

Safeguarding Adults Policy and Procedure

Aims

Ospreys in The Community will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults from harm.

This policy outlines the steps the Ospreys in The Community will make to safeguard an adult if they are deemed to be at risk or are at risk. This policy sets out the roles and responsibilities of Ospreys In The Community in working together with other professional and agencies in promoting the adults welfare and safeguarding them from abuse and neglect.

Ospreys in The Community will ensure that safe and effective working practices are in place.

The policy is intended to support staff and volunteers working with Ospreys in The Community to understand their role and responsibilities in safeguarding adults. All employees and volunteers are expected to follow this policy.

The main objectives of this policy are for all employees and volunteers of Ospreys in the Community to:

- Have an understanding of adult safeguarding.
- Be clear about their responsibility to safeguard adults.
- Ensure the necessary actions are taken where an adult is deemed to be at risk.

Types of Abuse

Abuse can take many forms and may include:

- Physical abuse
- Neglect
- Sexual abuse
- Psychological
- Financial abuse
- Discriminatory
- Organisational
- Domestic violence
- Modern slavery
- Self-neglect

Abuse and neglect can be difficult to spot. All staff, volunteers and Trustees should be alert to possible signs including:

- Fear or anxiety
- The person never seems to have money
- The person looks dirty or is not dressed properly
- Depression, self-harm or suicide attempts
- The person has an injury that is difficult to explain e.g. bruises, finger marks
- Inappropriate sexual awareness of sexually explicit behaviour

This is not a complete list and different individuals will display different behaviour. Signs may include a change in behaviour from the norm. There may be other reasons why individuals display these changes in behaviour, therefore talking to the individual to check on their wellbeing may help to determine the reason e.g. a bereavement may lead to an individual showing signs of depression and anxiety and result in them neglecting their appearance.

Abuse can happen anywhere. Anyone can carry out the abuse or neglect. Most often abuse takes place by others who are in a position of power and trust.

What is Safeguarding Adults?

Under the Human Rights Act 1998, everyone has the right to live free from abuse and neglect.

All adults should be able to live free from fear and harm. Some adults may find it hard to get the help and support they need to stop abuse; therefore, procedures should be in place to take the appropriate action to protect individuals at risk from future abuse.

Safeguarding Procedure

The named responsible person for safeguarding duties for the Ospreys in The Community is Tom Sloane – Foundation Manager who can be contacted on: tom.sloane@ospreysrugby.com

All staff and volunteers should contact The Foundation Manager for any concerns/queries they have regarding safeguarding adults. A log of the concern should be kept.

Foundation Manager Will be responsible for making decisions about notifying adult social services if required and consider alternative actions, where necessary.

Foundation Manager Will also ensure a safe environment is promoted for staff, volunteers, and adults accessing any of Ospreys in The Community programmes.

Foundation Manager Will ensure they are up to date with their safeguarding adults training.

Reporting Concerns

Staff and volunteers at Ospreys in The Community who have any adult safeguarding concerns should:

1. Respond
 - a. Take emergency action if someone is at immediate risk of harm/in need of urgent medical attention. Dial 999 for emergency services.
 - b. Get brief details about what has happened.

2. Report
 - a. Name the person to whom staff/volunteers need to report any potential safeguarding concerns. Within the OITC the lead for safeguarding is Foundation Manager

3. Record
 - a. As far as possible, records should be written, dated and signed.
 - b. Keep records about safeguarding concerns confidential and in a location where the alleged abuser will not have access to the record. Access should not be given to any unauthorised personnel for accessing confidential information including the sharing of passwords.

4. Refer
 - a. Contact the safeguarding team in social services to report the concern, giving as much information as possible/contact the police if the person is immediate danger.

Incidents of abuse may be one-off or multiple and may affect one person or more. Staff and volunteers should look beyond single incidents to identify patterns of harm. Accurate recording of information will also assist in recognising any patterns.

Roles and Responsibilities

All Trustees, staff and volunteers at Ospreys in The Community are expected to report any concerns to the named person for safeguarding. If the allegation is against one of the Ospreys in The Community Members, Staff, Volunteers or Trustees they should seek advice from the safeguarding lead. If the allegation is against the safeguarding lead, advice should be sought from the safeguarding team within social services.

The designated safeguarding adults lead is responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the Data Protection Act. If the police are involved, they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not affected.

The safeguarding team in social services will decide on who will lead on a safeguarding enquiry should it progress to that stage. Ospreys in The Community will not conduct its own safeguarding enquiry unless instructed to do so by the Local Authority.

Complaints Procedure

OiTC promotes transparency and honesty when things go wrong. OiTC is committed to ensuring that all staff and volunteers who whistle-blow in the public interest will be protected from reprisals and victimisation.

Confidentiality and Information Sharing

OiTC expects all staff, volunteers and trustees to maintain confidentiality always. In line with Data Protection law, the OiTC does not shared information if not required.

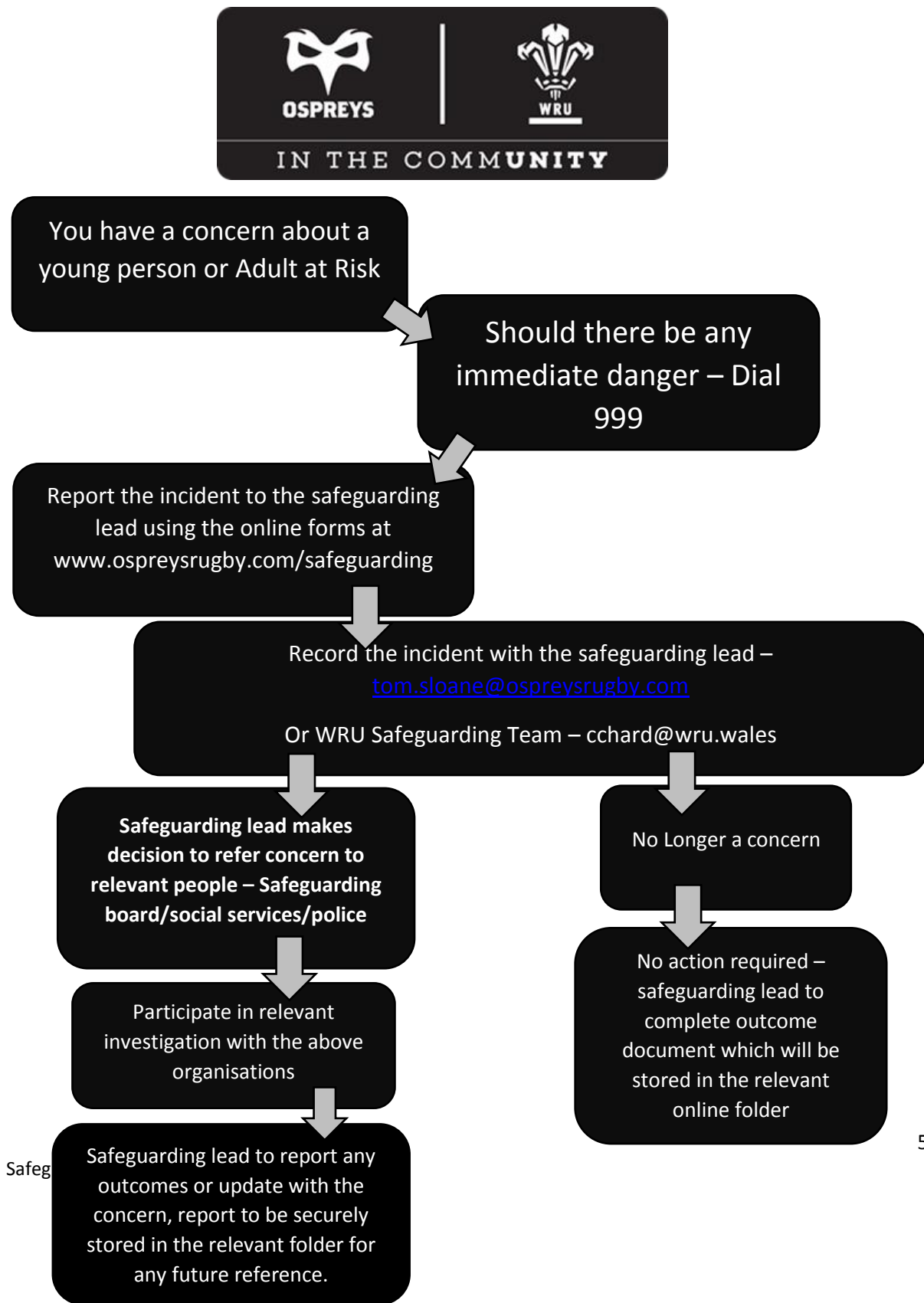
It should however be noted that information will be shared with authorities if an adult is deemed to be at risk of harm.

Recruitment and Selection

Ospreys in the Community is committed to safe employment. Safe recruitment practices such as Disclosure and Barring Service (DBS) checks reduce the risk of exposing adults to people unsuitable to work with them.

Raising Awareness and Supervision

Ospreys in The Community ensure that all staff and volunteers receive basic awareness training on safeguarding adults. Adults may report things of concern to staff or volunteers who should be equipped with the basic knowledge around safeguarding adults and be confident to identify that abuse is taking place and the action required.



What to do if you have a concern

Do

- Follow National Governing Body Guidelines
- Stay calm
- Show and tell the child/Adult that you are taking what he/she says seriously
- Reassure the child/Adult and make it clear she/he is not to blame
- Ask open questions (those which do not lead to a yes or no answer) - Try not to put words into the persons mouth
- Clarify anything about which you are uncertain
- Be honest and explain that you will have to tell someone else to stop the abuse. If the person is an Adult this can only be done with their permission.
- Make a note of what the child/Adult has said as soon as possible after the event - Make a written record of the facts using the incident form on our website. www.ospreysrugby.com/safeguarding
- Involve parents where appropriate if the person is under the age of 18.
- Maintain confidentiality - only tell others if it will help to protect the child/Adult

Don't

- Panic
- Rush to assumptions and actions that may be inappropriate
- Make promises you cannot keep
- Make the disclosure keep repeating their concerns
- Take responsibility for further action
- Record opinion/hearsay/impressions - record only what was said or seen

Contact Details

Social Services

Telephone: 01792 636 854

E-mail: adult.safeguarding@swansea.gov.uk

Police Telephone: 01792 456999 or 101

Serious Emergency Circumstances: 999