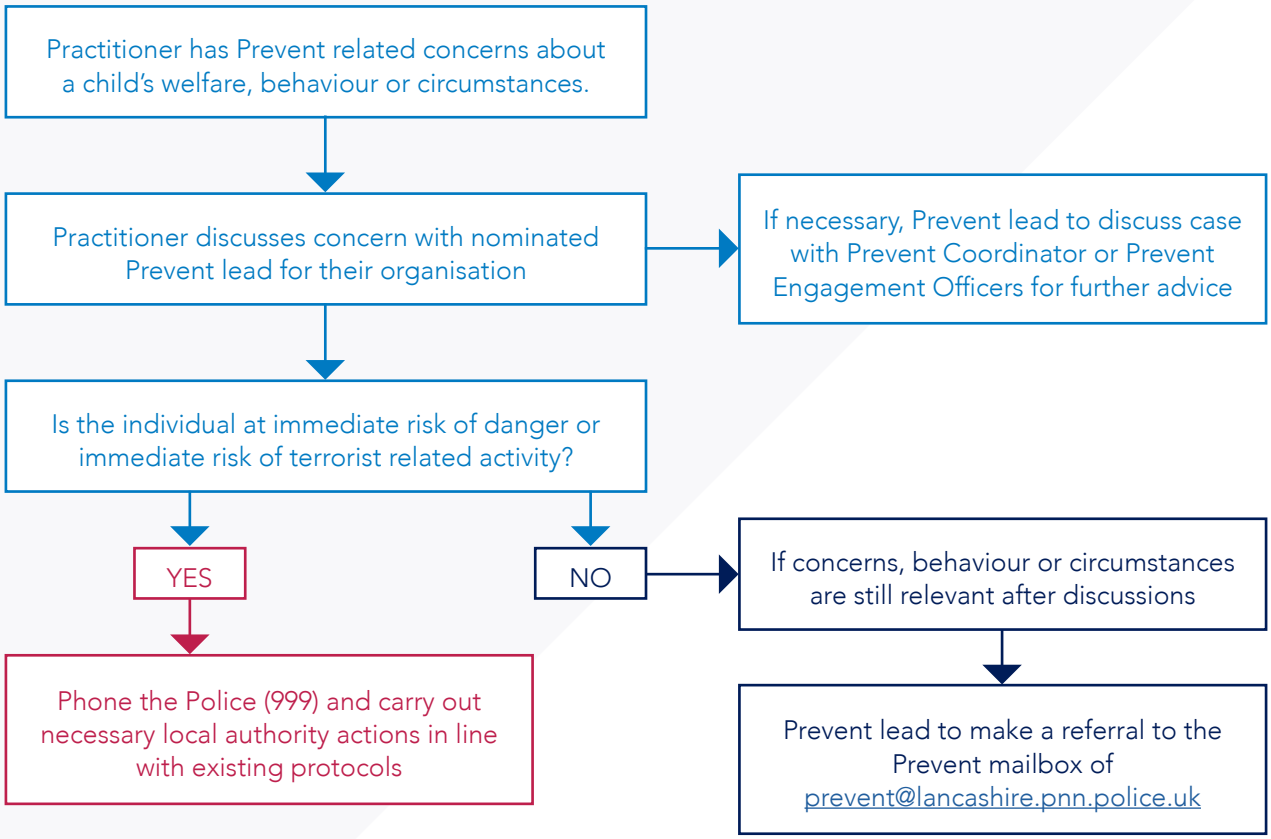
PREVENT CONTACT DETAILS

Prevent team at Preston Police Station
Telephone: 01772 209830 or 01772 209733
Email: prevent@lancashire.pnn.police.uk

Anti-Terrorism Hotline
0800 789 321 or 01772 209733/830

For non-urgent concerns about a vulnerable person
Email: channelreferrals@lancashire.pnn.police.uk

PREVENT REFERREL PATHWAY



SOURCES OF INFORMATION AND SUPPORT

Action on Elder Abuse
A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Telephone: 020 8765 7000
Email: enquiries@elderabuse.org.uk
www.elderabuse.org.uk

Ann Craft Trust (ACT)
A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding adults at risk in Sport and Activity team to support the sector.

Telephone: 0115 951 5400
Email: Ann-Craft-Trust@nottingham.ac.uk
www.anncrafttrust.org

Men's Advice Line
For male domestic abuse survivors.

Telephone: 0808 801 0327

National LGBT+ Domestic Abuse Helpline
Telephone: 0800 999 5428

National 24 Hour Freephone Domestic Abuse Helplines
Telephone: 0808 2000 247
www.nationaldahelpline.org.uk/Contact-us

Rape Crisis Federation of England and Wales
Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk
www.rapecrisis.co.uk

Respond
Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Telephone: 020 7383 0700 or
0808 808 0700 (Helpline)
Email: services@respond.org.uk
www.respond.org.uk

Stop Hate Crime
Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:
Telephone: 0800 138 1625
Web Chat: www.stophateuk.org/talk-to-us
Email: talk@stophateuk.org
Text: 07717 989 025
Text relay: 18001 0800 138 1625
By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust
The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Telephone: 020 83921839
Fax: 020 8392 1830
Email: info@suzylamplugh.org
www.suzylamplugh.org

Victim Support
Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Telephone: 0808 168 9111
www.victimsupport.com

Women's Aid Federation of England and Wales
Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support

Local Contacts
Preston Police Tel: 101

Lancashire FA Regional Designated Safeguarding Officers
Telephone: 01772 624000

The FA Designated Safeguarding Contact
Telephone: 0800 169 1863

APPENDIX

STAFF AND VOLUNTEER REPORTING TOOLKIT

(NB: Use MyConcern if you are able)

Adult's Name:	Date of Birth:
Gender:	Ethnicity:
Home Address:	Phone Number/s:
Please continue on a separate sheet if necessary. NB: If information is unknown it is still crucial that you share the information that you do have.	
Adult's support in the community, e.g. key-carer, agency, family member, etc	
GP name, address and phone number	
What are the person's views about a referral being made?	
Who is alleging/suspecting abuse?	

APPENDIX

STAFF AND VOLUNTEER REPORTING TOOLKIT

(NB: Use MyConcern if you are able)

Vulnerability of person & alleged perpetrator if known. Include communication, understanding, capacity, physical disability, Learning Disability, any mental Health problems & relevant medical information.
Description of what has given cause for concern, including dates, time/s events and location.
Brief statement outlining any emergency action taken