



Safeguarding Adults Policy and Procedures November 2024

Policy Owner: England Squash
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England Squash

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Section 1: Safeguarding Adults Policy

Introduction

England Squash is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of adults involved in Squash in accordance with the Care Act 2014.

Our values

Our values flow through everything that we do. They define who we are, what we stand for and set the expectations of those we work with and those who partner with us. They have been defined by our employees and are integral to our journey.



Connecting: we will support and grow the game to encourage and engage with everyone; irrespective of social background, ethnicity, ability or gender.

Driving: we will always seek to inspire and be inspired by the game whilst ensuring that we focus all our efforts on delivering our current strategy.

Adventurous: we will constantly push ourselves to provide creative solutions to our challenges - building on all available insight.

England Squash is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines.

We will safeguard adults by ensuring that our activities are delivered in a way which keeps all adults safe.

England Squash is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests

itself; and being willing to report safeguarding concerns.

England Squash encourages the reporting of lower level concerns to Club Welfare Officers in order to identify where early interventions can be put in place to help prevent escalation of concerns.



This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities,

in the community, in the person's own home and in any care setting.

England Squash is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation and neglect.

Policy Statement

In accordance with the Equality Act, 2010, England Squash believes everyone has the right to live free from abuse or neglect and has the right to be protected from poor practice and to have the opportunity to participate in activities in an enjoyable and safe environment, regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

England Squash is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

England Squash acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved. We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within England Squash or in the wider community.

England Squash recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives. England Squash will seek to ensure that our sport is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.

England Squash recognises that there is a legal framework within which sports need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by England Squash 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.



Purpose

The purpose of this policy is to demonstrate the commitment of England Squash to safeguarding adults and to ensure that everyone involved in Squash 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 wellbeing of an adult within or connected to the organisation.

Scope

This Safeguarding Adult Policy and associated procedures apply to all individuals involved in England Squash including Board members, Staff, Coaches, Officials, Volunteers and Members and to all concerns about the safety of adults whilst taking part in our organisation, its activities and in the wider community.

We expect our partner organisations, including for example, affiliated clubs, event hosts, suppliers and sponsors to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Adults Policy and associated procedures. This policy will be readily shared with all those it concerns.

Commitments

In order to implement this policy, England Squash will ensure that:

- Everyone involved with England Squash is aware of the safeguarding adult procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult. This will be achieved through compulsory training carried out by relevant staff, officials, members and volunteers and through regular communication with key stakeholders.
- Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with England Squash Safeguarding Adults Policy and Procedures.
- The well-being of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see Responding to Safeguarding Concerns).
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.

- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy and Procedures as well as being uploaded to the Globocol Case Management System.
- England Squash acts in accordance with best practice advice, for example, from UK Sport, Sport England, CPSU, NSPCC, Ann Craft Trust, LimeCulture and Sports Resolutions as well as any other recognised safeguarding organisation that might be relevant to particular concerns.
- England Squash will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.
- All Board members, staff, officials, coaches and volunteers understand their role and responsibility for safeguarding adults and have completed and are up to date with safeguarding adult training and learning opportunities appropriate for their role.
- England Squash uses safe recruitment practices and continually assesses the suitability of coaches, officials, staff and members to prevent the employment/deployment of unsuitable individuals in this organisation and within the sporting community.
- England Squash shares information about anyone found to be a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, Police, Local Authority/Social Services. England Squash reserves the right to risk assess and/or suspend membership of anyone found to be a risk to adults.
- When planning or authorising activities and events England Squash includes an assessment of, and risk to, the safety of all adults in order to keep them free from abuse and neglect and designates a person who will be in attendance as a safeguarding lead for that event.
- Actions taken under this policy are reviewed by the Board and senior management team on an annual basis.
- This policy, related policies (see below) and the Safeguarding Adults Procedures are reviewed no less than on a two yearly basis and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board, UK Sport, Sport England or as a result of any other significant change or event.

Implementation

England Squash is committed to developing and maintaining its capability to implement this policy and the associated procedures. In order to do so, the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all adults.
- Access to relevant legal and professional advice from agencies such as Sports Resolutions, The Ann Craft Trust and LimeCulture. We also commit to liaising with the Police, Local Area Designated Officers and Adult Safeguarding Boards as well as any other regulatory and professional bodies.
- Regular management reports to the Board detailing how risks to adult safeguarding are being addressed and how any reports have been addressed.
- Safeguarding adult procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- A Safeguarding Manager
- Ensuring a named Safeguarding Lead/Welfare Officer is in place for events/trips/camps/ competitions.
- A process for forming a Case Management Group on a case by case basis within clear terms of reference.
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Codes of Conduct for Board members, Staff, Coaches, Officials, Volunteers and Members and other relevant individuals that specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding of adults.
- Policies and procedures that address the following areas and which are consistent with this Safeguarding Adults policy.



| | |
|--|---|
| ✓ Safeguarding Children | ✓ Discipline and Grievance |
| ✓ Bullying and harassment | ✓ Concerns, Complaints and Compliments |
| ✓ Safe activities risk assessments and consent forms | ✓ Whistleblowing |
| ✓ Social Media | ✓ Safe recruitment and selection (staff and volunteers) |
| ✓ Equality, diversity and Inclusion | ✓ Photography and videography |
| ✓ Codes of Conduct | ✓ Information Policy, Data Protection and Information Sharing |

Section 2: Supporting Information

Key Points

- There is a **legal duty on Local Authorities** to provide support to 'Adults at Risk'.
- **Adults at Risk** are defined in legislation and the criteria applied differs between each home nation. This policy is based upon the Adult at Risk definition specific to England, however England Squash recognises the importance of understanding the legislative differences for the home nations.
- The safeguarding legislation applies **to all forms of abuse** that harm a person's well-being.
- The law provides a framework for good practice in safeguarding that makes the overall **well-being** of the Adult at Risk a priority of any intervention.
- The law in all four home nations emphasises the importance of **person-centred safeguarding**, (referred to as '**Making Safeguarding Personal**' in England).
- The law provides a framework for making decisions on behalf of adults who can't make decisions for themselves (**Mental Capacity**).
- The law provides a framework for sports organisations to **share concerns** they have about adults at risk with the local authority.
- The law provides a framework for all organisations to **share information and cooperate** to protect adults at risk.



Safeguarding Adults Legislation

Safeguarding Adults in all home nations is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance for England.



England – The Care Act 2014

Care and Support Statutory Guidance (especially chapter 14) 2014



Wales – Social Services and Well Being Act 2014

Wales Safeguarding Procedures 2019



Scotland – Adult Support and Protection Act 2007

Adult Support and Protection (Scotland) Act 2007 Code of Practice 2014



Northern Ireland – Adult Safeguarding Prevention and Protection in Partnership 2015

Many other pieces of UK and home nation legislation also affect adult safeguarding. These include legislation about different forms of abuse and those that govern information sharing. For example, legislation dealing with:

| | |
|------------------------------------|---------------------------------------|
| Murder/attempted murder | Female Genital Mutilation |
| Physical Assault | Theft and Fraud |
| Sexual Offences | Modern Slavery and Human Exploitation |
| Domestic Violence/Coercive Control | Hate Crime |
| Forced Marriage | Harassment |

Each home nation also has legislation about the circumstances in which decisions can be made on behalf of an adult who is unable to make decisions for themselves:

- England and Wales – Mental Capacity Act 2005
- Scotland – Adults with Incapacity Act 2000
- Mental Capacity (Northern Ireland) 2016
- There are specific offences applying to the mistreatment of and sexual offences against adults who do not have Mental Capacity and specific offences where mistreatment is carried out by a person who is employed as a carer: e.g. wilful neglect and wilful mistreatment.

Definition of an Adult at Risk

The Safeguarding Adults legislation creates specific responsibilities on Local Authorities, Health, and the Police to provide additional protection from abuse and neglect to Adults at Risk.

When a Local Authority has reason to believe that an adult meets the criteria of an Adult at Risk as defined in legislation, they have a responsibility to find out more about the situation and decide what actions need to be taken to support the adult. In Scotland and Wales, the Local Authority can gain access to an adult to find out if they are at risk of harm for example, if that access is being blocked by another person.

The actions that need to be taken might be by the Local Authority (usually Adult Social Care services) and/or by other agencies, for example the Police and Health. A sporting organisation may need to take action as part of safeguarding an adult, for example, to use the disciplinary procedures in relation to a member of staff or member who has been reported to be harming a participant. The Local Authority role includes having multi-agency procedures which coordinate the actions taken by different organisations.

An **Adult at Risk** is an individual aged 18 years and over who:

- (a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;
- (b) is experiencing, or at risk of, abuse or neglect, AND;
- (c) 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.

England (Care Act 2014)

Abuse and Neglect

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place.

Safeguarding legislation in each home nation lists categories of abuse differently however, they all include the following types of abuse:

Physical

Sexual

Psychological

Financial

Neglect

Abuse can take place in any relationship and there are many contexts in which abuse might take place; e.g. Institutional Abuse, Domestic Abuse, Forced Marriage, Human Trafficking, Modern Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyber bullying, Scams.

Abuse can take place within a sporting context and the person causing harm might be any other person. For example: a member of staff, a coach, a volunteer, a participant or a fan.

Some examples of abuse within sport include:

- Physical or verbal harassment of a participant because of their (perceived) disability or other protected characteristics.
- Not meeting the needs of the participant e.g. training without a necessary break.
- A coach intentionally striking an athlete.
- One elite participant controlling another athlete with threats of withdrawal from their partnership.
- An official who sends unwanted sexually explicit text messages to a participant with learning disabilities.
- A participant threatens another participant with physical harm and persistently blames them for poor performance.

Abuse or neglect outside sport could be carried out by:

- A spouse, partner or family member
- Neighbours or residents
- Friends, acquaintances or strangers
- People who deliberately exploit adults they perceive as vulnerable
- Paid staff, professionals or volunteers providing care and support

Often the perpetrator is known to the adult and may be in a position of trust and/or power.

The Safeguarding Adults Legislation in England defines categories of adult abuse and harm as follows.

| England (Care Act 2014) | |
|--------------------------------|---|
| Physical | Discriminatory |
| Sexual | Organisational / Institutional |
| Emotional/Psychological/Mental | Self-neglect |
| Neglect and acts of Omission | Domestic Abuse (including coercive control) |
| Financial or material abuse | Modern slavery |

Signs and Indicators of Abuse and Neglect

An adult may confide to a member of staff, coach, volunteer or another participant that they are experiencing abuse inside or outside of the organisation's setting. Similarly, others may suspect that this is the case.

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. The signs and symptoms include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. You may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
- Someone losing or gaining weight / an unkempt appearance. This could be a player whose appearance becomes unkempt, does not wear suitable sports kit and there is a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when a family member comes to collect them from sessions in contrast to their personal assistant whom they greet with a smile.
- Self-harm
- A fear of a particular group of people or individual.
- A parent/carer or family member always speaks for the person and doesn't allow them to make their own choices
- They may tell you / another person they are being abused – i.e. a disclosure



Wellbeing Principle

The success of sport, in terms of helping people achieve their potential, making the most of existing talent, and attracting new people to sport relies on putting people – their safety, wellbeing and welfare – at the centre of what sport does.
Duty of Care in Sport Independent Report to Government Baroness Tanni Grey-Thompson DBE, DL.

The concept of ‘well-being’ is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.

Being able to live free from abuse and neglect is a key element of well-being.

The legislation recognises that statutory agencies have sometimes acted disproportionately in the past. For example, removing an Adult at Risk from their own home when there were other ways of preventing harm. In the words of Justice Mumby ‘*What good is it making someone safe when we merely make them miserable?*’ What Price Dignity? (2010)

For that reason any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of harm.



Person Centred Safeguarding/ Making Safeguarding Personal

The legislation also recognises that adults make choices that may mean that one part of our well-being suffers at the expense of another – for example we move away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; for example, to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

None of us can make these choices for another adult. If we are supporting someone to make choices about their own safety we need to understand ‘What matters’ to them and what outcomes they want to achieve from any actions agencies take to help them to protect themselves.

The concept of ‘Person Centred Safeguarding’/‘Making Safeguarding Personal’ means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Organisations work to support adults to achieve the outcomes they want for themselves. The adult’s views, wishes, feelings and beliefs must be taken into account when decisions are made about how to support them to be safe. There may be many different ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people’s sense of self-worth and supports recovery from abuse.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

The Principles of Adult Safeguarding in England

England (Care Act 2014)

The Act's principles are:

- **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.

Mental Capacity and Decision Making

We make many decisions every day, often without realising. UK Law assumes that all people over the age of 16 have the ability to make their own decisions, unless it has been proved that they can't. It also gives us the right to make any decision that we need to make and gives us the right to make our own decisions even if others consider them to be unwise.

We make so many decisions that it is easy to take this ability for granted. The Law says that to make a decision we need to:

- Understand information
- Remember it for long enough
- Think about the information
- Communicate our decision

A person's ability to do this may be affected by things such as learning disability, dementia, mental health needs, acquired brain injury and physical ill health.

Most adults have the ability to make their own decisions given the right support however, some adults with care and support needs have the experience of other people making decisions about them and for them.

Some people can only make simple decisions like which colour T-shirt to wear or can only make decisions if a lot of time is spent supporting them to understand the options. If someone needs support to understand or make a decision, this must be provided. A small number of people cannot make any decisions. Being unable to make a decision is called "lacking mental capacity".

Mental capacity refers to the ability to make a decision at the time that decision is needed. A person's mental capacity can change. If it is safe/possible to wait until they are able to be involved in decision making or to make the decision themselves.

For example:

- A person with epilepsy may not be able to make a decision following a seizure.
- Someone who is anxious may not be able to make a decision at that point.
- A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

Mental Capacity is important for safeguarding for several reasons:

Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult may want to take part in an activity but their parent who is their carer won't allow them to and will not provide the support they would need. Conversely the adult may not seem to be benefiting from an activity other people are insisting they do.

Another situation is where an adult is being abused and they are scared of the consequences of going against the views of the person abusing them. It is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make 'free and informed decisions'.

Mental Capacity must also be considered when we believe abuse or neglect might be taking place. It is important to make sure an adult who is experiencing abuse or at risk of abuse has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell you their views.

Each home nation has legislation that describes when and how we can make decisions for people who are unable to make decisions for themselves. The principles are the same.

- We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed.
- If the decision can wait, wait – e.g. to get help to help the person make their decision or until they can make it themselves.
- If we have to make a decision for someone else then we must make the decision in their best interests (for their benefit) and take into account what we know about their preferences and wishes.
- If the action we are taking to keep people safe will restrict them then we must think of the way to do that which restricts to their freedom and rights as little as possible.

Many potential difficulties with making decisions can be overcome with preparation. A person needing support to help them make decisions whilst taking part in a sports organisation will ordinarily be accompanied by someone e.g. a family member or formal carer whose role includes supporting them to make decisions.

It is good practice to get as much information about the person as possible. Some people with care and support needs will have a 'One page profile' or a 'This is me' document that describes important things about them. Some of those things will be about how to support the person, their routines, food and drink choices etc. but will also include things they like and don't like doing. It's also important to have an agreement with the person who has enrolled the adult in the sports activity about how different types of decisions will be made on a day to day basis.

If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected you will need to refer the situation to the Local Authority, and this should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support they need to make decisions.

There may be times when a sporting organisation needs to make decisions on behalf of an individual in an emergency. Decisions taken in order to safeguard an adult who cannot make the decision for themselves could include:

- **Sharing information about safeguarding concerns with people that can help protect them.**
- **Stopping them being in contact with the person causing harm.**

Recording and Information Sharing

All sports organisation must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.

Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a 'need to know'. This does **NOT** automatically include the persons spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to know in order to help keep the person safe.

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation
- Case management meetings can take place to agree to co-ordinate actions by the organisation

There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly personal information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed. Their wishes should be respected unless there are over-riding reasons for sharing information.

The circumstances when we need to share information without the adult's consent include those where:

- It is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.
- You believe they or someone else is at risk, including children.
- You believe the adult is being coerced or is under duress.
- It is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- The adult does not have mental capacity to consent to information being shared about them.
- The person causing harm has care and support needs.
- The concerns are about an Adult at Risk living in Wales or Northern Ireland (where there is a duty to report to the Local Authority).

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

If you are in doubt as to whether to share information seek advice e.g. seek legal advice

and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

Multi-Agency Working

Safeguarding adults' legislation gives the lead role for adult safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.

Sports bodies may need to cooperate with the Local Authority and the Police including to:

- Provide more information about the concern you have raised.
- Provide a safe venue for the adult to meet with other professionals e.g. Police/Social Workers/Advocates.
- Attend safeguarding meetings.
- Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies.
- Share information about the outcomes of internal investigations.
- Provide a safe environment for the adult to continue their sporting activity/ their role in the organisation.

Section 3: Procedure – Responding to Safeguarding Concerns

Responding to a Safeguarding Concern

If you become aware of a safeguarding concern you must follow the 'Dealing with Concerns or a Disclosure' flowchart (See Appendix 1). If it is safe to do so, you should speak with the adult involved to help ensure their views and wishes are known and they are aware of what you need to do.

You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to the Club or County Welfare Officer or England Squash Safeguarding Manager, or, if the Club or County Welfare Officer or England Squash Safeguarding Manager is implicated then report to the England Squash CEO. If you are at a competition, tournament or international event and have a concern then speak to the event Safeguarding Officer, coach or a team official. If you are concerned someone is in immediate danger, contact the police straight away.

If you are unsure as to whether to report a concern, you can speak to your Club or County Welfare Officer or the England Squash Safeguarding Manager for advice and support. It is always vital to seek help and advice and not ignore a safeguarding concern.

Responding to a Disclosure of Abuse

If an adult discloses they have experienced abuse or are at risk of abuse:

- Listen carefully and calmly to what is said.
- Reassure them that they have done the right thing and what they have told you is very important.
- Only ask questions if you need to clarify what the person is telling you. Stick to the 'who, what, where and when'.
- Ask them what they would like to happen next but also be clear about any actions you have to take and would like to take.
- Let them know that you will need to speak to the Club/County/Event Welfare Officer or England Squash Safeguarding Manager because you want to ensure actions are taken to try to keep them safe. If you intend to speak to the police or social care, you should let them know this too.
- Ask for their consent for the information to be shared.
- Do not seek to investigate yourself or let doubt prevent you from reporting the allegation.

- Make an arrangement as to how you or another safeguarding professional can contact them safely.
- Signpost them to contact other organisations for advice and support (e.g. Police, Domestic Abuse helpline, Victim Support etc).
- Ensure that the adult's immediate needs are met and that the priority is their safety and protection from further risk of harm.

How to Record a Disclosure

- At the time of the disclosure try to focus on active listening rather than making lots of notes. If you appear not to be listening, this may cause the person to stop talking to you.
- Complete a written record of what the person has said using his or her own words as soon as practicable after the disclosure.
- Complete a Log of Concern Form (Appendix 2) and submit to the Club/County/Event Welfare Officer or England Squash Safeguarding Manager.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Record any actions already taken.
- Be mindful of the need to be confidential at all times, this information must only be shared with your Club/County/Event Welfare Officer, the England Squash Safeguarding Manager and others relevant to the safeguarding process on a need to know basis.

CONNECTING

Relevant and responsive

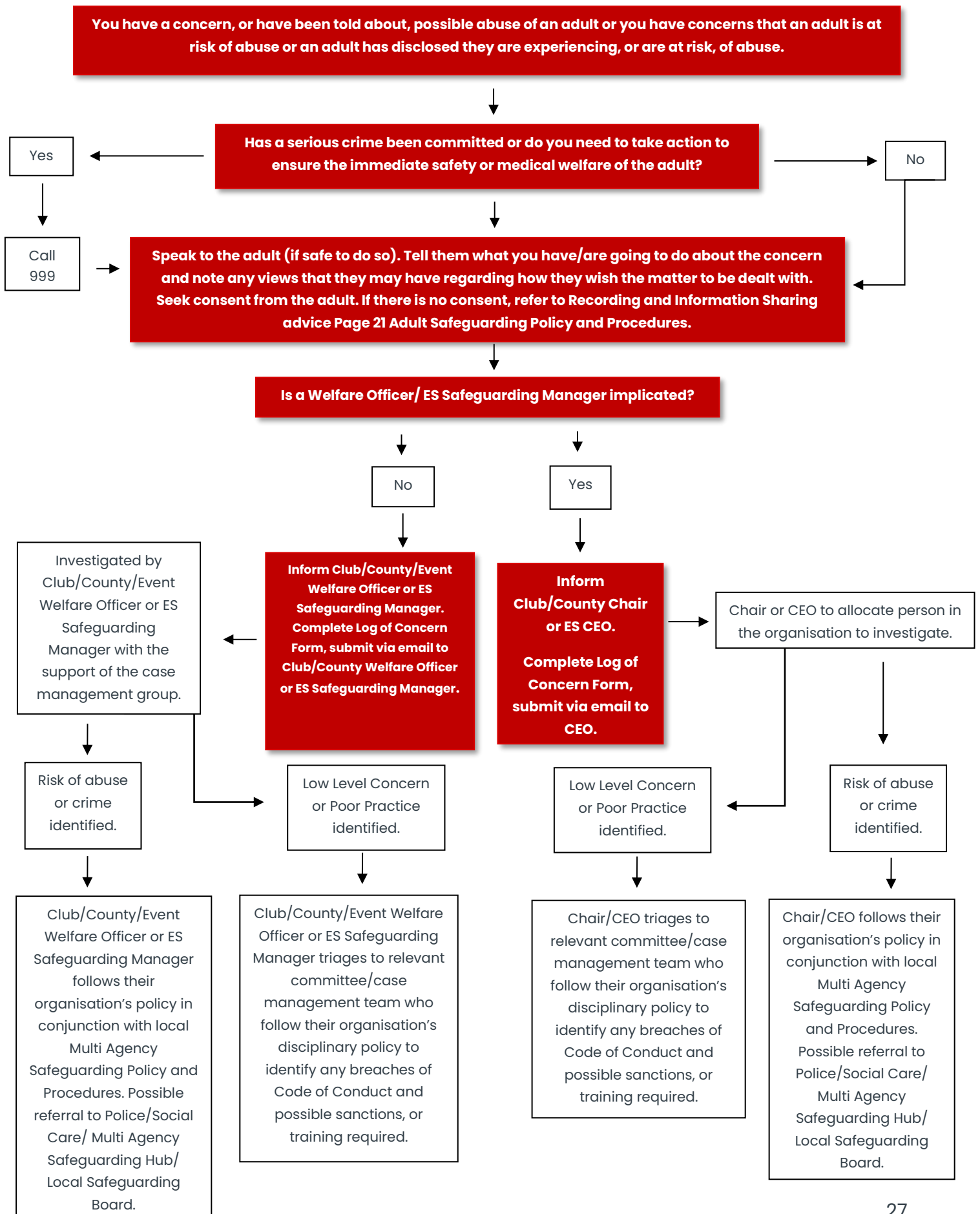
We will support and grow the game to encourage and engage with everyone; irrespective of social background, ethnicity, ability or gender.

We will focus on understanding our players, our partners and everyone associated with squash by communicating effectively; in what we say, how we say it and how we listen.



Section 4: Appendices

Appendix 1 – Reporting Concerns or Disclosures Flowchart



Appendix 2 – Example Log of Concern

If you have a concern about the welfare of a Child, Young Person or Adult, please complete this form and return to your Club/County/Event Welfare Officer or email it to safesquash@englandsquash.com. Do not delay sharing safeguarding information even if you do not have all the information to hand. Where a report needs to be shared with external safeguarding agencies, this needs to be done within 24 hours of receiving the concern. A link to the online version of this form can be found [here](#).

| Information Required | Enter Information Here |
|---|------------------------|
| Your name | |
| Your position (e.g. parent, coach, volunteer) | |
| Your telephone number | |
| Your email address | |
| If the concern, disclosure or allegation relates to behaviour/actions towards a Child, Young Person or Adult please complete the following details: | |
| How you know the Child, Young Person or Adult | |
| Name of Child, Young Person or Adult | |
| Home address if known (this is really important if external agency referrals are required) | |
| Date of Birth of Child, Young Person or Adult | |
| If the concern or allegation relates to the behaviour/actions of a Coach/Official/Volunteer/Other (please delete) please complete the following details: | |
| Your knowledge of and relationship to the Person of Concern | |
| Name of Person of Concern | |

| Information Required | Enter Information Here |
|---|--|
| Home address if known | |
| <p>Nature of concern/disclosure</p> <p><i>Please include where you were when the concern arose or the disclosure was made.</i></p> <p><i>Include what you saw, who else was there, what exactly did the Child, Young Person or Adult say or do and what you said.</i></p> <p><i>[Ensure that if there is an injury this is recorded (size, shape and location on body)</i></p> <p><i>Make a clear distinction between what is fact, opinion or hearsay.</i></p> | |
| Time & date of incident | |
| Actions taken so far | |
| External agencies contacted with details of date/time/person contacted | <p>Include any contact with Social Services/Local Authority/LADO/NSPCC or other charity/England Squash</p> |
| Police | <p>YES/NO If YES, name and contact number and Crime Reference Number:</p> |
| Views/wishes of Child, Young Person or Adult obtained | |
| Your signature | |
| Time and date form completed | |

Appendix 3 – Examples of Good Practice and Poor Practice in the Context of Squash

Good practice

Everyone should:

- Aim to make the experience of England Squash fun and enjoyable.
- Promote fairness and playing by the rules.
- Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

Coaches and those working directly with adults at risk should:

- Respect the developmental stage of each player and not risk sacrificing their welfare in a desire for team or personal achievement.
- Ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the player.
- Work with adults at risk, medical adviser and their carers (where appropriate) to develop realistic training and competition schedules which are suited to the needs and lifestyle of the player, not the ambitions of others such as coaches, team members, parents or carers.
- Build relationships based on mutual trust and respect, encouraging adults at risk to take responsibility for their own development and decision-making.
- Always be publicly open when working with adults at risk:
 - avoid coaching sessions or meetings where a coach and an individual athlete are completely unobserved.
- Avoid unnecessary physical contact with people. Physical contact (touching) can be appropriate in the following instances:
 - It is neither intrusive nor disturbing.
 - The player's permission has been openly given.
 - It is delivered in an open environment.
 - It is needed to demonstrate during a coaching session.
- Maintain safe and appropriate boundaries with players and avoid forming intimate relationships with players you are working with as this may threaten the position of trust and respect present between player and coach.
- Be an excellent role model by maintaining appropriate standards of behaviour.
- Be aware of medical conditions, disabilities, existing injuries and medicines being taken and keep written records of any injury or accident that occurs, together with details of treatments provided.
- Gain written consent from the correct people and fill out relevant checklists and information forms for travel arrangements and trips. This must be the adult themselves if they have capacity to do so.

Poor practice that must lead to a Low Level Concern being reported:

- Unnecessarily spending excessive amounts of time alone with an individual adult.
- Using language that might be regarded as inappropriate by the adult and which may be hurtful or disrespectful.
- Making sexually suggestive comments, even in jest.
- Reducing an adult to tears as a form of control.
- Letting allegations made by an adult go uninvestigated, unrecorded, or not acted upon.
- Taking an adult at risk alone in a car on journeys, however short.
- Inviting or taking an adult at risk to your home or office where they will be alone with you.
- Sharing a room with an adult at risk.

Appendix 4 – Sources of Information and Support

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

National 24Hour Freephone Domestic Abuse Helplines

| England | Northern Ireland |
|---|--|
| Tel: 0808 2000 247 www.nationaldahelpline.org.uk/Contact-us | Tel: 0808 802 1414 www.dsahelpline.org Twitter: www.twitter.com/dsahelpline Facebook: www.facebook.com/dsahelpline |
| Scotland | Wales |
| Tel: 0800 027 1234 Email: helpline@sdafmh.org.uk Web chat: sdafmh.org.uk | Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333 |

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk

www.rapecrisis.co.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: **020 7383 0700** or

0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: **0800 138 1625**

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org

Text: **07717 989 025**

Text relay: **18001 0800 138 1625**

By post: **PO Box 851, Leeds LS1 9QS**

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: **020 83921839**

Fax: **020 8392 1830**

Email: info@suzylamplugh.org

www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: **0808 168 9111**

www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support