



Angel Indoor Bowls Club

Safeguarding Adults Policy and Procedures

June 2024

Reporting Process at a Glance

If a concern comes to your attention, either because:

- There are concerns or suspicions about a person's behaviour, OR
- There has been a disclosure or allegation about a person's behaviour, OR
- You have concerns for an adult

Ensure the immediate safety or medical welfare of an individual, by:

- Calling 999 if life is in danger or a crime is in progress
- Telling emergency services there may be a safeguarding issue

Record the incident and inform the relevant person:

- Remember to involve an adult at risk throughout the process where possible and gain consent for any referrals to social care where an adult has capacity
- Complete an incident report form
- Inform the lead safeguarding officer or a director, in accordance with the Kent and Medway Safeguarding Adults Board Policy and Procedures, who will determine the appropriate course of action. This could be:
- For Kent – [report a Safeguarding Adults Concern](#)
- Call the Kent & Medway Out of Hours Team on 03000 416161
- Call the Police on 101 to report a non-urgent crime

Document the incident and any actions or decisions in the incident record

- Include the involvement of the adult at risk throughout the process and any decisions about gaining consent and mental capacity
- Where possible, ensure the person who raised the concern is offered support.

Introduction and Scope

This club is committed to safeguarding adults in line with national legislation and relevant national and local guidelines, and will meet its duty of care by ensuring that its work is delivered in a way that keeps all adults safe. This requires a recognition of

Responsibilities

adults who may be at risk, and the circumstances which may increase risk; knowing the signs of abuse and neglect and having processes in place to report concerns.

Adults at Risk

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

- Has needs for care and support (e.g., due to personal characteristics, situational, environmental or social factors) 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.

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**.

Protected Characteristics

It is against the law to discriminate against anyone because of:

- age
- gender reassignment
- being married or in a civil partnership
- being pregnant or being on maternity leave
- disability
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

These are called 'protected characteristics'.

Principles

Angel Indoor Bowls Club believes that:

Responsibilities

- The rights, dignity and worth of all adults will always be respected.
- All adults have the right to be protected from abuse and neglect and to live in safety.
- All incidents of suspected poor practice and allegations of abuse should be taken seriously and responded to swiftly, appropriately and in the least intrusive way.
- An adult may or may not identify themselves as having care and support needs or being an 'adult at risk'.
- It must always be assumed that a person has the capacity to make a decision unless it is established that they lack capacity to do so.
- Confidentiality should be upheld
- Adults should be supported and encouraged to make their own decisions and give informed consent.
- Safeguarding should be person led and outcome focused.
- An individual's sense of wellbeing should be promoted throughout any care and support provision.
- It is better to take action before harm occurs.
- Local solutions should be sought through services working with their communities.
- Accountability and transparency are paramount in delivering safeguarding.
- All Active Kent & Medway staff, volunteers and partnering organisations have a role to play in safeguarding adults.

Organisational Responsibilities

Angel Indoor Bowls Club is committed to having the following in place:

- a Lead Safeguarding Officer for adults, to support and oversee implementation of the policy and procedures, and a clear line of accountability
- a constructive approach to safeguarding adults and providing a duty of care to protect and safeguard adults engaged in our events, programmes or activities
- an acknowledgement that everyone in the organisation has a shared responsibility to ensure the safety of adults
- an organisational culture of openness, listening and respect
- recruitment procedures that include arrangements for appropriate checks on new staff and volunteers
- training and supervision for its employees and volunteers to adopt best practice, and reduce the likelihood of allegations of abuse against themselves
- clear procedures for adults, staff and volunteers to voice their concerns
- processes and systems to maintain confidentiality and ensure information is shared as appropriate with other agencies in all cases involving safeguarding
- a robust process in place for whistleblowing
- a response process for any allegations and concerns and an appropriate disciplinary and appeals procedures
- support for anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or allegation of abuse
- an open approach to professional challenge from other agencies and services about its policies, processes and practices
- processes for continuous improvement of the safety and wellbeing of all adults who participate in our events, programmes or activities
- policies and procedures for preventing and responding to bullying, harassment and discrimination
- a commitment to ensure that our activities are inclusive and to make reasonable adjustments for any ability, disability or impairment, through continuous development, monitoring and review

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- promotion of this policy to all staff and volunteers, partners and customers, availability on the Active Kent & Medway website and in additional formats as required.

Partnership Responsibilities

Angel Indoor Bowls Club is committed to increasing awareness around the importance of safeguarding adults in sport and physical activity and will promote this policy.

Partners could include, but are not limited to: Local Authorities, Sports Clubs, Governing Bodies of Sport, leisure/activity providers, Schools, School Games Organisers, Housing Associations, Community Sports Networks, media agencies, event management companies, training providers, youth service, sports facilities.

As part of its commitment to safeguarding adults, we will:

- Seek assurances that partner organisations have adequate policies and procedures in respect of safeguarding, including safe recruitment.
- Expect partners to respond to any allegations appropriately and implement their own procedures.
- Ensure that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements.
- Share good practice, support and encourage partners to share and learn from each other.

Recognising abuse

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in sport and physical activity who a participant comes into contact with. Or staff members, workers, volunteers or coaches may suspect that a participant is being abused or neglected outside of the physical activity setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- They may have a fear of a particular group or individual.
- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- They may self-harm.
- An injury for which the explanation seems inconsistent.
- Unexplained changes in behaviour.
- Person has belongings or money going missing.
- Is prevented from socialising with other adults.
- Displays variations in eating patterns including overeating or loss of appetite.
- Losing or gaining weight / an unkempt appearance.
- Person is not attending/ no longer enjoying their sessions.
- They may tell you / another person they are being abused – i.e., a disclosure.

It is not the responsibility of those working in sport and physical activity to decide whether abuse to an adult is occurring, but it is their responsibility to act on any concerns.

Where concerns are raised about someone who works with adults with care and support needs, it will be necessary for partners to assess any potential risk to other participants who use their services and, if necessary, to take action to safeguard those participants.

Angel Indoor Bowls Club has a responsibility to:

- distinguish between a concern/allegation about abuse or neglect, a concern about the quality of care ('poor practice'), and a complaint
- respond to concerns raised and balance the rights of individuals to whom concerns have been raised
- share information based on the principles of justification and proportionality
- work closely with other relevant partners, Position of Trust Leads and Children's Local Authority Designated Officer (LADO)
- consider any transferability of risk, e.g., behaviour in their personal life to their work life.

When a person's conduct towards an adult may impact on their suitability to work with or continue to work with children, this must be referred to the Children's Local Authority's Designated Officer (LADO). However, if a crime is believed to have been committed, the Police must be contacted immediately.

Poor practice

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental. It is not the responsibility of any individual involved in sport or activity to make judgements regarding whether or not abuse is taking place, however, **everyone has the responsibility to act** if they recognise or identify poor practice and potential abuse, and if they have any concerns.

Appendix A – Contacts

Key people in Angel IBC

Lead safeguarding officer Chris Parker Chrisparker002@icloud.com
07887553467

Key people in Active Kent & Medway

Lead safeguarding officer: [Bianca Logronio](#), Safeguarding & Inclusion Officer
03000 412140

Additional contact for referrals: [Elise Rendall](#), Physical Activity Manager

Senior management lead: [Liz Davidson](#), Active Partnership Director

Board safeguarding champion: [Natalie Curtis](#), Sports Connect

Kent County Indoor Bowls Association

SAFEGUARDING OFFICER: Trevor Glenn Mob: 07746 101305
Email: trevor.glenn@hotmail.co.uk

Active Kent & Medway

- Safeguarding Adults Lead 03000 412140
- General Enquiries 03000 414734

Kent Police

- In an emergency, dial 999
- If it is not an emergency and you wish to speak to the police call 101

Kent Adult Social Services

- During the day and office hours, call 03000 416161 or email social.services@kent.gov.uk
- For out of hours and in an emergency, call 03000 419191

Appendices: incident report form

- [Do you need to raise a Safeguarding Concern to Kent County Council?](#)
- For more information visit the [Kent Adult Social Care in Kent website](#)
- If you think someone is in immediate danger, the best thing to do is call 999 for the emergency services.

Medway Adult Social Services

- Between 0830 and 1700, call 01634 334466 or email ss.accessandinfo@medway.gov.uk
- For out of hours and in an emergency, call 03000 419191
- For more information, visit the [Medway Adult Social Services website](#)
- If you think a crime is being committed, or someone is in immediate danger contact the emergency services on 999.

Kent and Medway Adult Safeguarding Board

[Visit the Kent and Medway Safeguarding Adults Board website](#)

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Review due 2027

June 2024