



# Adult Safeguarding Procedures and Guidelines

## INTRODUCTION

Safeguarding and the welfare of children, young people and adults is everyone's responsibility. Everyone involved in the Youth Sport Trust has an important and valued role to play.

The following procedures and guidelines provide information for everyone involved with the Youth Sport Trust to support the implementation of our Safeguarding Policies. These procedures and guidelines should be read in conjunction with the Adults Safeguarding Policy, Safeguarding Children and Young Person Policy, Code of Ethics and Conduct and all related policies, procedures and guidance which can be found on the safeguarding section of the website at [Safeguarding – Youth Sport Trust](#).

We are continually looking to improve our procedures and make our documents as user friendly as possible. If you have any comments, please contact [safeguarding@youthsporttrust.org](mailto:safeguarding@youthsporttrust.org). This is a confidential email address that is monitored regularly by the Lead Safeguarding Officer and Deputy Safeguarding Officer.

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# Responsibility for safeguarding adults at the Youth Sport Trust

## YOUTH SPORT TRUST BOARD

The Board has ultimate responsibility for safeguarding and protecting children, young people and adults across our charity. The Board approves the Youth Sport Trust Child and Young Person Safeguarding Policy and the Safeguarding Adults Policy, and actively supports the charity's duty to safeguard children, young people and adults. A dedicated Board Welfare and Safety Champion has been appointed to ensure safeguarding is prioritised across our charity and in accordance with the UK Code for Sports Governance, the NSPCC Child Protection in Sport Unit annual review requirements and the Ann Craft Trust Safeguarding Adults in Sport Framework.

## YOUTH SPORT TRUST LEAD SAFEGUARDING OFFICER (LSO)

The Lead Safeguarding Officer has overall responsibility for promoting the safeguarding of children, young people and adults, raising awareness of issues relating to their welfare within the charity and the promotion of a safe environment for all children, young people and adults which the Youth Sport Trust engages.

The role includes, but is not limited to, receiving and managing referrals of alleged abuse and/or poor practice and referring cases as required to the relevant home nation statutory agency. Responsibility for writing, updating, reviewing content and information for the charity's Safeguarding Policies, Procedures and Guidance, ensuring awareness and dissemination across the charity. Managing the safe recruitment process including criminal records checks, induction and training and providing safeguarding and welfare advice, guidance and signposting to everyone involved in the charity.

The LSO will provide safeguarding reports and updates to the Board and Senior Leadership Team and prepare and review the

Safeguarding Training Strategy.

A full job description can be found [here](#).

## DEPUTY SAFEGUARDING OFFICER

Where the Lead Safeguarding Officer is unavailable, the Deputy Safeguarding Officer will have full responsibility.

## SAFEGUARDING STRATEGY GROUP (SSG)

The Safeguarding Strategy Group oversees the safeguarding and protection of children, young people and adults across our charity providing critical support, advice and guidance in embedding safeguarding procedures across the Youth Sport Trust. The SSG Terms of Reference provides further information on the purpose of the group, its principles, membership, roles and responsibilities and key tasks.

The terms of reference can be found [here](#).

## CASE MANAGEMENT GROUP (CMG)

The Youth Sport Trust Case Management Group has responsibility to safeguard, protect and promote the welfare of children, young people and adults. The CMG will act in accordance with the relevant home nation legislation and guidance detailed in these Safeguarding Adults Procedures and in the Youth Sport Trust Safeguarding Children and Young People Policy.

The group provides advice, guidance and recommendations in relation to the management of safeguarding cases, concerns, and adverse criminal record check disclosures on a case-by-case basis across the charity. The Terms of Reference for the Case Management Group detailing their role and responsibilities, membership and person specification can be found [here](#).

### **EVENT SAFEGUARDING LEAD**

The Event Safeguarding Lead is appointed to ensure the welfare of all participants and support staff and volunteers at the event. They are selected for their skills and knowledge, such as being able to manage matters of a safeguarding and welfare nature in a calm, appropriate and confidential manner. They should be approachable and available to be able to provide safeguarding and welfare advice and ensure reporting procedures are in place and followed in the event of any safeguarding or welfare concerns.

### **EVENT CASE MANAGEMENT GROUP**

The role of the Event Case Management Group is to manage the initial response to reported concerns about children, young people and adults at an event, and determine how to respond appropriately to that concern.

### **SAFEGUARDING CHAMPIONS**

Our Safeguarding Champions play a key role in ensuring the safeguarding and welfare of everyone who engages with our charity. They are the check and challenge for the charity on the ground, ensuring safeguarding is always paramount and that our policies and procedures are promoted, embedded, effective and continue to develop. Our champions work and meet with the Safeguarding Strategy Group (SSG) monthly sharing any concerns, challenges, innovative ideas and suggestions from their teams to continually develop our safeguarding policies and procedures. Our Champions share safeguarding information from the SSG and wider organisation with their teams, keeping everyone up to date. Additionally signposting their colleagues to help, support and guidance available. The role of our Safeguarding Champions can be found [here](#).

# Principles of Safeguarding Adults in the UK

- There is a legal duty on Local Authorities to provide support to some adults collectively referred to in this document as adults at risk.
  - 'Adults at risk' are defined in legislation and the criteria applied differs slightly between each home nation.
  - The safeguarding legislation applies to all forms of abuse that harm a person's wellbeing.
  - The law provides a framework for good practice in safeguarding that makes the overall wellbeing 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 Act).
  - 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.
- England – The Care Act 2014  
Care and Support Statutory Guidance 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

Further information relating to legislation can be found on the Ann Craft Trust website.

## WELLBEING PRINCIPLE

The concept of wellbeing is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our wellbeing 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 wellbeing.

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. For that reason, any actions we take as a charity to safeguard any adult must take their whole wellbeing into account and be proportionate to the risk of harm.

## SAFEGUARDING ADULTS UK 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 the Youth Sport Trust Safeguarding Adults Policy are based on the following relevant legislation and government guidance.

## **PERSON-CENTRED SAFEGUARDING /MAKING SAFEGUARDING PERSONAL**

Legislation recognises that adults make choices that may mean that one part of our wellbeing 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 the Youth Sport Trust is 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 we or others 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, wellbeing and safety. It is helpful to think of this simply as “no decision about me, without me” to understand the concept.

The Youth Sport Trust works to support adults to achieve the outcomes they want for themselves. Their views, wishes, feelings and beliefs must be considered when decisions are made about how to support them to be safe. 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, a friend, a colleague at work or someone else of their choice.

## **TRANSITIONAL SAFEGUARDING**

The term Transitional Safeguarding describes the need for an approach to safeguarding adolescents and young adults fluidly across developmental stages which builds on the best available evidence, learns from both children’s and adult safeguarding practice and prepares young people for their adult lives.

It is a fairly new approach which focuses on, without being prescriptive, safeguarding from adolescence into adulthood, recognising this period will be experienced differently by young people at different times.

Children’s and adults’ safeguarding professionals share a common aim of protecting people from harm. For young people under 18, safeguarding duties are intended to protect all those at risk of harm. Adult safeguarding focuses on people with care and support needs who might find it more difficult to protect themselves from abuse or neglect because of those care and support needs. This can sometimes be misinterpreted as limiting or restricting who services are permitted to support, resulting in some young adults experiencing significant safeguarding risks in their lives and not receiving support when they need it. Young autistic people or those with learning needs are a particularly important group to consider, and some evidence suggests that they are over-represented in youth criminal justice services.

It is important at the Youth Sport Trust that we have an awareness of the term and understand that we can take simple steps when we plan events and activities where we have young people and young adults participating. For example, our Youth Summit Residential Camp in 2023. It does not mean we need to be experts on transitional safeguarding or make our practice and processes overly complicated.

By placing young people and adults at the heart of our decision-making and delivery it allows their needs to be identified and met in a more participatory involved way. Resulting in enabling young people and adults to

participate in events such as the Youth Summit to gain a sense of belonging, to grow and flourish, to understand the consequences of their behaviour, and to see beyond the confines of their immediate lives.

Simple steps we can take at the Youth Sport Trust could include:

- Engaging young people and young adults when planning activities and events designed for them, enabling them to coproduce and design ideas.
- Engaging with young people and adults in how we approach safeguarding arrangements. This could be tailoring the Code of Conduct for an event.
- Listening to young people and adults feedback during and post event. Being open to hearing what areas have worked well for them and what and how they think other areas could be improved or developed.
- Ensure we keep safeguarding personal and person-centred for any young adults participating at our events so we can understand what matters to them and what outcomes they want to achieve from any actions we or others take to help them.
- Ensure we evaluate and share our experiences with colleagues and others at the Youth Sport Trust to encourage shared learning, experience, ideas and feedback to continually improve our practice.

## **MENTAL CAPACITY AND DECISION MAKING**

The Mental Capacity Act 2005 assumes that all people over the age of 16 can make their own decisions, unless it has been proved that they can't, 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 those decisions to be unwise.

UK Law states 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 can 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.

A small number of people are unable to make a decision this 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.

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.

It is important that everyone at the Youth Sport Trust understands how mental capacity links with safeguarding.

Each home nation has legislation that describes when and how decisions can be taken for people who are unable to make decisions for themselves.

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 Youth Sport Trust event or activity may well be accompanied by someone. For example, 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 individual 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. In some instances, it may be appropriate to have an agreement with the person who has enrolled the adult in a Youth Sport Trust event or activity about how different types of decisions will be made on a day-to-day basis.

## **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.

The Youth Sport Trust may need to cooperate with the Local Authority Adult Safeguarding Services and others to:

- Provide more information about the concern you have raised.
- Attend safeguarding meetings.
- Coordinate internal investigations such as under our Safeguarding Concerns Referral Process 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 participation at events or activities or their role in the charity.
- Any other circumstances required to safeguard an adult.

## **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 there is an adult who is covered under relevant 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 Adult Services and/or by other agencies, for example the Police and Health. The Local Authority operate multi-agency procedures which coordinate the actions taken by different organisations to safeguard adults.

In some cases, the Youth Sport Trust may need to act to safeguard an adult, for example, to use our disciplinary procedures in relation to a member of staff who has been reported to be harming a participant.

An adult at risk is defined in each UK Home Nation as below:

## **ENGLAND (CARE ACT 2014)**

An adult at risk is an individual aged 18 years and over who:

1. Has needs for care and support (whether or not the Local Authority is meeting any of those needs)
2. Is experiencing, or at risk of, abuse or neglect
3. 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.

## **SCOTLAND (ADULT SUPPORT AND PROTECTION ACT 2007)**

An adult at risk is an individual aged 16 years and over who:

1. Is unable to safeguard their own wellbeing, property, rights or other interests
2. Is at risk of harm
3. Because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.

## **WALES (SOCIAL SERVICES AND WELL BEING ACT 2014)**

An adult at risk is an individual aged 18 years and over who:

1. Is experiencing or is at risk of abuse or neglect
2. Has needs for care and support (whether or not the authority is meeting any of those needs)
3. As a result of those needs is unable to protect himself or herself against the abuse or neglect, or the risk of it.

## **NORTHERN IRELAND (ADULT SAFEGUARDING PREVENTION AND PROTECTION IN PARTNERSHIP 2015)**

An adult at risk of harm is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics and/or life circumstances.

Personal characteristics may include, but are not limited to age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.

Life circumstances may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.

An adult in need of protection is a person aged 18 or over who may be at increased risk of harm through abuse, exploitation, or neglect due their personal characteristics and/or life circumstances and who:

1. Is unable to protect their own wellbeing, property, assets, rights or other interests
2. Is being harmed, or is likely to be harmed, due to the actions or inaction of another person or persons.

## Types of 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
- Neglect
- Financial.

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. Some of these are named specifically within home nation legislations.

Abuse can take place within a sporting or physical activity context and the person causing harm might be a member of staff, a volunteer, a participant or any other adult.

Some examples of abuse we could see at the Youth Sport Trust include:

- Harassment of a participant because of their (perceived) disability or other protected characteristics.
- Not meeting the needs of the participant, e.g. activities run without a necessary rest break or food and drink.
- An adult staff member or volunteer running an event or activity humiliating and making fun of a participant.

- A staff member who sends unwanted sexually explicit text messages to a participant.
- A participant threatens another participant with physical harm.

Abuse or neglect outside of the Youth Sport Trust events and activities 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.

Safeguarding Adults Legislation in each Home Country defines categories of adult abuse. Further information and definitions can be found on the Ann Craft Trust website at [Types of Harm - ACT \(anncrafttrust.org\)](https://www.anncrafttrust.org/types-of-harm-act)

### **ADDITIONAL VULNERABILITIES WHICH MAY INCREASE THE RISK OF ABUSE AND NEGLECT**

Vulnerability can be a varying position and subject to many different circumstances, but it can include adults with a physical disability or diagnosed condition such as a learning difficulty or a mental health condition such as anxiety or depression. Adults in these groups may:

- Lack confidence.
- Have a smaller network of friends and peer group to help support and protect them.
- Have communication difficulties.
- Feel isolated and scared to ask for help.
- Be less able to resist inappropriate or abusive behaviour, either verbally or physically.
- Be living away from home or not able to access their usual support networks.

They may also have personal circumstances away from the Youth Sport Trust such as domestic violence, poverty, substance abuse, homelessness, bereavement or other circumstances that increase their vulnerability.

# Recognising, responding to, reporting and recording a concern

The Youth Sport Trust has developed a process to recognise, respond, record and report any concerns or issues they may have relating to an adult in our care. There are four steps involved in taking appropriate action – known as the 4 Rs.

## WHEN SHOULD YOU ACT?

There are many reasons for acting and these can include but are not limited to:

- Something an adult has said or disclosed.
- Something you have observed, witnessed or been told by someone else.
- Signs or suspicions of abuse or harm.
- Significant and/or unexplained changes in an adult's demeanour or behaviour.
- Allegations or observations of bullying.
- Alleged breaches of the Youth Sport Trust Code of Ethics and Conduct and/or poor practice.
- Allegation or observation of inappropriate behaviour.

You do not have to decide:

- Whether a concern or incident amounts to abuse or a failure to safeguard an adult.
- Whether the person is considered an 'adult at risk' under specific legislation.
- Whether there has been a breach of the Youth Sport Trust Adult Safeguarding Policy and Procedures or the Code of Ethics and Conduct.

However:

- You do have to refer that concern to the Youth Sport Trust Lead/Deputy Safeguarding Officer or the Designated Safeguarding Lead at the event so they can make that decision.

## STEP 1: RECOGNISING THE CONCERN

Everyone working with adults should be aware of the signs and indicators of possible abuse or neglect. Indicators can include:

- Becoming quiet, withdrawn, anxious, appearing nervous or lacking in confidence.
- Becoming aggressive, disruptive or unreasonable.
- Starting to stammer or not communicating.
- Having unexplained or concerning injuries such as burns, cuts and bruises situated in areas of the body which are not normally prone to injury through play such as soft tissue areas.
- Appearing dirty, hungry or inadequately dressed.
- Being frightened to tell you what is wrong.

**It should be recognised this list is not exhaustive and the presence of some or all of these indicators, does not necessarily mean that an adult is being harmed or neglected.**

## STEP 2: RESPONDING TO THE CONCERN

If an adult tells you they or another person is being harmed, or you witness or become concerned about someone's behaviour you should:

- Stay calm.
- Reassure the person reporting their concerns they have done the right thing in telling you.
- Listen carefully to what is being said.
- Keep questions to a minimum but use questions to identify or clarify what the person is telling you.
- Reassure the person you are taking their concerns seriously.
- Discuss the concerns with the person, ask them what they would like to happen next.
- Be person-centred and make safeguarding personal, remember the concept of no

decision to be made, without me.

- Explain to them what you will do next. For example, reporting to the Youth Sport Trust Lead / Deputy Safeguarding Officer or Designated Safeguarding Lead at the event or activity.
- Write down what has been said as soon as possible after or during the conversation.
- Sign and date any paperwork referring to the concern.

### Never

- Dismiss or ignore the concern.
- Confront the alleged abuser/perpetrator or make comments about them.
- Make promises or agree to keep information a secret.
- Ask leading questions or make comments or suggestions.
- Try to “fix” the concern or impose your views without listening to what the other person has to say.
- Discuss the allegations with anyone who does not have a “need to know”.
- Take sole responsibility for dealing with the concern.
- Delay in reporting the concerns to the Youth Sport Trust Lead / Deputy Safeguarding Officer or the Event Safeguarding Officer.

### STEP 3: REPORTING A CONCERN

The Youth Sport Trust aims to create a culture where everyone feels confident to raise a concern without prejudice to their own position. If you are worried about a child, young person or an adult you must report your concerns.

It is never easy to hear a distressing concern or allegation of harm whether you are experienced or new to your role. Always remember in relation to safeguarding adults it is not your responsibility to:

- Prove or decide that an adult has been harmed or at risk of harm or neglect.
- Make an assessment on whether an adult is classed as an adult at risk.

- Take sole responsibility or make decisions.

Remember to be person-centred and make safeguarding personal. This can be done by discussing your concerns with the adult and seeking to understand what they would like to happen next where it is safe for you to do so.

You must report your concerns in accordance with the Youth Sport Trust Adult Safeguarding Policy, Procedures and Guidance.

**You do not need the adults' consent to discuss and report a concern to the Youth Sport Trust Lead/Deputy Safeguarding Lead and/or the Designated Safeguarding Lead at the Youth Sport Trust event or activity.**

### EMERGENCY REPORTING

If you believe an adult has been harmed or may be at risk of immediate harm, contact:

- Police on 999.
- Emergency contact details included in the Safeguarding Plan for the event or activity. The plan will hold the relevant Local Authority Adults Safeguarding Services Team or Multi Agency Safeguarding Hub contact details.
- The Ann Craft Trust provide a directory of links to find a Safeguarding Adults Board/ Safeguarding Team at [Find Your Nearest Safeguarding Adults Board - Ann Craft Trust](#)
- The Youth Sport Trust Lead/Deputy Safeguarding Officer must be contacted to inform them of any emergency action taken as soon as possible.

## STEP 4: RECORDING THE CONCERN

Wherever possible, any report must be made using the Youth Sport Trust Safeguarding Incident Report Form which sets out the required information. The form can be found [here](#). You should report as much factual detail as possible avoiding hearsay or assumptions.

If you do not have access to the Safeguarding Incident Report Form your report should include:

- Your name, position or role and contact details.
- Who your concern is about, providing their name and any personal or contact information.
- How you know about the concerns you are reporting. Are you responding to your own concerns, something you have been told, witnessed or observed directly? Or are you responding concerns raised by someone else?
- Full details of your concern, such as what has happened, where did it happen, when did it happen, who is involved and was anyone hurt or injured.
- The names and contact details of any witnesses.
- Details of any actions taken to date.
- What the adult has told you they would like to happen next, their views and whether they have consented to further help or support.
- Details of what you have told the adult you are going to do with the concern.
- Your signature and dated.

Some of this information above may not be known or be available to you or the Youth Sport Trust. Remember you can only refer the information you have. Referrals must never be delayed, to allow for searches for missing information that you may or may not be able to find.

## Reporting at a Youth Sport Trust Event or Activity

At all Youth Sport Trust events or activities with children, young people and adults participating there will be a Safeguarding Lead and safeguarding arrangements in place. For larger events you may be required to attend a briefing prior to the event. The safeguarding plan arrangements and any briefing will describe the safeguarding roles and responsibilities for the event and what to do if you have a concern at the event. It is important you read, understand and follow all the safeguarding arrangements in place for an event. This allows you to play your part in creating a safe environment for everyone attending and act should you have a concern. If anything is unclear or you do not understand, always ask.

If you are attending an adult only Youth Sport Trust setting such as a conference or a training course where there is not a Designated Safeguarding Lead you can speak to the Youth Sport Trust Designated Point of Contact for the setting, your Line Manager or the Youth Sport Trust Lead / Deputy Safeguarding Lead.

### REPORTING IN SCHOOLS (INCLUDING OTHER EDUCATION SETTING)

When delivering events and activities in a school or working directly under the supervision and management of school staff, the school arrangements for safeguarding will apply.

You must inform the designated teacher or designated safeguarding lead for the school with any safeguarding or welfare concerns you have so they can take appropriate action in accordance with their Safeguarding Policies and Procedures. Ensure you keep a record of your referral, the name of the staff member you made your referral to and sign and date any paperwork.

In all cases the Youth Sport Trust Lead / Deputy Safeguarding Officer must be informed of any concerns referred to a school immediately following the event or activity.

### REPORTING OUTSIDE AN EVENT OR ACTIVITY

When concerns arise away from a Youth Sport Trust event or activity the Youth Sport Trust Lead Officer or Deputy Lead Officer should be contacted using the contact details shown below.

### YOUTH SPORT TRUST SAFEGUARDING TEAM CONTACTS

The Youth Sport Trust Lead Safeguarding Officer on **07921 684 817**

or Deputy Safeguarding Officer **07826 552383**  
or by emailing the Safeguarding team at [safeguarding@youthsporttrust.org](mailto:safeguarding@youthsporttrust.org).

This is not a 24-hour service. All matters are triaged during working hours (Monday – Friday between the hours of 9am – 5pm).

### RECORDING AND INFORMATION SHARING

The Youth Sport Trust complies with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

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 the Youth Sport Trust. For example:

- Anyone who has a concern about harm can make a report to an appropriate person within the Youth Sport Trust.
- The Youth Sport Trust Case Management Group and Safeguarding Strategy Group meetings take place to agree and co-ordinate actions by the Youth Sport Trust (as required).

Information sharing should only ever be with those with a 'need to know.' This does NOT automatically include the person's spouse, partner, adult, child, unpaid or paid carer. Information will only be shared with family and friends and/or carers with the consent

of the adult, or if the adult does not have the capacity to make that decision and family/friends/carers need to know to help keep the person safe.

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, adults 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.

Circumstances when we may need to share information without the adult's consent could include when:

- It is not safe to contact the adult to gain their consent because it might put them or the person making contact at risk of harm.
- You believe they or someone else is at risk of harm, this includes children and young people.
- 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 a crime.
- The adult does not have the 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.

In all cases decisions around whether to share information or otherwise should be referred to the Youth Sport Trust Lead or Deputy Safeguarding Officer. Remember, you do not need the adult's consent to speak to the Youth Sport Trust Lead or Deputy Safeguarding Officer.

The Youth Sport Trust Lead / Deputy Safeguarding Officer will seek appropriate advice which could include, but not be limited to, contacting the Local Authority Adult Safeguarding Board / Services or the Ann Craft Trust without disclosing the adult's details to gain further advice regarding a concern to make a decision and/or take action to safeguard the adult.

# Procedures, guidance and promoting best practice at the Youth Sport Trust

## CODE OF ETHICS AND CONDUCT

The Youth Sport Trust Code of Ethics and accompanying Codes of Conduct provide the standards of behaviour expected of everyone involved with the charity. They can be found [here](#).

They allow the Youth Sport Trust to uphold its values of trust, integrity, responsibility, inclusion, courage and collaboration across all areas of our work.

Everyone involved at the Youth Sport Trust is encouraged to play their part in ensuring all aspects of our work are inclusive and welcoming, allowing everyone to participate in our events and activities in a safe and enjoyable environment, and be safeguarded from harm.

Codes of Conduct can be tailored for events and activities which involve both young people and adults. Advice and support on what to include can be sought from the Youth Sport Trust Lead / Deputy Safeguarding Officer and from colleagues who have planned and delivered events and activities for both young people and adults.

## OUR RESPONSIBILITY TO ADULTS ATTENDING A YOUTH SPORT TRUST EVENT

When the Youth Sport Trust plans and delivers events for young people and young adults, such as the Youth Summit Residential Camp, it is essential to adhere to our safeguarding policies, procedures, toolkit and templates. This ensures robust safeguarding arrangements are embedded throughout the preparation, planning, delivery and post-event stages. For example, this includes developing a Safeguarding Plan and appointing a Designated Safeguarding Lead and team for the event.

However, there are many other scenarios where we will have adults attending Youth Sport Trust events, such as:

- As delegates at a Youth Sport Trust conference.
- Attending events where the Youth Sport Trust is delivering learning, training or sharing resources.
- Invited guests, speakers and VIPs attending Youth Sport Trust events.
- Attending a Youth Sport Trust Award Ceremony.

If we are inviting adults to attend these Youth Sport Trust events, we have a responsibility to provide them with information about the event. This could include but not be limited to:

- Name, purpose and timetable of the event.
- Location and venue information such as parking and accessibility.
- Information about photography or filming on the day (if applicable).
- Arrangements for food and drink at the event.
- How the adult registers for the event and what information the Youth Sport Trust wish to collect from them.
- A designated point of contact for adults to reach out to with any questions about the event.

The types of information the Youth Sport Trust may wish to collect from the adult could include but not be limited to:

- Their name and contact details.
- Any dietary requirements if food and drink is being provided by the Youth Sport Trust.
- Whether they have any allergies or important medical information that they decide the Youth Sport Trust need to know to help them participate safely.
- Any access or other requirements they decide the Youth Sport Trust need to know to help them participate safely.

When the Youth Sport Trust is the organiser and inviting adults to attend such events, we have a responsibility to:

- Provide the adult participants with the information they need to attend the event.
- Provide adult participants with the opportunity to tell us any information that they decide the Youth Sport Trust need to know to help them participate safely.

However, it is vitally important that we understand it is the decision of the adult to decide what information they wish to share with the Youth Sport Trust.

For example, an adult attending may have a medical condition that may or may not affect their participation at the event, but they have decided not to tell the Youth Sport Trust.

In this case the adult is entitled to make a decision about what information they choose to share about themselves. The Youth Sport Trust can demonstrate we have met our responsibility in providing the adult with information about the event and the opportunity to tell us any information that they decide the Youth Sport Trust need to know to help them participate safely.

## **OUR RESPONSIBILITY TO ADULTS REPRESENTING THE YOUTH SPORT TRUST AT EVENTS**

For events where the Youth Sport Trust has invited an adult to attend an event to represent the charity in addition to the above guidance, we should provide them with a nominated point of contact for the duration of the event. Such events could include (but not be limited to) representing the Youth Sport Trust at a parliamentary event or an adult member of our Youth Board representing the charity at an event. In such instances the Youth Sport Trust may have arranged travel and accommodation (if applicable) for the adult. Any adult representing the Youth Sport Trust should understand and be comfortable with all the arrangements, timetable and requirements on them for the event. In addition, we should provide a nominated and named Youth Sport Trust point of contact/s who is present, available and contactable at the event. The named point of contact is in place to ensure the adult can contact them should they have concerns relating to their participation at the event, or be available should the adult require support for example to seek medical help should they become unwell.

The Youth Sport Trust can demonstrate we have met our responsibility in providing the adult with information about the event, what is required of them at the event and a point of contact should they require any assistance during the event. However, it is a decision for the adult as to whether in the event of a concern they contact the named Youth Sport Trust for assistance.

## **OUR RESPONSIBILITY TO ADULTS AT NON-YOUTH SPORT TRUST FACILITATED OR ORGANISED EVENTS**

For any events where the Youth Sport Trust are not the facilitator/organiser we will not have invited the adults attending and will therefore have no information about anyone attending. For example, staff manning a Youth Sport Trust stand at a festival will not have any information

about the adults that choose to visit the stand. Our responsibility at such events will be to provide the agreed service for the Youth Sport Trust at the event and report any concerns to the event organiser.

## **WHISTLEBLOWING**

The Youth Sport Trust is committed to creating a safe environment and culture of openness in which all those involved in the charity can raise concerns about unacceptable practice and misconduct. We will ensure all individuals who raise concerns in good faith will be supported and treated fairly.

The Whistleblowing Policy sets out the way individuals can raise their concerns and how those concerns will be dealt with. Anyone with a concern can contact the Youth Sport Trust Safeguarding Team at [safeguarding@youthsporttrust.org](mailto:safeguarding@youthsporttrust.org) or calling **01509 462963**.

The Whistleblowing Policy can be found [here](#).

## **DEALING WITH CHALLENGING BEHAVIOUR AND PROMOTING POSITIVE BEHAVIOUR**

As a charity working with children, young people and adults there will be occasions where we will deal with poor and challenging behaviours. The Youth Sport Trust has developed detailed guidance to help everyone involved understand, promote and encourage positive behaviour, identify issues and how to manage those issues. Please ensure you have read and made yourself familiar with the guidance provided on [dealing with challenging behaviour and promoting positive behaviour](#).

## **SAFE RECRUITMENT**

The Youth Sport Trust has a responsibility to ensure all children, young people and adults are protected from harm and have the right to take part in our events and activities in a safe, positive and enjoyable environment. Our Recruitment and Selection Policy enables us to reduce the risk of potential harm to all participating at our events and activities.

When recruiting employees, workers or

volunteers all reasonable steps will be taken by the Youth Sport Trust to ensure suitable people are selected. The process for recruiting employees, workers and trustees will be led by Youth Sport Trust Human Resources Department, the recruitment of volunteers will be led by specific Programme Managers of the Youth Sport Trust with support from the Human Resources Department.

The Youth Sport Trust Recruitment and Selection Policy can be found [here](#). The Youth Sport Trust requires any individuals engaged in regulated activity or regulated work to undertake a criminal record check to work and volunteer with children and/or adults. A criminal record check must be completed every three years.

## **TRAINING**

It is essential that everyone working with children, young people and adults at the Youth Sport Trust receive appropriate training, support, supervision and mentoring in their roles. The Youth Sport Trust is committed to ensuring our employees, workers, trustees and volunteers receive a safeguarding induction and training appropriate to the level and requirements of their role with refresher training at least every three years.

It is a mandatory requirement for all employees, workers, trustees and volunteers to complete the CIMSPA endorsed Safeguarding at the Youth Sport Trust E-learning course. All new employees and volunteers will be expected to complete the training one month of commencing their role with the Youth Sport Trust.

The Youth Sport Trust Lead Safeguarding Officer and some members of the Safeguarding Strategy Group have completed the Ann Craft Trust Advanced Safeguarding Adults in Sport and Activity training.

## Youth Sport Trust Policies, procedures and guidance quick links

- [Safeguarding Children and Young People Policy](#)
- [Safeguarding Children and Young People Procedures](#)
- [Safeguarding Adults Policy](#)
- [Safeguarding Incident Report Form](#)
- [Code of Ethics and Conduct](#)
- [Anti-Bullying Policy](#)
- [Social Media Policy](#)
- [Recruitment and Selection Policy](#)
- [Equality, Diversity and Inclusion Policy](#)
- [Safeguarding Strategy Group Terms of Reference](#)
- [Case Management Group Terms of Reference](#)
- [Safeguarding Champions role description](#)
- [Lead Safeguarding and Deputy Safeguarding Officer](#)
- [Whistleblowing Policy](#)
- [Dealing with challenging behaviours and promoting positive behaviour](#)

All the documents listed can be found at the [Youth Sport Trust Safeguarding website](#).

## External help and useful information links

### AGE UK

Leading UK Charity providing support, companionship and advice to older people championing their rights, needs and wishes.

[Worried or concerned about an older person? | Age UK](#) or Tel: **0800 678 1602**

### 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](mailto:Ann-Craft-Trust@nottingham.ac.uk)  
[www.anncrafttrust.org](http://www.anncrafttrust.org)

Ann Craft Trust [Directory of useful contacts at Directory of Organisations and Useful Contacts \(anncrafttrust.org\)](#)

### GALOP

Helpline for LGBT+ people experiencing abuse or violence, such as hate crime, domestic abuse, sexual violence, so-called "conversion therapy" or any other kind of abuse.

Tel: **0800 9995428**

[Helplines - Galop the LGBT+ anti-abuse charity](#)

### MEN'S ADVICE LINE

For male domestic abuse survivors at [Domestic Abuse Helpline for Men | Men's Advice Line UK \(mensadviceline.org.uk\)](#) or Tel: **08088010327**

### MIND

Mind is a charity providing help and support to anyone experiencing a mental health problem and actively campaigns to raise awareness, improve services and promote understanding.

[Further information and links to helplines can be found at Information and support - Mind](#)

## **YOUNG MINDS**

The UK's leading charity fighting for children, young people and young adults' mental health.

Further information, helplines and guidance can be found at [YoungMinds | Mental Health Charity For Children And Young People | YoungMinds](#)

## **NATIONAL 24HOUR FREEPHONE DOMESTIC ABUSE HELPLINES**

England Tel: **0808 2000 247**  
or Contact us - [National Domestic Abuse Helpline \(nationaldahelpline.org.uk\)](#)

Northern Ireland Tel: **0808 802 1414**  
or [Home - DSA Helpline](#)

Scotland Tel: **0800 027 1234**  
or [Home - Scotland's Domestic Abuse and Forced Marriage Helpline \(sdafmh.org.uk\)](#)

Wales Live Fear Free Helpline  
Tel: **0808 80 10 800**  
or [Live Fear Free helpline | GOV.WALES](#)

## **RAPE CRISIS FEDERATION OF ENGLAND AND WALES**

The feminist charity working to end sexual violence and abuse.

Tel: **0808 500222**  
or [Rape Crisis England & Wales](#)

## **RESPOND**

Is a national charity providing therapy and specialist support services to people with learning disabilities, autism or both who have experienced abuse, violence or trauma.

Tel: **02073830700**  
or [Supporting the lives of people with learning disabilities and autism / Respond](#)

## **SAMARITANS**

The Samaritans are available day or night, for anyone who is struggling to cope, who needs someone to listen without judgement or

pressure. They help people find ways to cope and the skills to be there for others, encourage, promote and celebrate those moments of connection between people that can save lives. They offer listening and support to people and communities at times of need.

Tel: **116123**  
[Contact Us | Samaritans](#)

## **STOP HATE CRIME**

Stop Hate UK is a leading anti-hate and anti-discrimination organisation for corporate, statutory, and community sectors. They operate the UK's only free dedicated 24-hour anti-Hate Crime reporting service for all monitored strands of a person's identity or perceived identity (Disability, Race, Faith/Religion/Belief, Sexual Orientation and Transgender identity, as well as Alternative Subculture and Gender/Misogyny).

Tel: **0113 2935100**  
[Home - Stop Hate UK](#)

## **SUSY LAMPLUGH TRUST**

The Trust is a leading authority on personal safety at Suzy Lamplugh Trust

National Stalking Helpline at [What happens when I contact the helpline? | Suzy Lamplugh Trust](#) or **0808 8020300**

## **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**  
or [Home - Victim Support](#)

## **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 at:

[www.womensaid.org.uk/information-support](http://www.womensaid.org.uk/information-support)