

# **Sleaford**

## **Korean Martial Arts**

### **Safeguarding Adults Policy and Procedures**

## Table of Contents

1. Commitment to Safeguarding.....	3
2. Principles.....	3
3. Legislation & Statutory Guidance .....	5
4. Definitions.....	5
5. Types of Abuse and Neglect.....	6
6. Signs and indicators of abuse and neglect.....	7
7. What to do if you have a concern or someone raises concerns with you.....	8
8. How to respond to a concern .....	9
9. Safeguarding Adults at Risk Flowchart.....	10
10. Recording .....	10
11. Consent and Information Sharing.....	10
12. Codes of Conduct and Ethics.....	10
13. Safer Recruiting.....	10
14. Supervision, support and training.....	11
15. Whistleblowing .....	11
16. Complaints .....	11
17. Good practice, poor practice and abuse.....	11
18. Links to other organisational procedures .....	12
19. Review date.....	12
Appendix 1- Guidance and information.....	<b>Error! Bookmark not defined.</b>
Appendix 2- Useful contacts .....	13

## 1. Commitment to Safeguarding

**Sleaford Korean Martial Arts** is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in martial arts in accordance with the Care Act 2014.

This safeguarding adult's policy and procedures apply to all individuals involved in **Sleaford Korean Martial Arts**.

**Sleaford Korean Martial Arts** 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 adult's policy and procedures.

## 2. Principles

The guidance given in the policy and procedures is based on the following principles:

- All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status (or any other protected characteristic) have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- **Sleaford Korean Martial Arts** 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.
- The rights, dignity and worth of all adults will always be respected.
- We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs
- 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 **Sleaford Korean Martial Arts** for example inappropriate behaviour of an instructor, or in the wider community.
- All allegations will be taken seriously and responded to quickly in line with **Sleaford Korean Martial Arts** Safeguarding Adults Policy and Procedures.
- **Sleaford Korean Martial Arts** 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.

### The six principles of adult safeguarding

The Care Act 2014 sets out the following principles that should underpin 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.”

### **Making Safeguarding Personal**

‘Making safeguarding personal’ means that adult safeguarding should be person led and outcome focussed. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control. As well as improving quality of life, well-being and safety.

Wherever possible discuss safeguarding concerns with the adult to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

### **Wellbeing Principle**

The concept of wellbeing is threaded throughout the Care Act and it is one that is relevant to adult safeguarding in sport and activity. Wellbeing is different for each of us however the Act sets out broad categories that contribute to our sense of wellbeing. By keeping these themes in mind, we can all ensure that adult participants can fully take part in martial arts.

- Personal dignity (including treatment of the individual with respect)
- Physical and mental health and emotional wellbeing
- Protection from abuse and neglect
- Control by the individual over their day-to-day life (including over care and support provided and the way they are provided)
- Participation in work, education, training or recreation
- Social and economic wellbeing
- Domestic, family and personal domains
- Suitability of the individual’s living accommodation

- The individual's contribution to society.

### 3. Legislation & Statutory Guidance

The practices and procedures within this policy are based on the principles contained within the UK legislation and government guidance. They have been developed to complement the Safeguarding Adults Boards policy and procedures, the following is taken into consideration:

- The Care 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 Data Protection Act 2018

### 4. Definitions

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

**Adult** is anyone aged 18 or over.

**Adult at Risk** is a person aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs);  
and;
- Is experiencing, or is at risk of, abuse or neglect;  
and;
- 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.

**Adult in need of care and support** is determined by a range of factors including personal characteristics, factors associated with their situation or environment and social factors. Naturally, a person's disability or frailty does not mean that they will inevitably experience harm or abuse.

In the context of safeguarding adults, the likelihood of an adult in need of care and support experiencing harm or abuse should be determined by considering a range of social, environmental and clinical factors, not merely because they may be defined by one or more of the above descriptors.

In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

**Abuse** is a violation of an individual's human and civil rights by another person or persons.

**Adult safeguarding** is protecting a person's right to live in safety, free from abuse and neglect.

**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 (Mental Capacity Act 2005).

**Designated Welfare Officer (DWO)** is the first port of call in the event of a safeguarding incident- refer to Role of Designated Welfare Officer for more information.

## 5. Types of Abuse and Neglect

There are different types/patterns of abuse and neglect and each may occur in different circumstances. The Care Act 2014 identifies the following as an illustrative guide and is not intended to be an exhaustive list as to the sort of behaviour which could give rise to a safeguarding concern.

**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.

**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.

**Domestic Abuse and Coercive Control** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. It can occur between any family members.

**Discriminatory Abuse** – 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.

**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.

**Physical Abuse** – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

**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.

**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.

**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.

**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.

**Not included in the Care Act 2014 but also relevant:**

**Cyber Bullying** – Cyber bullying occurs when someone repeatedly makes fun of another person online or picks on another person through emails, 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) the means of which the bullying occurs is through technology.

**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 makes it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.

**Mate Crime** – a 'mate crime' is defined by the Safety Net Project as '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 (SCR) relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

**Radicalisation** – the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views by persuading 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 school/club who a participant comes into contact with. Or school/club members, workers, volunteers or instructors may suspect that a participant is being abused or neglected outside of the school/club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these 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 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.
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.
- Harassing of a club member because they are or are perceived to have protected characteristics.
- Not meeting the needs of the participant e.g. this could be training without a necessary break.
- A coach intentionally striking an athlete.
- This could be a fellow athlete who sends unwanted sexually explicit text messages to a learning-disabled adult they are training alongside.
- This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

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

- It is not your responsibility to decide whether or not an adult has been abused. It is, however, everyone's responsibility at **Sleaford Korean Martial Arts** to respond to and report concerns.
- If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- If you have concerns or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to the **Sleaford Korean Martial Arts** Designated Welfare Officer (DWO) or Deputy or, if this person is implicated then report to the **Sleaford Korean Martial Arts** chief instructor.
- When raising your concern with the DWO/Designated Lead it is good practice to seek the adult's views on what they would like to happen next and to inform them that you will be passing on your concern.
- It is important when considering your concern that you ensure that adult is informed about any decisions and action taken and always consider their needs and wishes.



## 8. How to respond to a concern

It is always difficult to hear about or witness harm or abuse. The following points will be helpful for both you and the adult should they choose to disclose abuse to you:

- Stay calm.
- Listen carefully to what is said and try not to interrupt.
- Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view on what they would like to happen, but inform them it's your duty to pass on your concerns to the Designated Welfare Officer.
- Allow them to continue at their own pace.
- Ask questions for clarification only and avoid asking questions that suggest an answer (leading questions).
- Reassure them that they are not to blame and have done the right thing in telling you. If the concern is serious, explain to them that you will need to get support from others who are trained to help keep them safe.
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials e.g. bedding or clothing.
- Contact the **Sleaford Korean Martial Arts** Designated Welfare Officer (DWO).
- Where you are unable to contact your Designated Welfare Officer (DWO), advice can be sought from statutory agencies or the Local Authority Designated Officer (LADO).
- All serious concerns must be referred to statutory agencies.

Where the concern or allegation is about a member of staff or a volunteer, this must like all other concerns be reported to the Designated Welfare Officer (DWO) or Deputy. If the DWO considers the concern to be serious, for example potential abuse or a crime, they must report the incident to the Local Authority Designated Officer (LADO) or the Police.

## 9. Safeguarding Adults at Risk Flowchart

See flow chart on [www.sleafordkoreanmartialarts.co.uk](http://www.sleafordkoreanmartialarts.co.uk).

## 10. Recording

Should an adult make a disclosure, a record in writing must be made as soon as possible, using their words on an incident report form. Note the date, time, any names mentioned, names and addresses to whom the information was given and who else is aware of the allegation. Note or describe clearly any visible injury.

Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

Recording of any incident, including possible abuse or poor practice incidents, should also follow this procedure. In all situations, including those in which the cause of concern arises either from a disclosure of abuse or from suspicion of abuse, it is vitally important to record the details, regardless of whether they are shared with a statutory agency, as soon as possible using the Incident Reporting Form.

The record should be clear and factual as it may be needed by adult protection agencies and may, in the future, be used as evidence in court. Records should be kept securely and shared only with those who need to know about the incident.

Throughout the process of any safeguarding cases, accurate records should be made and maintained.

## 11. Consent and Information Sharing

**Sleaford Korean Martial Arts** is aware this area, albeit it has similarities, is different from Safeguarding Children. A full explanation of the duties around consent and information sharing is included in this policy.

## 12. Codes of Conduct and Ethics

The codes of conduct and ethics for all those involved at **Sleaford Korean Martial Arts** can be found as a separate guidance sheet. It is essential these are followed in so the highest possible standards of behaviour and conduct in Martial Arts activities are maintained. The principles must be adhered to at all times so that Martial Arts can be enjoyed by all. All those involved at **Sleaford Korean Martial Arts** will show their understanding and commitment to the codes of conduct and ethics.

## 13. Safer Recruiting

At **Sleaford Korean Martial Arts**, we take all reasonable steps to ensure unsuitable people are prevented from working with our students. Whilst there may be some reservations that volunteers could be put off by having to go through a recruitment process, it is important to ensure reasonable steps have been taken to identify unsuitable individuals.

#### 14. Supervision, support and training

Once recruited, all staff and volunteers at **Sleaford Korean Martial Arts** will be well informed, trained, supervised and supported to ensure that they effectively safeguard adults and know how to respond to any concerns.

**Sleaford Korean Martial Arts** will ensure that training and resources are available to encourage the development of staff and volunteers. This will include:

- an induction to the work and the school/club
- a trial period in which to develop skills whilst supervised
- ongoing support and monitoring

There are currently no formal qualifications specifically for safeguarding and protecting adults in sport. However, training developed by sports and other organisations is available to strengthen the skills and knowledge of the safeguard in order to safeguard adults. Training plays an important role in equipping staff and volunteers to do their job safely and effectively. Different safeguarding training is available depending on the person's role.

#### 15. Whistleblowing

It's important that people within **Sleaford Korean Martial Arts** have the confidence to come forward to speak or act if they're unhappy with anything.

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing within their sports organisation.

There are many points of contact in this document for a potential whistleblower and the school as a separate whistleblowing policy.

#### 16. Complaints

In order to ensure we develop an open culture where everyone at **Sleaford Korean Martial Arts** feels able to express any concerns, we have a procedure for dealing with complaints from a child, parent, carer, guardian, adult at risk, instructor or volunteer.

This should be linked to the organisation's complaints procedures, ensuring the provision of support and advocacy for the people involved.

#### 17. Good practice, poor practice and abuse

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

It is not the responsibility of any individual involved at **Sleaford Korean Martial Arts** to make judgements regarding whether or not abuse is taking place, however, all **Sleaford Korean Martial Arts**

personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

### Good practice

A Code of Conduct Guidance sheet is provided to allow those involved at various levels to signify their understanding and agreement to follow good practice at **Sleaford Korean Martial Arts**.

**Sleaford Korean Martial Arts** expects that instructors of adult athletes:

- Adopt and endorse the **Sleaford Korean Martial Arts** Instructors Codes of Conduct.
- Have completed a course in basic awareness in safeguarding.

### Everyone should:

- Aim to make the experience of **Sleaford Korean Martial Arts** 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.

## 18. Links to other organisational procedures

This policy should be read in conjunction with other relevant organisational policies and procedures, including your:

- Whistleblowing Policy
- Social Media Policy
- Safer Recruitment Policy
- Disclosure and Barring Guidance
- Role of Designated Welfare Officer
- Safeguarding Children Policy
- Codes of Conduct for Parents and Carers, Staff and Volunteers and Children and Young People

## 19. Review date

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

## Appendix 1

### Useful contacts

#### Designated Welfare Officer (DWO) / Safeguarding Officer

- Name: Karen Atherton
- Email: [sleafordkoreanmartialarts@outlook.com](mailto:sleafordkoreanmartialarts@outlook.com)

#### Local Authority Designated Officer (LADO)

- Name: Lincolnshire LADO Team
- Telephone: 01522 554 674

#### Lincolnshire Lead Safeguarding Officer

- Name: Gemma Skaley
- Email: [Gemma.Skaley@activelincolnshire.com](mailto:Gemma.Skaley@activelincolnshire.com)
- Telephone: 01522 730 325

#### Police contact

- Name: Sleaford Police
- Telephone: 01529 302 420 Ext 3873

#### Local Safeguarding Adults Board

- Telephone: 01522 782155
- Telephone (out of hours): 01522 782333

#### Ann Craft Trust - Safeguarding Adults in Sport and Activity:

Website: [www.anncrafttrust.org](http://www.anncrafttrust.org)

Email: [Ann-Craft-Trust@nottingham.ac.uk](mailto:Ann-Craft-Trust@nottingham.ac.uk)

Telephone: 0115 951 5400