



SAFEGUARDING ADULTS AT RISK & PROCEDURES



Principles

The Club is committed to creating opportunities for adults at risk to participate in a broad spectrum of activities at the Club at the same time as creating a safer culture for the participants.

The Club has a moral, legal and social responsibility to provide a fun and safe environment for all those participating in these activities.

Working in partnership with adults at risk and their support network is essential in promoting and embedding this Policy.

Scope

This Policy sets out good practice and provides guidance to deal with situations where proactive and preventative work has failed and where harm has occurred by acts of commission or omission and where the vulnerable adult has not been able to safeguard his/herself. In particular the function of the Policy is to ensure that safeguards are put in place to keep the vulnerable adult safe and to prevent harm, either to the same vulnerable adult or to other adults at risk.

The Club recognises that

- Although a person may be deemed to be a vulnerable, it should be noted that individuals can be vulnerable at some time and not others depending on circumstances, environment and events.
- Adults have a right to self-determination. They may not wish to have others intervene to safeguard them.
- Adults may consent to sexual activities and the issue of consent may affect the reporting and management of allegations unless this is with a person employed in a position of trust.

A definition of the term 'Vulnerable Adult' or 'Adult at Risk' is:

Someone who is aged 18 or over:

- Who is unable to protect him/herself against significant harm or exploitation
- Who is or may be in need of community care services by reason of mental or other disability, increasing frailty or illness, alcohol or drug dependency.
- Who is or may be unable to take care of him/herself (includes alcohol or drug dependency).allegations unless this is with a person employed in a position of trust.

Overview

The Club is committed to all its activities being inclusive and providing a safe and positive experience for everyone involved.

Whilst it is hoped that the proactive preventative work, including training, vetting and providing clear policies are sufficient to safeguard all adults, the Club recognises that it has a responsibility to safeguard adults at risk from abuse and harm and to respond where abuse, poor practice and harm are perceived to have occurred.

The Club has in place comprehensive safeguarding procedures which meet the requirements of The Premier League Rules and sections, The Safeguarding of Vulnerable Groups and Safe Recruitment.



We will seek to safeguard adults at risk by:

- Ensuring that all adults at risk, regardless of gender, race, disability, sexual orientation, religion or belief or age have the right to equal protection from all types of harm or abuse.
- Valuing them, listening to and respecting them.
- Adopting safeguarding guidelines and best practice through procedures for our employees, workers, consultants, agency staff and volunteers.
- Recruiting employees, casual workers, agency staff, consultants and volunteers, through our Safer recruiting policy ensuring our legal obligations are met.
- Sharing information about safeguarding and best practice.
- Sharing information about concerns with the appropriate agencies in a confidential manner.
- Providing effective management for employees, casual workers, agency staff, consultants and volunteers through supervision, support and training.

We are committed to reviewing our policy and best practice on a regular basis.

The power and influence an employee, casual worker, agency staff, consultant or volunteer has over an adult who is deemed 'vulnerable' or 'at risk' cannot be underestimated. It is therefore vital for employees, casual workers, agency staff, consultants and volunteers to recognise the responsibility they must exercise in ensuring that they do not abuse their position of trust.

Head of Safeguarding & Departmental Safeguarding Officers:

The role of the Head of Safeguarding is to:

Provide clarity across the Club to ensure full compliance with Premier League rules, The FA safeguarding agenda and Government legislation, whilst also maintaining key relationships Safeguarding Vulnerable Adult Policy Updated October 2018 with the Club Senior Management, the Premier League Safeguarding Team, Club's Safeguarding Officers, Police, Local Safeguarding Adults at risk Services and the Local Authority Designated Officer (for the management of allegations against professionals).

Provide regular reports to Senior Club Management on the effectiveness of the Club's safeguarding strategy. Compliance and updates on current legislation and any changes in Premier League or The FA Rules or statutory agency legislative changes which will impact on the Club.

Represent the Club as Lead Case Manager when cooperating with/reporting directly to external statutory agencies such as the Police or the Local Safeguarding Adults at risk Team.

The role of the departmental Safeguarding Officer (SO) is to: support Head of Safeguarding in promoting the moral and legal responsibilities in implementing procedures to provide a duty of care for adults at risk, safeguard their well-being and protect them from abuse and poor practice – primarily within a specific department of the Club.

To take responsibility for the day to day management of safeguarding issues and proactive promotion of safeguarding awareness and implementation within the specified department.

To be available, at all reasonable times, as a first contact for departmental employees, workers, consultants, agency staff and volunteers, adults at risk, carers and if appropriate, external agencies in regard to information or referral of safeguarding matters within the department.



To record and refer on to the Head of Safeguarding all incidents, concerns, allegations, evidence of poor practice and evidence of best practice, in confidence, and in line with Data Protection legislation.

To handle sensitively, in confidence, any safeguarding concerns raised within the department. To attend regular Safeguarding Team meetings.

Undertake any actions raised at meetings/CPD events in order to keep up to date with current safeguarding guidelines and legislation for compliance.

Recruitment & Disclosure:

As part of the Club's recruitment and selection process, offers of work for positions which involve working with adults at risk are subject to a satisfactory Enhanced Disclosure Barring Service disclosure (DBS) and appropriate references. All offers of work are subject to a satisfactory outcome to the screening process and until such time as a satisfactory disclosure has been confirmed, the individual concerned will not be permitted to commence work.

All employees, workers, consultants, agency staff and volunteers in a position of trust will be required to undergo regular DBS disclosure clearances, normally every 3 years or earlier if requested.

Should an individual's DBS check reveal any convictions the Club will consider whether the nature of the offence/offences renders the person concerned unsuitable for working with adults at risk. In such circumstances, when the nature of any disclosure has to be considered, a risk assessment will be carried out to assess the information contained within the disclosure certificate. The individual may also be asked to attend an interview prior to a recruitment decision being made. On occasions the Head of Safeguarding at the Premier League and/or the Local Safeguarding Adults at Risk Services may be asked to attend the risk assessment meeting.

All new employees, workers, consultants, agency staff and volunteers working with adults at risk at the Club will be required to complete a self-declaration on commencement of duties.

Temporary staff and consultants

The Club will ensure that all agency staff and consultants working with adults at risk are subject to a satisfactory Enhanced DBS check and sign a self-declaration form prior to engagement.

Employee/worker training

All employees or workers working in direct contact with adults at risk shall be required to complete regular training appropriate to their position.

Responsibility of safeguarding adults at risk – position of trust and duty of care.

The Club acknowledges its responsibility to safeguard the welfare of every vulnerable adult who has been entrusted to its care and is committed to working to provide a safe environment. All employees, workers, consultants, agency staff

And volunteers are accountable for the way in which they exercise authority, manage risk, use resources and protect adults at risk from discrimination and avoidable harm.

To ensure best practice at all times employees, workers, consultants, agency staff and volunteers must be fully aware of this Safeguarding Adults at Risk Policy and Procedures and their responsibilities.



All employees, workers, consultants, agency staff and volunteers have a duty of care to keep adults at risk safe; this can be exercised through the development of respectful, caring and professional relationships between adults and adults at risk.

All employees, workers, consultants, agency staff and volunteers must demonstrate integrity and good judgement whilst working with adults at risk.

Any person responsible for a vulnerable adult, whether solely or jointly, is in a position of trust which requires behaviour to be in accordance with this policy.

Examples of positions of trust (but are not limited to) include: A Head of a Department, member of community staff or volunteer working with adults at risk, a coach, a driver, a learning mentor/tutor, as well as staff engaged in match day activity involving adults at risk, including stewards, hosts/ hostesses and catering personnel.

All employees, workers, consultants, agency staff and volunteers working with adults at risk have signed up to and thereby agree to the principles as set out in the 'Premier League Guidance for Safe Working Practice 2015 - 16'.

Mental Capacity

It is not for the Club, employees, casual workers, agency staff, consultants or volunteers to decide about whether a vulnerable adult lacks mental capacity in relation to the concern in question, but it is useful to have an understanding of the notion of capacity explained below.

Definition

The ability to decide at a particular time. The starting assumption must always be that a person has the capacity to make a decision, unless it can be established that they lack capacity.

The term "lacks capacity" means a person who lacks ability to make a particular decision or take a particular action for themselves at the time when the decision or action needs to be taken. This reflects the fact that some people may be unable to make some decisions for themselves, but will have capacity to make other decisions. For example they may be able to make small decisions about everyday matters such as what to wear or what to eat but lack capacity to make more complex decisions about financial matters.

This reflects that a person who lacks capacity to make a decision at a certain time may be able to make that decision at a later date - this may be due to illness or accident. Decisions about mental capacity are made by medical professionals.

If you are concerned about the welfare of a vulnerable adult it is important to report your concerns to either a Designated Departmental Safeguarding Officer or the Head of Safeguarding.

Factors to considering when dealing with a person who may have mental health issues;

- Does the person have a general understanding of what decision they need to make and why they need to make it?
- Does the person have a general understanding of the likely consequences of making, or not making, this decision?
- Is the person able to understand, retain, use and weigh up the information relevant to this decision?
- Can the person communicate their decision?



The Statutory Principles

The Mental Capacity Act 2005 sets out five statutory principles

1. A person must be assumed to have capacity unless it is established that they lack capacity.
2. A person is not to be treated as unable to make a decision unless all practical steps to help him/her to do so have been taken without success.
3. A person is not to be treated as unable to make a decision merely because s/he makes an unwise decision.
4. An act done or decision made, for or on behalf of a person who lacks capacity must be done, or made, in their best interests.
5. Before the act is done, or the decision is made, regard must be taken as to whether the purpose for which it is needed can be as effectively achieved in a less restrictive way taking into account the person's rights and freedom of action.

If you are satisfied that the person in question is able to cope with the interaction you are having with them based on the above factors then treat them as you would any other person. If you are concerned that they may not necessarily understand taking into account the above factors then seek advice as stated above.

Procedures for Gaining consent:

If concerns arise, consent must be obtained from the individual before a referral is made to the Local Safeguarding Adults at Risk Services or the Police. However, if others are at risk of harm the information should be passed to Local Safeguarding Adults at risk Services or the Police even if consent is not obtained. Information about an individual should not be given to family or carers without consent of the individual. If concerns arise and the individual is unable to give consent to information sharing, a referral should be made to statutory agencies. Family/carers should be informed if involved in the individual's life and not implicated in any way.

Responding to Allegations or Suspensions:

It is not the responsibility of anyone within the Club to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns. The Club will assure all employees, casual workers, agency staff, consultants or volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague or another is, or may be, abusing a vulnerable adult.

Managing Concerns about poor practice:

All allegations of poor practice will be investigated by the Departmental Safeguarding Officer (SO).

The Head of Safeguarding (SM) must be made aware of the outcome and forwarded the appropriate documentation.

Concerns about suspected abuse:

- Any suspicion that a vulnerable adult has been abused by an employee, casual worker, agency staff, consultant or volunteer should be reported to the Head of Safeguarding, who will take such steps as considered necessary to ensure the safety of the vulnerable adult in question and any other vulnerable adult who may be at risk.
- The allegation will be referred to the Local Safeguarding Adults at risk Services and/or the Police.
- The parents or carers of the vulnerable adult will be contacted as soon as possible, following advice from statutory agencies.
- Senior Management will be notified and if applicable The Premier League and The FA. If the SM is the subject of an allegation, the report must be made to the Human Resources Director who will refer the allegation to the statutory agencies.



Confidentiality:

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes:

- Head of Safeguarding and Operations Director.
- The parent/guardian of the person who is alleged to have been abused.
- The person making the allegation.
- Local Authority and Police.
- Dependent on role, the National Governing Body.

All Information will be stored in line with the Data Protection Act 1998.

Any notes made at the time of the disclosure must be retained and handed to the Head of Safeguarding, as this is evidence for the ongoing investigation.

No contact should be made with the alleged abuser, particularly if this is another vulnerable adult or the carer of the alleged victim. Advice must be sought from the Local Safeguarding Adults at risk Services.

Management of Allegations against a Vulnerable Adult:

Any allegation concerning the abuse of a vulnerable adult by another vulnerable adult must be dealt with through this policy. Any such allegation should be reported immediately to the departmental Safeguarding Officer who will inform the Head of Safeguarding.

A decision, based on the advice of the Local Authority, will be made as to whether the alleged abuser should continue in their activity on the probability of risk to others.

Dealing with a Disclosure:

If a vulnerable adult informs you directly that they are concerned about someone's behaviour towards them, this is known as a disclosure.

The following action should be taken:

- React calmly so as not to frighten the vulnerable adult.
- Tell the vulnerable adult that he or she is not to blame and that he or she was right to tell.
- Take what the vulnerable adult says seriously.
- If medical treatment is needed, seek medical help and inform the medical staff that there are concerns of a vulnerable adult protection nature.
- Avoid leading the vulnerable adult in discussion and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said.
- Reassure the vulnerable adult but do not make promises of confidentiality or outcome.
- It is not part of the role of the employee, casual worker, agency staff, consultant or
- Volunteer supporting the victim to commence an investigation into the inc.



Information for the Local Safeguarding Adults at risk Services or the Police about alleged abuse:

To ensure that this information evidentially sound, a detailed record should always be made at the time of the disclosure/concern, and subsequently submitted to the relevant Departmental Safeguarding officer or Head of Safeguarding who will then support and advise you through ongoing process.

Establishing the victim's wishes

It is very important that you do not investigate the concerns of the victim, though if the opportunity arises in a non-emergency situation it is important to gain the adult's wishes in relation to the concern.

Liaise with the Departmental Safeguarding Officer or the Head of Safeguarding, particularly if the adult states who they would prefer to talk to, the Police or their Social Worker.

Preserving the evidence

Your first concern is the safety and welfare of the vulnerable person. However, your efforts to preserve evidence may be vital. In all cases the preservation of evidence is crucial especially if the Police investigation is to be effective. What you do or do not do in the time whilst you are waiting for the Police to arrive may make all the difference. Below are some helpful aims:

In situations of physical and/or sexual assault

- In physical abuse cases, where an individual wishes to show you an injury, only observe what they consent to show you and what is appropriate.
- Do not touch what you do not have to. Wherever possible leave things as they are. Do not clean up, do not wash anything or in any way remove fibres, blood etc. If you do have to handle anything at the scene keep this to a minimum.
- Do not touch any weapons unless they are handed directly to you. If this happens, keep handling to a minimum. Place the items/weapons in a clean dry place to hand to the Police.
- Preserve anything that was used to comfort the abused person, for example a blanket.
- Secure the room. Do not allow anyone to enter unless strictly necessary to support you or the abused person, until the Police arrive.

Prior to the arrival of the Police and medical examination

- Ensure that no one has physical contact with both the abused person and the alleged abuser as cross contamination can destroy evidence.
- Encourage the victim not to shower.
- Encourage the victim not to change clothing.
- Even when the victim says they do not want Police involvement, preserve items anyway as they may change their mind later or you may be legally obliged to inform the Police.
- Encourage the person not to eat or drink if there is a possibility that evidence may be obtained from the mouth.

Ensuring the individual is in a place of safety

It is essential that, whatever the nature of the suspected abuse, the vulnerable adult is separated from the person who is or is thought to be the abuser. It is important that disruption to the life of the victim is kept to a minimum, therefore, if it is possible for the alleged perpetrator to leave the scene, this should be the preferred option. However, if it is not possible, an alternative place of safety should be sought as the immediate safety of the victim is the highest priority.



How to get help urgently

Emergency services should be summoned whenever a situation is felt to be beyond the control of employees, casual workers, agency staff, consultants or volunteers. Report the matter to the Head of Safeguarding at the earliest opportunity. In the absence of Head of Safeguarding, contact the Adult Social Services Team for advice and to ensure that the correct procedure is followed.

Appendices

Appendix 1

Key Government Initiatives, Legislation & Other Applicable Club Policies.

Other Applicable Club Policies.

- Bullying & Harassment Policy (Employment Policy).
- Data Handling & Protection Policy.
- Disciplinary Policy (Employment Policy).
- Equal Opportunities Policy (Employment Policy).
- Grievance Policy (Employment Policy).
- Health & Safety Policy.
- Safeguarding Children Policy & Procedures.
- Whistle-blowing Policy

Key Government Initiatives & Legislation

- Achieving Best Evidence 2002.
- Care Standards Act 2000.
- Equality Act 2010.
- Human Rights Act 1998.
- Mental Capacity Act 2005.
- No Secrets 2000. As amended by the Care Act 2014
- Protection of Freedoms Act 2012.
- Protection of Adults at risk List 2004.
- Sexual Offences Act 2003.

Appendix 2

Key Safeguarding Contacts:

Head of Safeguarding - Watford FC - Kim Pearce - 07976786910

Police - 101 or 999 in an emergency

Hertfordshire Safeguarding Adults Board (24hrs) - 0300 123 404

Policy completed by: **Kim Pearce**

Policy signed off by: **Glyn Evans**

Position: **Head of Safeguarding**

Position: **Operations Director**

Date: **14th October 2019**

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