



LimbPower

Safeguarding Adults Policy

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1.0 Introduction

LimbPower is a national charity and a National Disability Sports Organisation supporting amputees and individuals with limb difference across the England and Wales. The charity exists to promote and develop physical activity, sport, and the arts for people with limb loss or limb difference, regardless of age, location, ability, or financial situation. LimbPower provides inclusive opportunities for rehabilitation, recreation, and lifelong participation that improve quality of life, enhance health and wellbeing, and support individuals in reaching their full potential. The organisation also offers education, guidance, and resources to individuals, families, and professionals to promote confidence, independence, and participation in physical and creative activities.

LimbPower Mission Statement

Our mission is to engage amputees and individuals with limb impairments in regular and sustained participation in physical activity, sport and the arts to improve quality of life and to aid physical, social and psychological rehabilitation.

LimbPower Aims & Objectives

- To increase engagement, sustained participation and promote local inclusion to help limb impaired adults, young people and children reach their potential.

- To put each amputee and limb impaired person in touch with the right sport and leisure activity for their needs and ability.
- To provide expert knowledge and help to: the limb impaired, families, physiotherapists, prosthetists, orthotists, occupational therapists, case managers, lawyers, support workers, coaches and other sport providers on how to engage and adapt sport for the limb impaired.

This safeguarding policy supports the provision of safe, high-quality recreation and physical activity, sport and the arts opportunities for amputees and people with limb difference, delivered in a way that maximises enjoyment, inclusion, and participation. It also provides clear guidance to both external and internal stakeholders including staff and volunteers. This enables them to be clear of expectations around safe and effective practice as well as the management processes if safeguarding concerns arise.

Many National Governing Bodies (NGBs) of sport, schools and local authorities already have comprehensive policies and procedures in place to cover the welfare and duty of care requirements for adults and young people. This policy is intended to supplement and not replace or reproduce those details. These policies might be in place when using a venue or coach for an event or activity so it is worth while checking what safeguarding policies are in place that might have an effect on the delivery of an activity.

1.1 Capacity and Consent

Although many of the good practice guidelines and principles to be followed when safeguarding children also apply to adults, there is a key difference.

In the case of a child, there is a clear duty to act if we suspect that the child has been harmed or is at risk of harm. In the case of an adult, the starting assumption must always be that the adult has the capacity to make a decision and has the right to do so. If there is an allegation or concern about abuse to an adult who has capacity, **their consent must be obtained** before any referral is made, unless others are at risk of harm. No information should be given to the adult's family or carers without their consent.

If the adult does not have capacity and is unable to give consent, a referral **may** be made and their family or carers informed, provided that they are involved in the individual's life and are not implicated in the allegation. This is however difficult to manage at a local level therefore you should always use caution and seek advice should you find yourself considering this as a course of action.

2.0 Policy statement

Our priority is to ensure that the delivery of participation opportunities is safe, enjoyable and inclusive. The aim is to ensure we all promote the welfare of all adults and their rights to be protected from harm.

As part of that commitment, we have developed comprehensive safeguarding adults policy, procedures and welfare documents. These support our staff, volunteers, partners, coaches and officials to know what is expected of them in terms of their behaviour. Also, what they should do if they have a safeguarding concern and how any concerns will be managed in line with government expectations and the Law.

Any sporting activity or activity promoted, endorsed or run by LimbPower must comply with these policies and procedures.

Safeguarding in all our activities must maintain three key elements:

- The creation of a culture/environment in which adults are valued and their right to be safe is upheld
- The management of risk to minimise circumstances where adults may suffer harm
- Work together with other organisations that have a responsibility for safeguarding and the protection of adults

This Safeguarding policy is based on the following principles:

- The welfare of all adults is paramount
- All disabled people, whatever their age, ability, culture, gender, language, race, ethnicity, religious belief, nationality, social/economic status and/or sexual identity have the right to protection from abuse
- All disabled people have the right to participate in sporting activities in an enjoyable and safe environment that takes account of their individual support, physical and or social development needs
- All incidents of suspected/alleged poor practice or abuse should be taken seriously, be responded to swiftly and appropriately, in line with LimbPower policy and procedures
- Confidentiality will be upheld in line with Data Protection and Human Rights legislation, but not at the expense of safeguarding children and adults.

2.1 Who it applies to

This document is for anyone involved in planning, delivering, or supporting our sporting events, sessions, or activities for adults.

2.2 Framework for safeguarding

All activities including adults sit within the following framework. This is based on the Safeguarding Adults good practice with advice from the Sport and Recreation Alliance and the Ann Craft Trust (ACT). It includes but is not limited to having the following in place:

- A safeguarding plan for all events
- Guidance on prevention and best practice, including safe recruitment and vetting
- Policy, procedures and systems for responding to concerns
- Codes of conduct
- A commitment to equity and diversity
- Training and development
- Access to advice and support

Designated lead officer role

LimbPower has a lead officer for adult safeguarding who has the designated responsibility to provide support and guidance on the planning, design and running of any activities in relation to safeguarding.

We advise all organisations involved in our events to appoint a designated person with responsibility for safeguarding. All those appointed should ensure they are familiar with this policy, their own internal safeguarding processes, policies and safeguarding requirements.

LimbPower Lead officer for adult safeguarding is responsible for:

- Disseminating our safeguarding policy information to relevant organisations
- Providing safeguarding support at our events and programmes
- Acting as a key point of contact and support when allegations against staff, volunteers or other safeguarding issues arise
- Signposting and updating organisations to LimbPower's safeguarding resources and training

Board Safeguarding Lead: **Rachel Morris**

Safeguarding Lead: **Natalie Chinn** – Sports Development Officer

Deputy Safeguarding Lead: **Kiera Roche** - CEO

2.3 Definitions

An adult is anyone who is aged 18 years or over.

This policy refers to anyone aged 18 or over who may be in need of care or support at a LimbPower event or activity. This policy is about having the right procedures in place should there be a concern that needs to be addressed or a need for support. The people involved may or may not have a care package in place. The policy applies to all our employees, contractors and volunteers.

While we recognise that some people may be vulnerable due to their disability there are also those adults who may be at additional risk of harm due to specific circumstances that they find themselves in, for example: domestic abuse, forced marriage, sexual or commercial exploitation (this is not an exhaustive list).

Disabled adults may have additional needs that must be taken into account when planning safe activities as well as potentially facing additional risks. These needs may include:

- access to facilities
- adapted or modified equipment
- coaching practices or aspects of the sport
- provision of trained staff/volunteers to support them

2.4 Internal practice

We are committed to a participant centred approach to safeguarding. We advocate and require all those who are working, volunteering or have contact with adults to be confident, trained and educated to ensure any risk of harm is minimal.

Where there are concerns about someone's welfare, those who are working, volunteering or have contact with participants are aware of the process and appropriate action in reporting and sharing those concerns within our structure and in some cases in partnership with other organisations, clubs, and or local agencies.

2.5 Vulnerability

It is important to recognise that participants with disability may be more vulnerable to all types of abuse than other non-disabled participants. Reasons for this may include:

- increased likelihood of social isolation
- fewer outside contacts than non-disabled adults

- dependency on others for practical assistance in daily living, including intimate care
- impaired capacity to resist, avoid or understand abuse
- speech and language communication needs may make it difficult to tell others what is happening
- limited access to someone to disclose information to
- specific vulnerability to bullying

Further information on safeguarding adults and procedure can be found in the resource section at the end of this policy.

2.6 Promoting good practice

When working with adults these good practice guidelines are recommended to minimise the risk of abuse:

- Sport should be fun, enjoyable and promote fair play
- Always work in an open environment, e.g. avoid private, unobserved situations and secrets.
- Treat all participants equally, with respect and dignity
- Put the welfare of all participants first before winning or achieving performance goals
- Offer enthusiastic and constructive feedback rather than negative criticism
- Ensure if any form of manual or physical support is required for participants, it is provided openly, the person is informed of what is being done and their consent is obtained
- Involve carers, if necessary
- Proactively engage with carers if necessary, ensuring they are fully aware of the safeguarding process.
- Ensure the people who deliver any activity are supported, confident, aware and capable
- Find out as much information on participants prior to your activity, this allows for you to plan appropriately in advance taking into account any additional requirements, minimising opportunities for poor practice and abuse.
- Good communication is essential:
 - Ask how you can best communicate with the person do not assume.
 - Find out if they have a carer who might interpret.
 - If they need help moving around (e.g. visually impaired); let the person take hold of your arm rather than vice versa.
 - Do not shout or overemphasise words or lip movements with people with a hearing impairment.
 - Think about where to stand to optimise light (e.g. so can see your face to lip read or facing the light if visually impaired) and for clarity (e.g. 3-6 feet if deaf)
 - Always speak to the person not to his/her carer or interpreter.

- Learn to use different communication methods (e.g. finger spelling for those with a hearing impairment); become skilled at using gestures and subtle changes in tone and volume to help get your message across.
- Be patient and give people time; never finish sentences for them.
- Do not pretend you understand if you do not; ask them to repeat it or use another form of communication.
- Introduce yourself and tell people necessary information (e.g. visually impaired need to know who is in the room, what equipment is laid out).
- Make sure you are clear, precise and simple in your language, treat people according to their chronological age rather than presumed IQ.
- Break down large blocks of information for those with learning impairments.
- Build balanced relationships based on mutual trust that empower participants to share in the decision-making process
- Maintain a professional relationship with participants, e.g. it is not appropriate to have an intimate relationship with a participant, or to share a room with them unless the specific care needs of the individual dictates otherwise
- Recognise the developmental needs and capacity of participants and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them
- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Where possible, ensure access to medical advice and/or assistance is available

2.7 Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge or the participant's carers. For example, participant sustains an injury and needs to go to hospital, or a carer fails to arrive to pick a participant up at the end of a session:

- Avoid spending excessive amounts of time alone with participants away from others
- Avoid taking or dropping off participants to an activity

2.8 Positions of trust

All staff, volunteers, coaches and instructors hold a position of trust while carrying out their role for LimbPower. This means they have a responsibility to act professionally, maintain clear boundaries, and avoid any behaviour that could exploit, mislead or place an adult at risk.

LimbPower recognises that many staff and volunteers are also beneficiaries, and that long-term friendships naturally develop within our community. Such peer-to-peer friendships are valued and are not considered a safeguarding concern. Boundaries apply specifically when an individual is acting in their staff, volunteer or coaching capacity.

A breach of a position of trust occurs when someone uses their role, influence or authority inappropriately. This includes, but is not limited to:

- Initiating, encouraging or pursuing an intimate or sexual relationship with a participant during LimbPower activities.
- Using a role to create or deepen a personal relationship that compromises professionalism or objectivity.
- Showing favouritism or providing special treatment based on personal feelings.
- Misusing access to personal information, authority or resources for personal benefit.
- Communicating with participants in a way that is overly personal, secretive or inappropriate (including social media or messaging) while in a position of trust.

These expectations apply even when both individuals are consenting adults, as a power imbalance exists within the staff/volunteer–participant relationship during LimbPower activities.

Any concerns relating to a potential breach of a position of trust must be reported immediately and will be managed in line with safeguarding and disciplinary procedures.

3. Our activities

All activities must have an Event Welfare Plan (EWP) which sets out the minimum expectations for all participating individuals and organisations.

Activity organisers should fully incorporate safeguarding throughout the whole of the planning process. All staff and volunteers will be expected to read, understand and implement the requirements set out in the Safeguarding Welfare Plan.

An Event Welfare Plan aims to:

- minimise the risk to participants and any team/coaching staff or volunteers
- maximise the opportunity for all adults to enjoy themselves and participate to the best of their ability
- clearly identify who is the lead responsible designated person for managing any safeguarding allegations, incidents or complaints and any communication and reporting routes

Participating groups and organisations should sign an agreement confirming their understanding of and compliance with these safeguarding requirements. The plan will also reflect activity organisers' responsibilities to take immediate action and for ensuring communication (e.g. with the police, National Governing Body (NGB) of sport or local authority) should an incident arise.

4. Responding to any safeguarding concern

Safeguarding participants is the responsibility of EVERYONE, and it is never acceptable to ignore it or leave anyone at risk.

All activities must have clear procedures in place. All staff and volunteers must be clear and confident when dealing with a safeguarding incident.

Concerns about suspected abuse:

There are three simple things you need to ensure that any staff, volunteer or coach knows what to do. These are:

Take Action

- Listen carefully
- Take it seriously
- Do not promise to keep secrets
- Thank who is giving the information and give reassurance that they were right to tell you
- Keep questions to a minimum
- Ensure immediate safety of the adult at risk if they require medical attention, and pass on your concerns about abuse to make medical staff aware
- Do not approach alleged abusers or try and sort things out yourselves. Seek help and guidance from the designated Safeguarding Lead/Events Manager.

Tell Someone

- Without delay, report the concern to the safeguarding lead and the equivalent designated safeguarding lead within your activity. If you are not sure who this or the safeguarding lead at an activity is then you should contact the Activity Coordinator.

Take a Note

- Always take a note of what you have seen or heard and sign and date it. The note should be an accurate record of any details of the allegation, nature of the injury, or any observations. Keep it factual, do not include opinion or rumour.
- Try and collate as much information you have about the person involved, their name, gender, address, ethnicity, first language, and any additional information about their specific impairment, method of communication and the contact details for who they live with so that you can pass this on.
- Any other information you have received or been told (time location, dates).
- Any information you have about an alleged abuser or who the complaint is against, their name, role, address, gender and relationship to the person concerned.

4.1 What is a safeguarding concern?

A safeguarding concern is something that you see, hear about, or suspect that may put an adult at risk. Any adult, including disabled adults may be at risk, they can come from any

background, ethnicity, age, culture, faith, gender and sexuality. Adults are often hurt most by those who are trusted with their care or know them well.

Based on the statutory guidance supporting the implementation of the Care Act 2014

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

Adults may be abused by a wide range of people including family members, professional staff, care workers, volunteers, other service users, neighbours, friends, and individuals who deliberately exploit vulnerable people. Abuse may occur when an adult at risk lives alone or with a relative, within nursing, residential or day care settings, hospitals and other places assumed to be safe, or in public places.

The following is not intended to be an exhaustive list of types of abuse or exploitation but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern:

Physical abuse - including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so, called 'honour' based violence. This will not happen at a club/centre, but there could be concerns about a participant's home situation.

Sexual abuse - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjections 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.

Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal from services or supportive networks. In a club context this might include excluding a member from social activities.

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. People with learning disabilities or dementia are particularly vulnerable to this type of abuse. An example might be encouraging someone to book and pay for training courses that are inappropriate for their level of ability, or to purchase clothing or equipment they do not need.

Discriminatory abuse - including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Neglect and acts of omission - including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; or in a water sports context, failing to ensure that the person is adequately protected from the cold or sun or properly hydrated while on the water.

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. Self-neglect might indicate that the person is not receiving adequate support or care or could be an indication of a mental health issue such as depression.

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.

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.

Not included in the Care Act 2014 but also relevant:

Bullying (including ‘cyber bullying’ by text, e-mail, social media etc) - may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may be another vulnerable person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability - or for belonging to a different race, faith or culture.

Mate Crime – a ‘mate crime’ ‘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. There have been a number of serious cases relating to people with a learning disability who were seriously harmed by people who purported to be their friends.

Radicalisation - the aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

Recognising abuse

Patterns of abuse vary and include:

- Serial abusing in which the perpetrator seeks out and ‘grooms’ individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse

- Long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or
- Opportunistic abuse such as theft occurring because money or valuable items have been left lying around.

Signs and indicators that may suggest someone is being abused or neglected include:

- Unexplained bruises or injuries – or lack of medical attention when an injury has occurred
- Someone losing or gaining weight, or an unkempt appearance
- A change in behaviour or confidence
- Self-harming
- A person's belongings or money go missing
- The person is not attending, or no longer enjoying, their sessions
- A person has a fear of a particular group or individual
- A disclosure – someone tells you or another person that they are being abused.

If you are concerned

If there are concerns about abuse taking place in the person's home, talking to their carers might put them at greater risk. If you cannot talk to the carers, consult your organisation's designated Adult Designated Safeguarding Lead or the person in charge. It is this person's responsibility to make the decision to contact Adult Social Care Services. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

Social care professionals involved in taking decisions about adults must take all of the circumstances into account and act in the individual's best interests. You are not expected to be able to take such decisions.

The following six principles inform the way in which professionals and other staff in care and support services and other public services in England and Wales work with adults:

- **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.

Local authorities in England act in accordance with the principles set out in the guide 'Making Safeguarding Personal' 2014. Adult safeguarding should be person led and outcome focussed. The person should be engaged 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.

Some instances of abuse will constitute a criminal offence, for example assault, sexual assault and rape, fraud or other forms of financial exploitation and certain forms of discrimination. This type of abuse should be reported to the Police.

This list is not exhaustive but one or more of these concerns should prompt action.

It is not our role to investigate but it is our responsibility pass concerns on to the Local Safeguarding Adults Board.

Even perceived low-level concerns can often escalate if not addressed and resolved. Everyone involved in an activity needs to be fully prepared to respond sensibly and appropriately if any such concern arises.

4.2 Informing adults

In the activity/activity information packs or other registration material, all participants should have access to information on safeguarding. This should include what they should do if they are worried about how someone is behaving towards them or about someone, they know who is being bullied or abused.

Always include:

The Samaritans – 08457 9090990 www.samaritans.org on literature and ensure there is a named Designated Safeguarding Lead at an activity that participants can ask for.

<https://www.local.gov.uk/understanding-what-constitutes-safeguarding-concern-faqs>

<https://www.nhs.uk/social-care-and-support/help-from-social-services-and-charities/abuse-and-neglect-adults-at-risk/>

4.3 Confidentiality, information sharing and data protection

All staff will understand that any adult at risk warrant a high level of confidentiality, not only out of respect for the individual and staff involved but also to ensure confidentiality at all times. All parties involved will be asked to be respectful and treat all the information as sensitive and confidential.

Staff should only discuss concerns with the Designated Safeguarding Lead, (depending on who is the subject of the concern, if the DSL is concerned, then this should be reported to the CEO (Chief Executive Officer). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

Adult at risk information will be stored and handled in line with General Data Protection Regulations (GDPR) 2018 principles. Information is:

- processed for limited purposes;
- adequate, relevant and not excessive;
- accurate;
- kept no longer than necessary;
- processed in accordance with the data subject's rights;
- secure.

Written information will be stored in a locked facility and any electronic information will be password protected and only made available to relevant individuals. Please ensure you speak with the DSL for further guidance on this matter should this become relevant to you.

Every effort should be made to prevent unauthorised access and sensitive information should not be stored on laptop computers, which, by the nature of their portability, could be lost or stolen. If it is necessary to store adult at risk protection information on portable media, such as a CD or flash drive, these items should also be kept in locked storage

Adult at risk records is normally exempt from the disclosure provisions of the General Data Protection Regulations 2018, which means that individuals and parents do not have an automatic right to see them. If any member of staff receives a request from an individual or parent to see adult at risk records, they should refer the request to the DSL.

The GDPR 2018 does not prevent staff from sharing information with relevant agencies, where that information may help to protect an individual.

“A shared responsibility and the need for effective joint working between agencies and professionals that have different roles and expertise are required if adults are to be protected from harm and their welfare promoted. In order to achieve this joint working, there must be constructive relationships between individual practitioners, promoted and supported by:

- *the commitment of senior managers to safeguard and promote the welfare of adults;*
and
- *clear lines of accountability.”*

Information Sharing: Advice for practitioners providing Safeguarding Services (DfE, 2015)

4.4 Whistle blowing

Reporting safeguarding concerns, including the management of allegations against staff, or volunteers.

All suspicions and allegations of abuse or poor practice must be taken seriously and appropriately reported. It is recognised that strong emotions can be aroused particularly in cases where abuse or poor practice is suspected or where there is loyalty, sometimes misplaced to a colleague. Individuals reporting concerns will be supported appropriately.

On receiving information that suggests a safeguarding concern, you should decide if it requires urgent action. If it does, the following Safeguarding reporting structure should be used.



If the concern is an allegation relating to an adult who is working/volunteering or used to work at any activity, then you will still need to follow the Safeguarding reporting structure.

4.5 Missing participants

All activities must have a procedure in place for the management of participants who go missing. In order to reduce the likelihood of this happening it is important to make sure that the registration process, arrival, any venue transfer and leaving arrangements are well organised. It is normally acceptable to wait around 20 minutes before calling the police to allow for the participants to be located. All staff must know what the agreed process is for when a participant goes missing and the policy should be included in the activity briefing information.

5.0 Code of Conduct for all staff/volunteers

All staff and volunteers must be made aware of the code and remain vigilant through ensuring that it is implemented by everyone involved in an activity. Code of conducts are included in the event information and registration packs and on notice boards.

5.1 Principles of Participation and Codes of Conduct

The success of the activity depends on developing a positive and safe environment where everyone is treated with respect, and everyone takes responsibility for their own behaviour. Everyone at any activity will be asked to sign up to the activities' Principles of Participation and Codes of Conduct. This can be done using the entry forms for the event or at registration on the day.

For all participants these are about:

- fair play
- equality
- inclusiveness and tolerance
- responsibility
- friendship

Breaches of the code of conduct will be dealt with through disciplinary procedures and participants and carers, if necessary, will be made aware of the possibility that they could be sent home at their own expense for a serious breach of the code of conduct.

5.2 Information for participants and carers

The Safeguarding Statement should be provided to all as part of the details about any activity and duty of care and responsibility we take to ensure their welfare. It should also be made available in a range of formats, in order that those who need communication support can access all relevant information.

5.3 Recruitment, selection and training

This section sets out the minimum requirements for recruitment, selection and training of staff/volunteers for all those working at any activity.

Those working with participants and adults need to have a basic awareness of safeguarding issues and know what to do if they have concerns or if allegations of abuse are made. They need to be aware of the signs and symptoms of abuse and how to respond if a participant discloses abuse to them.

Those staff/volunteers with a significant level of direct contact with adults and those with a higher level of responsibility for safeguarding will require more in-depth knowledge and training.

All staff/volunteer positions must have a clear role description and where appropriate, have been through an interview process where their attitudes and experience/skills have been tested. Staff and key volunteers must have provided appropriate references, which have been verified. The person must also have provided proof of identity (e.g. a passport or driving licence) and where they live.

If the role applied for involves frequent or regular contact with or responsibility for adults, staff may be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role.

5.4 Self-declaration forms

As an important safeguard, all staff, whether paid or unpaid, must be asked to complete a self-declaration form regarding their suitability to work with adults, as part of their application process. Anyone who refuses to do so must be deemed ineligible to work or assist with the activity.

5.5 Safe use of social media and technology

We are committed to providing physical activity, sport and arts activities that are safe, fun and enjoyable. Social media and new technology (e.g. mobile phones, laptops, Facebook, X, other networking sites, blogs, and texts) are part of our daily lives now. They can also generally make a positive contribution to the way we communicate. It is important that everyone involved in our activities understands the risks that social media poses. Everyone must take responsibility to ensure that any of its use is done in a responsible way that does not abuse positions of trust, put anyone at risk, or be in any way inappropriate.

Any reports of misuse will be taken seriously, and safeguarding or disciplinary procedures will be followed as necessary.

5.6 Photography and the media

In the past there has been evidence that some people have used sporting activities as an opportunity to take inappropriate photographs or film footage. With the extensive use of mobile phones with cameras built in, it is almost impossible to monitor use. We have a photographic and media policy that is distributed to all staff and attendees at events and is enforced.

5.7 Disclosure and Barring Service

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS).

Employees of statutory agencies are required to be subject to DBS disclosure checks. People who have direct contact with children, young people and adults, who meet the criteria for regulated activity as stated in the DBS rule may be eligible for DBS check. For further information on who this applies to: <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

If a role requires a DBS, the Designated Safeguarding Lead will ensure this happens.

5.8 Disciplinary procedures at activities

At all activities and events there are procedures for complaints and protests in place.

Participant /carers may be removed from an activity at their own cost. The participant must be sent home if they engage in any illegal behaviour.

The Event Manager will be responsible for ensuring that complaints procedures are in place and are implemented for all their staff/volunteers at the activity. They should reserve the right to investigate and act upon any complaint. The first point of contact will be the activity Safeguarding Officer in the case of participant safeguarding related matters.

6.0 Supporting resources

The following websites all contain excellent support and resources to assist you with your learning and development.

Ann Craft Trust – Safeguarding Adults, Call 0115 9515400

Email: ann-craft-trust@nottingham.ac.uk www.anncrafttrust.org

NSPCC- for any information on safeguarding, child protection in sport, sport standards - www.nspcc.org.uk

NSPCC Child Protection in Sport Unit (CPSU) - thecpsu.org.uk

Rethink - for practical mental health information call 300 5000 927 www.Rethink.org

The Samaritans – 08457 9090990 www.samaritans.org

Sport and Recreation Alliance provides good information on among other things changes to legislation and guidance around safe recruitment, safeguarding. - www.Sportsandrecreation.org.uk

Action on Elder Abuse helpline

Tel: 0808 808 8141

Website: www.elderabuse.org.uk

Dementia UK

Tel: 0800 888 6678

Website: www.dementiauk.org

Mencap Direct

Tel: 0808 808 1111

E-mail: help@menicap.org.uk

Website: www.mencap.org.uk

MIND – mental health charity

Tel: 0300 123 3393

Text: 86463

E-mail: info@mind.org.uk

Website: www.mind.org.uk

National Autistic Society

Tel: 0808 800 4104

Website: www.autism.org.uk

SCOPE – disability equality charity (England and Wales)

Tel: 0808 800 3333

E-mail: helpline@scope.org.uk

Website: www.scope.org.uk

Victim Support

Tel: 0808 168 9111

www.victimsupport.org.uk

7.0 Glossary of terms

Adult at Risk

The definition of an adult at risk is currently set out in the Care Act. The Care Act 2014 is the legislation that governs adult social care in England, outlining the responsibilities of local authorities in providing care and support to adults with disabilities and older people, and their carers

When we are speaking of adults at risk, we are referring to those who have health or social care needs (irrespective of whether or not those needs are being met by social care) and who are unable to safeguard themselves as a result.

In sport this may look like:

- An elite athlete being groomed for sexual abuse by their coach
- A member of a learning-disabled sports club being financially exploited by another club member
- A young woman confiding in her coach about forthcoming holiday where she believes she will be married against her will.
- A coach who regularly neglects the individual needs of disabled participants when training.

Barred

Refers to people who are barred from the Children or/and Adults At Risk workforce. It is an offence to knowingly employ a barred person in Regulated Activity. It is an offence for the applicant to knowingly apply for such work.

Carer or supporter (for adults at risk)

An individual who provides care, support, or advocacy for an adult who may be unable to protect themselves from harm or exploitation. This may include family members, paid carers, or legal representatives.

Chaperone

A person with responsibilities for supervising and supporting a specific child or an adult at an activity

Child

Anyone under the age of 18

Child Protection

Action taken to protect individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect as a result of the behaviour of an adult or another young person

Deaf or disabled participants

Any person taking part in sport or physical activity who is deaf, has a hearing impairment, physical or sensory impairment, or learning disability, and who may use non-verbal communication such as signing. These individuals may require reasonable adjustments or additional support to ensure their needs are met and may be at increased risk of abuse, requiring careful consideration by organisers and coaches.

Designated safeguarding officer or welfare officer

A person in a club, school or sports organisation with responsibility for ensuring there are policies, procedures, systems and resources in place to promote the welfare and protection of adults and children.

Disclosure and Barring Service

The UK body that provides criminal record checks and maintains lists of people barred from working with children or adults at risk. DBS checks are used to assess the suitability of individuals for work or volunteering roles involving vulnerable groups.

Disclosure Certificate

The term used to describe the document provided by the DBS and issued to the applicant and Registered Body when a DBS check has been completed.

Event Manager

Person appointed and responsible for organising and running each activity. Overall responsibility for ensuring the Safeguarding Welfare Plan is developed and implemented in line with at least minimum standards outlined in this plan.

Multi Agency Safeguarding Hub (MASH)

The Multi Agency Safeguarding Hub (MASH) provides triage and multi-agency assessment of safeguarding concerns in respect of vulnerable children and adults. It brings together professionals from a range of agencies into an integrated multi-agency team.

Parent or guardian (for a child)

The person who has legal parental responsibility for a child or young person, such as a parent, legal guardian, or carer.

Poor practice

Behaviour that contravenes the code of conduct for the activity or of the organisation.

Position of trust

A position of trust is a role in which an individual holds authority, influence or responsibility over a participant, requiring them to maintain professional boundaries and avoid any behaviour that could exploit or misuse that power.

Safeguarding

Safeguarding children, young people and adults and promoting their welfare means protecting them from maltreatment, preventing impairment of their health and development, and ensuring that they grow up in circumstances consistent with the provision of safe and effective care.

Safeguarding Welfare Plan (SWP)

All activities must have a Safeguarding Welfare Plan (SWP) which sets out the minimum expectations for all participating individuals and organisations about all aspects of keeping participants safe at an Activity, including the policies and practices that will operate throughout the Activity

Safeguarding Lead

Person appointed with responsibility for implementation of the welfare plan at each activity and co-ordination of welfare issues as they arise at the activity.

Sport Manager, or National Governing Body Co-ordinator

NGB co-ordinator is responsible for the development and co-ordination of the sport specific programme. Responsible for identifying regional NGB co-ordinators.

Vetting and Barring Service (VBS)

A record of convictions held on the Police National Computer for individuals convicted of crimes. The parts of the Criminal Record released on the Disclosure will depend on the type of Disclosure applied for.

Volunteer

Volunteer to be 'a person who performs any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.

APPENDIX 1

PERMANENT AND VISITING STAFF SAFEGUARDING ADULTS AND CHILD PROTECTION INFORMATION LEAFLET

WELCOME.

Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children and adults. We endeavour to provide a safe and welcoming environment where children and adults are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children and adults receive effective support, protection and justice.

While working within our provision we expect you to take care of our children and adults and follow our procedures.

Key facts about abuse

Children and adults can experience abuse or neglect regardless of their race, culture, ethnicity, or sexuality. Disabled children and adults may be at increased risk due to barriers in communication, access, or support.

Children and adults at risk may be unable to disclose abuse directly and often rely on others to recognise changes in behaviour or signs of harm.

Abuse may present in different ways, and it's important not to rely on one single sign. An adult at risk **may:**

- Have bruises, burns, or other injuries that are unexplained or seem inconsistent with their explanation
- Show signs of pain, discomfort, or flinching when approached
- Appear unusually passive, withdrawn, or unresponsive
- Display behaviour that is erratic, unpredictable, or challenging
- Seem anxious, fearful, distressed, or overly compliant
- Offer explanations for injuries or behaviour that seem unlikely or scripted

If you are concerned for an adult at risk's health, welfare or safety in any way you must speak to the Safeguarding Lead (DSL) Natalie Chinn or a senior member of staff before you leave the provision.

Do not question the adult at risk or try to secure evidence. Your responsibility is to report your concern, not to investigate.

If an adult at risk tells you something that suggests they are at risk of harm, allow them to tell you as much as they wish and let them know that you must pass the information on to the organisation's Designated Safeguarding Lead (DSL).

If you become concerned about an adult at risk's immediate safety, notify the nearest member of staff and tell them why you are concerned. You should complete a LimbPower Safeguarding Adults Report Form (attached) and hand it to the DSL or a member of staff before you leave the site. Ask a senior member of staff if you would like help to complete the form.

If you have any questions or wish to see any of our Safeguarding Protection Policy, please contact your manager or the DSL/deputy DSL.

APPENDIX 2

Images Policy

Consent for the use of images

There is evidence that individuals who pose a risk to vulnerable people may identify potential victims through publicly available images (photographs or video recordings) and accompanying personal information. These can appear in brochures, websites, or local and national media.

To safeguard our participants, LimbPower does not publish any individual's full name alongside their photograph, ensures that all participants are appropriately clothed in images, and does not permit commercial or media photographers unsupervised access to participants.

Consent for photography and filming is managed through our registration process. Two separate consent forms are provided:

- One for **giving permission to take photos and/or videos**
- One for **giving permission for photos/videos to be taken of you or your child**

While not everyone will be taking footage, **all participants must complete the image consent form** to indicate whether or not they give permission to be photographed or filmed. This requirement is compulsory as part of the registration process for any LimbPower event. This applies to **all participants**, including children and adults.

Participants (or parents/guardians) can withdraw consent for image use at any time by contacting LimbPower in writing.

Any concerns about the use of images should be directed to the Safeguarding Lead.

APPENDIX 3

LimbPower Adult & Children Safeguarding Incident Report Form

To be completed as fully as possible if you have concerns regarding an adult.

If it is safe to do so, it is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding lead. The Safeguarding Lead will then look at the information and start to plan a course of action.

Please note there is a separate missing person incident form.

Section 1 – Where did the incident take place			
Event (please specify)	At an event	Outside an event	External Disclosure
Section 2 – Details of the person completing this form/ Your details			
Name			
Contact phone number(s)			
Email address			
Name of organisation			
Your Role in organisation			
Section 3 – Details of the adult / child (you have concerns about)			
Name of adult / child			
Date of Birth / Age			
Gender			
Address			
Contact number (if an adult)			

Emergency Contact number (if a child provide contact number for parent / guardian)	
Other relevant details about the adult / child: <i>E.g., family circumstances, physical and mental health, any communication difficulties.</i>	
Consent to share information with emergency contact?	
Section 4 – Carer / Parent details if applicable	
Name	
Address	
Email	
Have parents/carers been notified of the incident?	Yes No
If Yes, please provide details of what was said:	
If No, why not:	
Section 5 – Details of concern	
Are you reporting:	
• Disclosure made directly to you by the adult/child?	
• Disclosure or suspicions from a third party	
• Your suspicions or concerns?	
Date and time of disclosure	
Date and time of incident	
Details of the allegation/suspicious. <i>State exactly what you were told/observed and what was said. Use the persons own words as much as possible. Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	

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Date/ Time	What happened

Please provide any witnesses accounts of the incident:

Action taken so far:

Section 6 – Have you discussed your concerns with the adult / child? What are their views, what have they said about what they want to happen and what outcomes they want?

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Section 6A – Reasons for not discussing with the adult / child

Discussion would put the adult / child or others at risk. Please explain:	
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Adult / child appears to lack mental capacity. Please explain:	
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Adult / child unable to communicate their views. Please explain:	
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Section 7 – What action have you taken if any /agreed with the adult / child’s parents or guardians (if appropriate) to reduce the risks?

Actions by club: e.g. person causing harm suspended, session times changed.

Section 8 – Risk to others

Are any other adults at risk. Tick the relevant box below.

Yes		No		Not known	
If yes, please fill in another form answering questions 1-6					
Are any children or adults at risk. Tick the relevant box below.					
Yes		No		Not known	
If yes, please fill in a safeguarding referral form and attach to this.					
Section 9 – Concerns raised by someone else - Details of the person raising concern (if applicable)					
Name of person who raised the concern					
Relationship with adult or child					
Email Address					
Contact Number					
Section 10 – Witness Details (if applicable) use additional sheets if required					
Name of person who raised the concern					
Relationship with adult or child					
Email Address					
Contact Number					
Section 11 – Details of the person thought to be causing harm (if known).					
Name					
Email					
Contact number					
Address					
Date of Birth/Age					
Are they an adult at risk themselves					

Relationship/connection to adult / child	
Relationship to LimbPower	
Do they have contact with other adults at risk / children in another capacity? E.g. in their work/family/as a volunteer	
Section 12: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken
Police	
Ambulance	
Other – please state who and why:	
Section 13: Contact with Welfare Officer/others within the club	
Who else has been informed of this issue? – and what was the reason for information sharing	
Consultation with Safeguarding Lead	Dates and times
Completed Form copied to Safeguarding Lead; Date and time	
Signed:	

Date:

OFFICE USE ONLY

Section 11 – Sharing the concerns (To be completed by Safeguarding Lead or deputy Lead/ Board Safeguarding Lead if the Safeguarding Lead is not available).

Details of your contact with the adult at risk /child. Have they consented to information being shared outside of LimbPower

Has the concern been escalated to the Safeguarding Panel?

Date:

Details of contact with the Local Authority Safeguarding Team/MASH where the adult at risk / child lives – advice can be still sought without giving personal details if you do not have consent for a referral.

Details of any other agencies contacted:

Details of the outcome of this concern:

APPENDIX 5

INFORMATION SHARING

Seven **GOLDEN** rules for information sharing

- 1 Remember that the GDPR 2018 is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
- 2 Be open and honest with the person (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 if you are in any doubt, without disclosing the identity of the person where possible.
- 4 Share with 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, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- 5 Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- 6 Necessary, proportionate, relevant, 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 people 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.

From Information Sharing: Guidance for practitioners and managers (DfE 2015)

APPENDIX 6

Mental health and capacity

Mental capacity refers to the ability to make a decision at a particular time. The term ‘lacks capacity’ means that a person is unable to make a particular decision or take a particular action for themselves at a particular point in time – although they may still be able to express an opinion or preference or take a less complex decision.

Under the Mental Capacity Act 2005¹ a person lacks capacity to make a decision if they have an ‘impairment of or disturbance in the function of their mind or brain’ (either temporary or permanent), and as a result they cannot do **one or more** of the following:

- Understand the information relating to this particular decision (including its benefits and risks)
- Retain the information for long enough to make this decision
- Weigh up the information involved in making this decision
- Communicate their decision in any way.

The Act also says that:

- A person is not to be treated as unable to make a decision unless all practical steps to help him/her to do so have been taken without success.
- A person is not to be treated as unable to make a decision merely because he/she makes an unwise decision.
- An act carried out or decision made, for or on behalf of a person who lacks capacity must be undertaken, or made, in their best interests.
- Before the act is carried out, or the decision is made, regard must be paid to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person’s rights and freedom of action.

¹ England and Wales only. In Scotland the relevant legislation is the Adults with Incapacity (Scotland) Act 2000 and in Northern Ireland the Mental Capacity Act Northern Ireland 2016.