

# SAFEGUARDING ADULT POLICY

## SOUTH HANTS VOLLEYBALL CLUB



VERSION 1.0

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## INTRODUCTION

South Hants Volleyball Club (SHVC) acknowledges its duty of care to safeguard adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance, complies with best practice and Sport England requirements.

We will safeguard adults by ensuring that our activities are delivered in a way which keeps all adults safe. SHVC is committed to developing, strengthening, and maintaining the highest standards to ensure everyone can consume the sport free from any potential harm or abuse. We will ensure that everyone in the club knows and is supported to fulfil their safeguarding and welfare responsibilities to create a happy, positive environment for all.

The purpose of this policy is to demonstrate the commitment of SHVC to safeguarding adults and to ensure that everyone involved in the club is aware of:

- 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 well-being of an adult within the organisation.

This safeguarding adult policy and associated procedures apply to all individuals involved in SHVC, including staff, coaches, referees, players, volunteers, members and to all concerns about the safety of adults whilst taking part in our organisation, its activities and in the wider community. Although there are many similarities with safeguarding adults and children there are also some distinct differences. For this reason, SHVC has created a separate Safeguarding Adults Policy.

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## **SAFEGUARDING ADULTS POLICY**

SHVC acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all involved. This Safeguarding Adults Policy and supporting documents have been designed to both inform and guide those within our sport on all aspects of safeguarding and should be adopted by all members of the volleyball community. SHVC believes that all participants, staff, and volunteers should feel safe while participating in volleyball. We are committed to creating and maintaining a positive environment where all concerns will be listened to, acted on appropriately and all participants treated with respect. Actions taken by SHVC 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 concerned. Where necessary, SHVC will take disciplinary action against any members, connected participants and staff where breach of this policy, Disciplinary Policy or Codes of Conduct is alleged.

**TYPES OF ABUSE** As identified in the Care Act 2014, the 10 types of abuse are:

- Physical Abuse
- Sexual Abuse
- Financial or Material Abuse
- Neglect
- Emotional or Psychological Abuse
- Self-Neglect
- Modern Slavery
- Domestic Violence or abuse
- Discriminatory
- Organisational Abuse

## **DEFINITION OF AN ADULT AT RISK**

The Care Act 2014 creates specific responsibilities on Local Authorities, Health, and the Police to provide additional protection from abuse and neglect to Adults at Risk: An adult at risk is an individual aged 18 years and over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
- is experiencing, or 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.

**REPORTING PROCEDURES** An important consideration for all members, volunteers and staff within SHVC is that all concerns about adults should be reported. It is not the responsibility of individuals to determine whether abuse has taken place, but it is their responsibility to follow these procedures to report concerns. Concerns can come from a variety of sources; observations of changes in behaviour, observations of an incident, reports by the adult themselves or someone else about a concern.

If an adult tells you about a concern, listen to them and let them know that you will need to report this concern in order to keep them safe. Do not promise to keep secrets. Only ask questions that assist you to report the concern to the SHVC Welfare Officer. Reassure the adult that they have done the right thing in talking to you. SHVC will fully support anyone who, in good faith and where they have reasonable grounds for doing so, reports concern about a safeguarding concern related to a colleague, even if that concern is proved to be unfounded.

If you have concerns about the welfare of an adult, you should follow the following procedures:

- Find out as much as you need to determine whether this is a concern.
- If there is an immediate risk, call 999 and keep a record of the person you spoke to.
- Complete the Safeguarding Report a Concern Form.
- Inform the Club Welfare Officer.

The Club Welfare Officer will inform parents, spouse or carers of the concerns unless this would pose a risk to the adult. The Club Welfare Officer will liaise with the Regional and/or Volleyball England Safeguarding Lead Officer about next steps.

### **SAFEGUARDING ADULT LEGISLATION**

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance taking the following into consideration:

- The Care Act (England) 2014
- The Mental Capacity Act 2005
- The Human Rights Act 1998 • The Data Protection Act 2018
- General Data Protection Regulations 2018
- Care and Support Statutory Guidance (especially chapter 14) 2014
- The Social Services and Well-being (Wales) Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Sexual Offences Act 2003

### **USEFUL LINKS**

- [Report a Concern to Volleyball England](#)
- [Reporting a concern guidance for CWO from Volleyball England](#)
- [Six Principles of Adult Safeguarding](#)
- [Safeguarding Adults Definitions](#)
- [Apply for a DBS Check](#)
- [Training and Certification opportunities](#)
- [Safeguarding Adults Policy and Guidance from Volleyball England](#)
- [Committee Roles support](#)

### **INFORMATION SHARING GUIDANCE**

Child protection and safeguarding adults involves sensitive information that directly affects the welfare of children, young people and adults. To keep children and adults safe, information needs to be shared appropriately so that decisions can be made to protect them.

However, clear boundaries around information sharing are important to maintain confidentiality where appropriate and to ensure that only those who need the information are made aware of it. Whenever a volleyball organisation receives information that raises concerns about a child, children or adults, decisions need to be made about information sharing. This could include:

- Concerns about a child or adult received within or outside volleyball.
- Concerns about a person in a position of trust, such as a coach – this could include information on a Disclosure & Barring Service (DBS) check.
- Concerns about a member of a sports club.
- Concerns about a sports environment,

All safeguarding concerns should be shared with the Club Child Welfare Officer. They will be able to advise on sharing this information more widely. Information sharing guidance is based on key principles for deciding what to share, the Government guidance "Information sharing advice for safeguarding practitioners" which describes the '7 Golden Rules' of information sharing. These should be referred to for all information sharing decisions:

1. Remember that the Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

#### **INFORMATION COULD BE SHARED WITH:**

- Statutory organisations – the Police and/or Children's Services must be informed about child protection concerns; Designated Officers should be consulted where there are concerns about someone in a position of trust.
- Disclosure & Barring Service (DBS) – must be informed of any concerns about someone in regulated activity who is suspended or expelled from the organisation.
- Other clubs and other sports organisations – informing other organisations need to be considered according to the principles below in order that they can safeguard children in their care who may be at risk of harm.
- Individuals within the organisation – this will be decided on the basis of who needs to know what information in order to keep children safe according to the principles below.

There has been confusion and uncertainty on the part of many professionals and volunteers working with young people and adults about when, how and with whom concerns about the welfare of the individual may be shared. Remember, the welfare of the young person and adult at risk is paramount. Further advice and guidance on information sharing is available on <https://thecpsu.org.uk/help-advice/topics/information-sharing/>