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Safeguarding Adults Policy

1. Our safeguarding commitment

Minds United Sports Club CIC will take reasonable steps to protect adults aged 18 and over from abuse, neglect, exploitation and avoidable harm. We treat everyone with dignity, respect, fairness and compassion. We listen to adults, take their wishes seriously and act proportionately to protect them and others.

This policy applies at the clubhouse, sports sessions, workshops, outreach, online activities, competitions, transport and community trips. It covers concerns involving participants, staff, volunteers and anyone else connected with our activities.

We follow the principles of empowerment, prevention, proportionality, protection, partnership and accountability, and use a Making Safeguarding Personal approach: the adult's wishes and desired outcomes inform safeguarding decisions wherever possible.

2. The four rules everyone must remember

EMERGENCY: If someone is in immediate danger or needs emergency medical help, call 999. Do not wait for internal permission.

REPORT: If you see, hear or suspect abuse, neglect or a serious welfare concern, report it promptly, normally on the same day.

LISTEN AND RECORD: Listen calmly, record facts and the adult's own words where possible. Do not promise secrecy, investigate, confront anyone or ask leading questions.

SHARE SAFELY: Share information only where necessary and lawful for safeguarding, and only with those who need to know.

3. Safeguarding contacts and independent escalation

Designated Safeguarding Lead (DSL) / Safeguarding Director	Tyrone Spence — safeguarding decisions, referrals, records and Board reporting.
Deputy Safeguarding Lead	Aaliyah Farah — receives concerns, supports safeguarding decisions and follow-up.
Independent Director Contact	Fabio Leite — route for concerns involving the Designated Safeguarding Lead (DSL) / Safeguarding Director, seeks external advice and arranges impartial oversight.
Alternative route	Tarik Kaidi, another uninvolved director, or the relevant local authority adult safeguarding service directly.

Any concern involving the Designated Safeguarding Lead (DSL) / Safeguarding Director must not be managed by the Designated Safeguarding Lead (DSL) / Safeguarding Director. Report it to the Independent Director Contact or directly to statutory services. If Independent Director Contact is implicated, contact the **Designated Safeguarding Lead (DSL) / Safeguarding Director** or another uninvolved director. If no safe internal route exists, or delay could increase risk, contact the local authority safeguarding service or police directly. Internal reporting must never delay emergency action or a necessary external referral. No person implicated in an allegation should oversee its handling.

If both the DSL and Deputy DSL are unavailable, contact an uninvolved safeguarding contact listed in this policy. If no safe internal contact is available, or delay could increase risk, contact the local authority adult safeguarding service or police directly. Do not wait for Plinth access or an internal response before taking necessary protective action.

4. Recognising abuse and safeguarding concerns

Possible abuse includes physical, domestic, sexual, psychological or emotional, financial or material, discriminatory and organisational abuse; neglect and acts of omission; self-neglect; modern slavery and exploitation. Abuse may occur in person or online, once or repeatedly.

Under section 42 of the Care Act 2014, a local authority must make, or cause to be made, enquiries where it has reasonable cause to suspect that an adult has care and support needs, is experiencing or at risk of abuse or neglect, and because of those needs is unable to protect themselves. Staff must report concerns even when unsure whether the statutory criteria are met. Not every welfare concern will meet the section 42 threshold, but it still requires an appropriate response.

5. Responding to a concern

1. Make the person as safe as reasonably possible. Call 999 for immediate danger, serious injury or an urgent medical crisis.

2. Listen without judgment. Ask only what is needed to understand immediate safety. Explain that information may need to be shared to protect them or others.

3. Report promptly to the DSL or the safe independent route in section 3. Staff may contact statutory services directly where necessary.

4. Record the date, time, location, people present, what was observed or disclosed (using the adult's words where possible), their wishes, immediate action, contacts made, decisions and next steps. Clearly distinguish fact from opinion.

5. Do not investigate, confront an alleged abuser, ask leading questions, promise secrecy or circulate details through group chats.

6. The DSL or uninvolved safeguarding contact will consider the adult's wishes, immediate safety, whether to seek statutory advice or make a referral, and who will follow up. Record decisions and reasons, including decisions not to refer. Check that referrals have been sent and, where appropriate, acknowledged. Escalate if risks remain unresolved.

6. Mental health crises, suicide and self-harm

Take every disclosure seriously. Speak calmly, ask about immediate safety and seek appropriate professional support. If someone is at imminent risk of serious harm, call 999; do not leave them alone where it is safe to remain with them. Where urgent help is needed but the situation is not immediately life-threatening, seek NHS urgent mental health or 111 advice and notify the DSL.

Do not rely solely on informing a relative or emergency contact. Record the adult's words, safety actions, professional advice, information shared and who is responsible for follow-up. Staff are not expected to diagnose or provide clinical treatment. Follow the separate mental health crisis-response procedure.

7. Choice, consent and mental capacity

Presume an adult has capacity unless there is reason to question their capacity for a specific decision at a specific time. Provide practicable communication and decision-making support. Making an unwise decision does not, by itself, establish lack of capacity. Where capacity is in doubt, seek appropriate advice; any best-interests decision must comply with the Mental Capacity Act 2005 and be as least restrictive as reasonably possible.

Ask what the adult wants to happen and seek consent where appropriate. Consent is not always required for a lawful safeguarding disclosure, including where serious risk or risk to others justifies sharing. Record the necessity, legal basis, recipients and reasons. Being a parent, family member or emergency contact does not automatically give someone access to an adult's sensitive information or incident report.

We provide reasonable adjustments and accessible communication so adults can understand safeguarding information, express their wishes and raise concerns. Where an adult has substantial difficulty participating and no appropriate person to support them, we will ask the local authority to consider independent advocacy.

8. Confidentiality, information sharing and safeguarding records

Use the approved restricted safeguarding reporting system for all incidents, concerns, actions and referrals. Do not rely solely on verbal updates, informal messages or personal accounts. Keep safeguarding records separate from publicity and general attendance information, with access limited to authorised personnel who need it.

Supporting safeguarding procedures are available to staff on the organisation's Google Drive, with printed copies kept at the clubhouse and Sobus for use if online access is unavailable. Staff must first ensure immediate safety and obtain emergency help where needed, then promptly report the concern and record it on Plinth. If Plinth is unavailable, staff must make a secure, dated written record and transfer it to Plinth as soon as access is restored. Temporary records must be handled securely in accordance with the retention procedure.

Share only information that is necessary and proportionate for the safeguarding purpose. Follow UK GDPR, the Data Protection Act 2018, the organisational privacy notice, retention schedule and personal-data-breach procedure. Identify and document the relevant Article 6 lawful basis and, where applicable, Article 9 special-category condition and any additional Data Protection Act 2018 requirement.

Do not routinely send full safeguarding reports to family members, funders or partner organisations. Record who received information, when, why and by what secure method. Preserve records securely, follow approved retention periods and report suspected data breaches promptly through the organisational procedure.

9. Allegations about staff, volunteers and directors

Escalate allegations of abuse, exploitation, inappropriate conduct or serious boundary breaches promptly to an uninvolved safeguarding contact. Consider proportionate interim protective measures without presuming guilt. Preserve evidence and seek local authority and/or police advice where appropriate; do not conduct internal enquiries that could prejudice statutory investigations.

Follow the separate allegations-management and disciplinary procedures. Minds United will make a referral to the Disclosure and Barring Service (DBS) whenever the statutory referral conditions are met. This includes where a person is removed from regulated activity because the relevant harm or risk-of-harm conditions are met, or would have been removed had they not resigned or otherwise left. The uninvolved safeguarding lead will ensure that any required referral is made and recorded.

10. Prevention, safer recruitment and training

Minds United uses role-appropriate recruitment checks, references, induction, supervision, codes of conduct and DBS checks only where the role is legally eligible. All staff and volunteers must understand safeguarding responsibilities and how to report concerns before undertaking unsupervised duties.

Staff, directors, coaches, referees and volunteers will receive safeguarding induction and role-appropriate training and refresher learning. The DSL and Deputy DSL will receive

additional role-specific development and support. Relevant first aid, mental health awareness and other training will be determined by role, applicable requirements and risk assessment.

A separate training register records qualifications, completion dates, renewal dates and outstanding development. Staff undertaking training receive suitable guidance and oversight until competence is confirmed. The DSL monitors training needs and the Board ensures appropriate resources and oversight. Individual course-completion status is not recorded in this public policy.

11. Trips, transport and off-site activities

Every trip and off-site activity must have a named lead, activity-specific risk assessment, appropriate staffing, accessibility arrangements and an emergency plan. Check participant support needs, transport suitability, vehicle capacity, headcounts, first aid arrangements, emergency contacts and missing-person procedures. A driver must not be expected to supervise passengers while driving. Safeguarding concerns during trips follow the same reporting and escalation requirements as other activities.

12. Speaking up and Board accountability

Staff, volunteers and participants may raise concerns without retaliation. Concerns about safeguarding practice may also be raised through the whistleblowing procedure or directly with statutory services. The Board is accountable for safeguarding governance, resources, policy approval, independent escalation and oversight. The DSL reports anonymised themes, learning and relevant risks to the Board without disclosing unnecessary personal information. An uninvolved director provides oversight where a conflict arises.

The Board will review this policy at least annually and sooner following a serious incident, significant change in services or law, or identified learning. Staff and volunteers must be informed of material changes.

13. Quick contacts and escalation

Emergency / immediate danger	**999**
Police non-emergency	101
NHS urgent advice	111
Tyrone Spence — DSL	0208 050 7953 | tyrone@mindsunitedsc.com
RBKC Adult Social Care	020 7361 3013 | socialservices@rbkc.gov.uk (office hours and out of hours)
Fabio Leite — independent escalation contact	0208 050 7953 | fabio@mindsunitedsc.com
Aaliyah Farah — Deputy DSL	0208 050 7953 | aaliyah@mindsunitedsc.com

For concerns involving adults outside RBKC, contact the relevant local authority adult safeguarding service. For out-of-hours concerns, use that authority's emergency duty service; if someone is in immediate danger, call 999. Keep current contacts and reporting routes available at each venue and on every trip. Verify contact details periodically.

14. Related procedures, approval and review

This policy sets the organisation-wide requirements. Supporting procedures provide detailed operational instructions for incident reporting, mental health crisis response, allegations management, whistleblowing, safer recruitment, data protection and retention, trip risk assessments and staff training records.

The Board is responsible for approving this policy and recording its approval in the organisation's governance records. The policy is reviewed at least annually and follows significant safeguarding developments.

Approval and signatures

This policy was approved by the Board of Directors of Minds United Sports Club CIC on **12 November 2026**. Approval is recorded in the Board meeting minutes.

Approved on behalf of the Board

Name: Tarik Kaidi

Role: CEO

Signature: 

Date: 12/11/2026

Safeguarding Director / Designated Safeguarding Lead

Name: **Tyrone Spence**

Signature: 

Date: 12/11/2026

Next scheduled review: November 2027, or sooner following a serious incident, significant change or identified learning.

Policy updated	**Aaliyah Farah — 10th November 2026**
DSL review	Tyrone Spence — 12th November 2026
Board approval	Tarik Kaidi / Fabio Leite — 12th November 2026

Review frequency	At least annually; next scheduled review November 2027