



Safeguarding Adults Policy and Procedures

This has been reviewed and agreed by Yorkshire Sport Foundation Board.

Policy Approved By:

Safeguarding Board Champion: Caroline Black

CEO Yorkshire Sport Foundation: Carl Hawkes

Designated Safeguarding Lead: Adam Fuller

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1. Context

Yorkshire Sport Foundation is a charitable Company, and this policy covers all aspects of the Charity's work and its subsidiaries.

Yorkshire Sport Foundation has a responsibility to protect people, and we are committed to improving safeguarding processes across sport and physical activity. We have a responsibility for advocating and influencing partner organisations to provide safe systems for safeguarding in sport and physical activity.

The welfare of all people is the primary concern and we believe that everybody, whatever their age, culture, disability, gender, racial origin, religious belief and sexual identity have the right to protection from abuse.

The practices and procedures within this policy are based on the principles contained within UK legislation and Government Guidance and take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Abuse Act 2021
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005 (referred to as MCA 2005)
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 2018
- UK GDPR 2020
- Mandatory Reporting of Sexual Abuse 2025

This policy applies to all Yorkshire Sport Foundation staff and volunteers as well as guidance for external partners and commissioned activities. It details procedures and standards that we advocate for external organisations who we work with and/or fund. Crucially, it recognises that all individuals have a duty of care to provide a safe environment and protect people from abuse.

Yorkshire Sport Foundation's work has been categorised to ensure that appropriate safeguarding procedures are understood and adhered to:

1. Us as an organisation
2. Commissioned work
3. Event management
4. Supporting the network

2. Overall responsibilities

Across all of work the Charity will:

- Accept the moral and legal responsibility to implement procedures to provide a duty of care for everyone, safeguard their well-being and protect them from abuse.

- Ensure an open and inclusive culture that enables safeguarding, equality and diversity issues to be addressed.
- Make safeguarding a priority for the business and have an identified Safeguarding lead and internal working group.
- Ensure an effective implementation plan is reviewed and evaluated annually.
- Embed safeguarding within contractual agreements.
- Require all staff/volunteers to adopt and abide by the Safeguarding Policy and Procedures.
- Recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect people from abuse, and reduce the likelihood of allegations being made.
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures where it concerns Yorkshire Sport Foundation staff.
- Promote and advocate wider guidance and legislation to partners.
- Pass on information re safeguarding concerns to statutory agencies and/or other organisations (e.g. sports, schools, facilities) in line with these procedures and information sharing guidance.
- Have the arrangements in place to collaborate and to work effectively with the safeguarding partners as required by any local safeguarding arrangements, e.g. if approached to be a relevant agency will have arrangements/staff in place to fulfil this role.

Assurance

The Charity has a dedicated Safeguarding lead and an internal safeguarding group which meets at least twice a year to draw up an annual implementation plan and review progress. The plan will highlight the action that needs to be taken, by whom, how and when to implement the Charity's Safeguarding Policy and Procedures.

The implementation plan will be shared with the Charity's board members and they will be updated with the progress. This plan is also peer reviewed by the Child Protection in Sport Unit and the Ann Craft Trust.

The Charity is committed to the Ann Craft Trust Safeguarding Adults in Sport Framework process, meeting the required standards and producing an action plan that includes the following framework criteria:

- Safeguarding Governance
- Implementation of Adult Safeguarding Responsibility
- Training
- Recruitment
- Codes of Conduct
- Case Management

Reviewing and evaluating is a crucial part of the process and we may choose to evaluate levels of awareness and knowledge, perceptions and attitudes, behaviour and skills as well as incidents and processes. The internal safeguarding group will take decisions on the appropriate methods for reviewing implementation. The CEO and Board champion will be consulted as appropriate.

The purpose for the implementation plan is to ensure we have identified priorities and are making progress against these. It provides assurance to the team, the Board and partners that we are compliant with national requirements for safeguarding.

This safeguarding policy will be reviewed at least every two years. Where there are legislation changes, changes to Yorkshire Sport Foundation roles or function, or a significant incident occurs

then the policy may be reviewed more often. The review will be carried out by the internal safeguarding group. The policy will then be taken to the CEO and Board for approval. All staff of the Charity will be given a briefing and a copy of the updated policy.

Safeguarding Structure:

- Board Champion
- Chief Executive Officer
- Designated Safeguarding Leads
- Internal Safeguarding Team
- Internal DBS group
- All staff

Overview of roles and responsibilities:

Board Champion	Chief Executive Officer	Designated Safeguarding Leads	Internal Safeguarding Team	Internal DBS group	All staff
Review and support the implementation plan	Approve the implementation plan	Lead the development of the implementation plan	Action the implementation plan	Case Management	Raise any concerns following the reporting procedures
Support Board Training	Ensure policy is adhered to	Plan staff training	Lead and advocate safeguarding across the organisation	Review DBS requirements for a job role	Undertaking regular training
Approve the policy and ensure it is adhered to	Case Management	Ensure policy is adhered to	Develop and review appropriate policies	Assess information using a risk assessment model	Promoting safeguarding standards across all work areas
Be the safeguarding 'voice' at board level		Decision to share information / reporting			
		Case Management			
		Coordinate Safe in Sport Forums			

3. Principles

The guidance given in the policy and procedures is based on the following principles:

The six principles of adult safeguarding

The Care Act (2014) sets out the following principles that should underpin safeguarding of adults

Empowerment - People being supported and encouraged to make their own decisions and informed consent.

“I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”

Prevention – It is better to take action before harm occurs.

“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”

Proportionality – The least intrusive response appropriate to the risk presented.

“I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”

Protection – Support and representation for those in greatest need.

“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”

Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse

“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

Accountability – Accountability and transparency in delivering safeguarding.

“I understand the role of everyone involved in my life and so do they.”

4. Commitments

- Yorkshire Sport Foundation will seek to ensure that our company is inclusive and make reasonable adjustments for any ability, disability or impairment and we will also commit to continuous development, monitoring and review of our policies and practices.
- The rights, dignity and worth of all adults will always be respected.
- We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.
- We recognise that a disabled adult may or may not identify themselves or be identified as an adult ‘at risk’.
- 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 our company or in the wider community.
- Everyone involved with Yorkshire Sport Foundation is aware of the Safeguarding Adults Procedures and knows who to contact if they have a concern regarding an Adult at risk of harm.

- Any concern that adult is not safe is taken seriously, responded to promptly and followed up in line with Yorkshire Sport Foundation procedures.
- All allegations will be taken seriously and responded to quickly in line with Yorkshire Sport Foundation Safeguarding Adults Policy and Procedures.
- Yorkshire Sport Foundation recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Arrangements.

5. Definitions

To assist understanding this policy a number of key definitions need to be explained:

- **Adult at Risk** is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect. In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.
- **Abuse** is a violation of an individual's human and civil rights by another person or persons. See section 5 for further explanations.
- **Adult** is anyone aged 18 or over.
- **Adult safeguarding** is protecting a person's right to live in safety, free from abuse and neglect.
- **Capacity** refers to the ability to make a decision at a particular time, for example when under considerable stress. 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 (MCA 2005).

6. Organisational services

This refers to the different organisational policies and procedures that Yorkshire Sport Foundation has in place that contribute towards safeguarding of children and young people.

Recruitment, Employment and Deployment of Staff and Volunteers

All reasonable steps will be taken to ensure unsuitable people are prevented from working in the sport and physical activity environment. The Charity is committed to undertaking criminal records checks when required by law, or when roles are otherwise eligible.

The Charity has a clear and robust recruitment policy that is adhered to, this includes ensuring that:

- Yorkshire Sport Foundation's open and positive stance on safeguarding is clear.
- Listing of past career or relevant experience.
- The names of at least two people (not relatives) from the applicant's previous 5 years of employment willing to provide written employment references that comment on the applicant's previous experience and suitability for the role.
- The requirement that a DBS check will be undertaken if it the post meets eligibility criteria. In the case of establishing a DBS enhanced disclosure, the charity will write to the individual requesting that they provide sight within 21 days of the written request. The charity has the discretion to

vary the timing of this requirement as it sees fit and will follow procedures outlined in the Recruitment of Ex Offenders Policy.

Induction

All staff have an induction in which:

- Safeguarding procedures are explained and training needs established
- Good Practice Guidelines and Code of Conduct are shared.
- They are briefed, given a copy of and agree to adhere to the charity's policies

Training

Appropriate safeguarding training is mandatory for all paid and volunteer staff to ensure they are aware of their duties and competent to report and manage concerns.

All paid staff will receive appropriate introductory safeguarding training – either UK Coaching or Local Safeguarding Partnerships within 3 months of their employment. Training is refreshed regularly.

The designated safeguarding lead and deputies will receive appropriate training e.g. Time to Listen training related to the role and this is refreshed on a regular basis. They also attend Lead Officer update sessions coordinated by CPSU and the Ann Craft Trust.

Annual training may include:

- Review of reporting procedures
- Recognition of Poor Practice, Abuse and Bullying
- Scenario situations
- Refresher training

Complaints Procedures

The Charity's complaints and appeals procedures will be used to deal with any formal complaints (including safeguarding issues) from external stakeholders and/or appeals. We will strive to ensure that all partners are aware of the existence of these procedures.

The procedures are available on our website for external agencies to access.

Disciplinary Procedures

The charity's disciplinary procedures will be invoked where a case warrants the use of disciplinary measures.

Promoting Good Practice

Good Practice Guidelines and Staff Code of Conduct aim to create a positive culture in sport and physical activity and are outlined in appendix B.

These are issued to all staff working for Yorkshire Sport Foundation as part of the induction process and staff are required to sign to abide by them.

Supporting policies and procedures

The Charity has a number of policies and procedures that run alongside the Safeguarding Adult's Policy, these are:

- Safeguarding Children and Young people Policy
- Stress at work Policy
- Complaints Policy
- Whistleblowing Policy
- Mental Health Policy
- Diversity & Inclusion
- Disciplinary Procedure
- GDPR / Data Protection
- Bullying and Harassment Policy
- Disclosure in Public Interest Policy
- Ex-offenders policy
- Personal information / photography policy
- Social Media Policy

7. Commissioned work:

It is a requirement that all organisations receiving funding from the Charity will have appropriate safeguarding policy and procedures in place and meet the minimum operating standards for sport and physical activity.

Funding agreements:

All funding agreements include:

- A safeguarding commitment statement which all funded parties sign.
- ***Confirmation that the funded organisation adheres to the 2018 UK GDPR regulations and has appropriate consent to share the personal data of all participants related to the project with Yorkshire Sport Foundation and trusted partners. This includes parental / guardian consent for any participant under the age of 16 and appropriate consent from the individual for those aged 16+.***
- Where we adopt a contract tendering process we have a governance checklist which organisations need to evidence against. A safeguarding policy and DBS checked staff (if appropriate) are included within this.

Participant Consent:

We have a privacy notice which can be found on our website which details Yorkshire Sport Foundation's responsibility to keep personal information safe. Personal information is anything that allows us to identify an individual such as a name or address. We must keep this information secure and not pass it on to anyone else without consent unless there is an emergency or a legal requirement to do so.

All participation data that we collect and share is anonymised. However, through our work we often demonstrate impact with personal stories and we have policies which outlines the use of personal information, photographic and video images. This ensures we have appropriate consent to store and share this information as in line with the Data Protection Act 2018. This includes the use of images on our website, social media and promotional materials.

Minimum Operating Standards checklist

All funded projects that include sport and physical activity delivery should submit a Minimum Operating Standards Checklist before funding is released. 'Minimum Operating Standards' are defined as the basic standards a sport and physical activity deliverer needs to meet to be able to carry out their role safely and effectively.

8. Event management

The charity acknowledges the duty of care to safeguard and promote the welfare of people that attend events organised by ourselves.

To ensure the ongoing Safety at our organised events, we will:

- Ensure robust safeguarding arrangements and procedures are prioritised at every stage of event planning.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding at events. This is through pre-event communications including event manuals, briefings for staff, volunteers and schools.
- Follow our recruitment and selection procedures.
- Include specific welfare training for all event staff.
- Appoint a nominated safeguarding lead during events.
- Ensure staff follow the procedure for reporting concerns.
- Implement the photography policy and clearly communicate where photos and videos will be used.
- Not hold individual participant information unless required
- Ensure there is sufficient first aid provision and risk assessments in place

The safeguarding at events policies and procedures will be promoted and are mandatory for everyone involved in events to read and understand. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from events.

9. Supporting the network

Yorkshire Sport Foundation has a responsibility to promote and advocate wider guidance and legislation to partners in the sport and physical activity sector :

Safe in Sport Forums

We aim to coordinate network meetings across South Yorkshire and West Yorkshire at least twice a year. Together we work with partners to establish and implement agreed consistent minimum

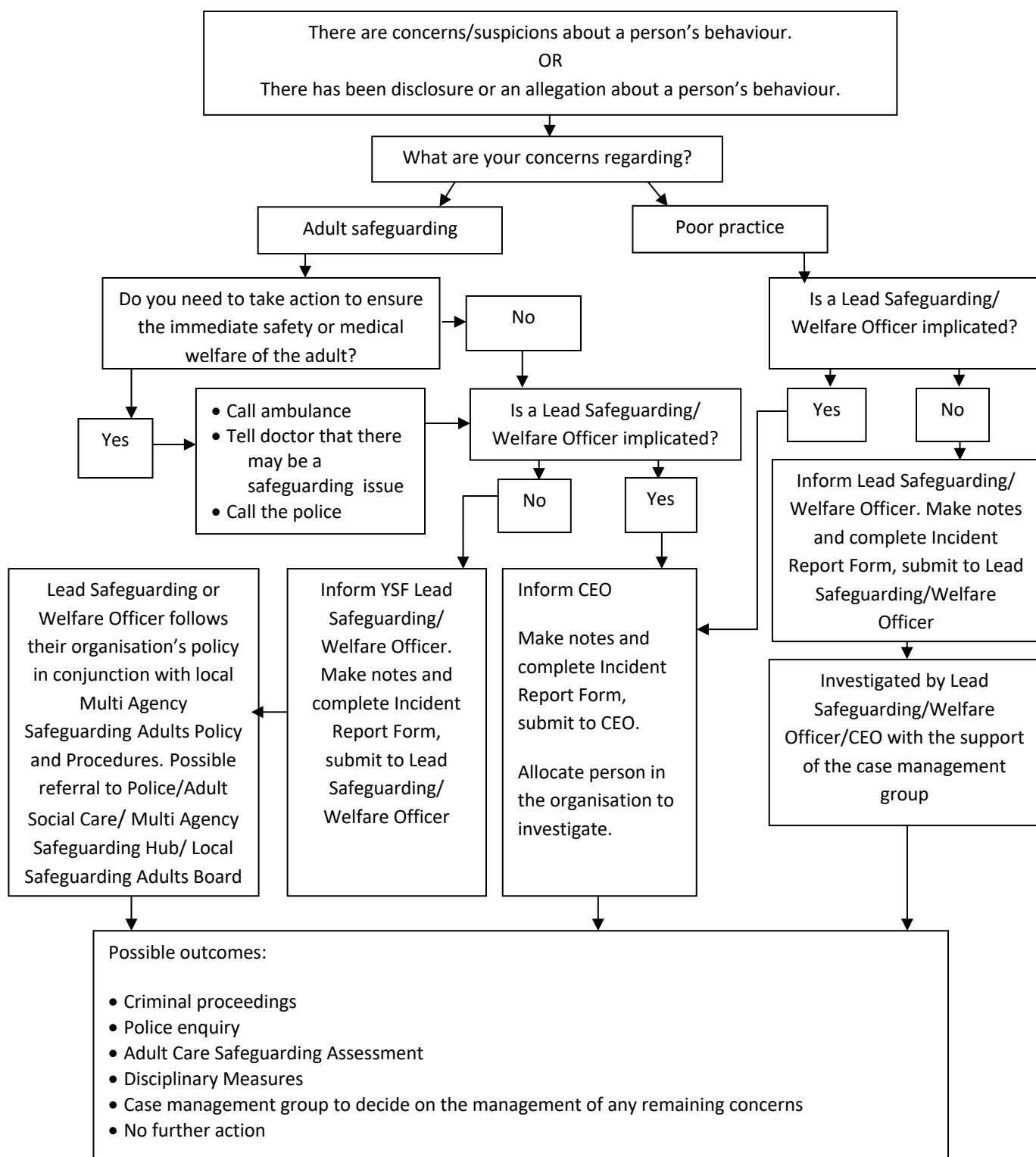
safeguarding standards for sports activities locally and support those working in sport by giving them knowledge, guidance and raising awareness of what they need to do to protect these vulnerable groups and minimise avoidable risks.

Where appropriate Yorkshire Sport Foundation will engage in Multi Agency working across Local Authority Areas in South and West Yorkshire to promote and advocate for Safe Practice in Sport and Physical Activity.

External Training

We organise regular Safeguarding training for local clubs and physical activity providers to access including further individual support around preventative measures and additional emerging themes.

9. Safeguarding Adults Flowchart for Reporting Concerns



Remember to involve the individual at the centre of the concern throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity

Appendices

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Appendix B	Good practice, poor practice and abuse
Appendix C	Types of Abuse and Neglect
Appendix D	Incident / Concern Record Form
Appendix E	Minimum Operating Standards checklist
Appendix F	Protocol for Information Sharing
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Appendix H:	Definition of Regulated Activity
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Appendix A – Safeguarding Contact Details

Name	Designation	Contact
Adam Fuller	Designated Safeguarding Lead	07702 557008
Becca Gallagher	Deputy Designated Lead	07964209314

Local Contacts – West Yorkshire

Local Authority (LA)	LA Children's Social Care (office hours)	LA Adults' Social Care (office hours)	Out of office hours emergency number) – for both Children's and adults' social care	Website
Bradford	01274 437500	01274 431077	01274 431010	http://www.bradford-scb.org.uk/ https://www.saferbradford.co.uk/adults/
Calderdale	01422 393336	01422 393000	01422 288000	http://www.calderdale-scb.org.uk/ https://safeguarding.calderdale.gov.uk/professionals/safeguarding-adults/
Kirklees	01484 456848	01484 414933	01484 414933	http://www.kirkleessafeguardingchildren.co.uk/ https://www.kirklees.gov.uk/beta/adult-protection/report-abuse.aspx
Leeds	0113 222 4403	0113 222 4401	0113 2409536	http://www.leedslscb.org.uk/ https://www.leedssab.org.uk/
Wakefield	0345 8503 503	0345 8503 503	0345 8503 503	http://www.wakefield.gov.uk/residents/schools-and-children/safeguarding/wakefield-district-safeguarding-children-board https://www.wakefield.gov.uk/adult-social-care/safeguarding-adults-from-abuse/safeguarding-adults-board

Local Contacts – South Yorkshire

Local Authority (LA)	LA Children's Social Care (office hours)	LA Adult's Social Care (office hours)	Out of office hours emergency number) – for both Children's and adults' social care	Website
Barnsley	01226 775656	01226 775832	0844 9841800	https://www.safeguardingchildrenbarnsley.com/ https://www.barnsley.gov.uk/services/children-young-people-and-families/safeguarding-families-in-barnsley/safeguarding-adults-in-barnsley/
Doncaster	01302 737777	01302 737391	01302 796000	http://www.doncastersafeguardingchildren.co.uk/ https://www.doncaster.gov.uk/services/adult-social-care/safeguarding-adults-contents-page
Rotherham	01709 823914	01709 822330	01709 336080	http://www.rotherham.gov.uk/safeguarding/ https://www.rotherham.gov.uk/worried-another-adult/Report-a-concern-about-an-adult
Sheffield	0114 205 3535	0114 273 4908	0114 2734855	https://www.safeguardingsheffieldchildren.org.uk/ https://www.sheffield.gov.uk/social-care/adults/adult-safeguarding

Other National Numbers

Organisation	Contact
NSPCC	Helpline (24 hour) 0800 800 500
Child Protection in Sport Unit (CPSU)	0116 234 7278
Childline UK	0800 1111

Ann Craft Trust - Safeguarding Adults in Sport and Activity:

Website: www.anncrafttrust.org

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

Telephone: 0115 951 5400

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](tel:02087657000)

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Men's Advice Line

For male domestic abuse survivors

Tel: [0808 801 0327](tel:08088010327)

National LGBT+ Domestic Abuse Helpline

Tel: [0800 999 5428](tel:08009995428)

National 24Hour Freephone Domestic Abuse Helplines

Tel: [0808 2000 247](tel:08082000247)

www.nationaldahelpline.org.uk/Contact-us

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](tel:02073830700) or

[0808 808 0700](tel:08088080700) (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](tel:08001381625)

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

E mail: talk@stophateuk.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](tel:08081689111)

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

Appendix B: Good Practice, Poor Practice and Abuse:

Introduction

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual involved in Yorkshire Sport Foundation to make judgements regarding whether or not abuse is taking place, however, all Yorkshire Sport Foundation personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

Good practice

Yorkshire Sport Foundation expects that that employees and volunteers working on behalf of YSF with adults should treat all adults equally and preserve their dignity as is implicit in all our policies.

Those working directly with adults should:

- 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 staff member and an individual athlete are completely unobserved.
- Avoid unnecessary physical contact with people. Physical contact (touching) can be appropriate so long as:
 - It is neither intrusive nor disturbing.
 - The athlete's permission has been openly given.
 - It is delivered in an open environment.
 - It is needed to demonstrate during a coached activity session.
- Maintain a safe and appropriate relationship with all adults and avoid forming intimate relationships with adults you are working with as this may threaten the position of trust and respect.
- 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.
- Arrange that someone with current knowledge of emergency first aid is available at all times.

2. Poor practice

The following are regarded as poor practice and should be avoided:

- Unnecessarily spending excessive amounts of time alone with an individual adult.
- Engaging in rough, physical or sexually provocative activities, including horseplay.
- Allowing or engaging in inappropriate touching of any form.
- 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*
- Doing things of a personal nature that adults at risk can normally do for themselves.

Note: **At times under exceptional circumstances it may be necessary to do some of the above. In these cases, to protect both the adult at risk and yourself, seek written consent from the adult at risk and, where appropriate, their carers and ensure that the Lead Safeguarding/Welfare Officer of your organisation is aware of the situation and gives their approval.*

If, during your care, an adult at risk suffers any injury, seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands/misinterprets something you have done, report these incidents as soon as possible to another adult in the organisation and make a brief written note of it.

Appendix C: Types of Abuse and Neglect

Definitions from the Care Act 2014

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern.

Self-neglect – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Signs of this could include a person whose appearance becomes unkempt, does not wear suitable sports kit and there may be a deterioration in hygiene.

Modern Slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. The signs of this could be a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.

Domestic Abuse – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. There may be a power imbalance between a participant and a family member. For example, a participant with Downs syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.

Discriminatory – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act. This could be the harassing of any person because they are or are perceived to be transgender

Organisational Abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Physical Abuse – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual Abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Financial or Material Abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. An example of this could be not ensuring athletes have access to water.

Emotional or Psychological Abuse – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Not included in the Care Act 2014 but also relevant:

Cyber Bullying - cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage - forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will (which is a criminal offence). A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse.

Mate Crime - a 'mate crime' is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

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

Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone an adult comes into contact with. Or our own employees or volunteers may suspect that an athlete is being abused or neglected outside of the sport setting. There are many signs and indicators that may suggest someone is being abused or neglected, these 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.
- Someone losing or gaining weight / an unkempt appearance.
- A change in the behaviour or confidence of a person.
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.

Appendix D: Incident Concern/ Report Form

Your name		Contact number	
Your position		Email	
Who has raised the concern?		Organisation (if applicable)	
Contact details			

Incident / Concern	Date	
	Time	
Exactly what the incident / concern is and you said (Remember: - Do not ask leading questions - Record actual details		
Actions taken so far		

Next Steps

- Inform Designated Safeguarding Lead
- If urgent and DO is not available, contact one of the relevant agencies below to report the incident / concern.

Remember to maintain confidentiality on a *need to know* basis – only if it will protect the individual(s). Do not discuss this incident with anyone other than those who need to know.

External agencies contacted			
Police :	Contacted	Yes	No
If yes, which			
Date and time			
Name and contact No.			
Details of advice received			
Children's or Adult's Services:	Contacted	Yes	No
If yes, which			
Date and time			
Name and contact No.			
Details of advice received			
N G B:	Contacted	Yes	No
If yes, which			
Date and time			
Name and contact No.			
Details of advice received			
Other: (e.g. NSPCC,)	Contacted	Yes	No
If yes, which			
Date and time			
Name and contact No.			
Details of advice received			
Signature			
Print name			
Date			

Appendix E: Minimum Operating Standards checklist

It is an absolute right that children, young people and adults are safe whilst participating in sport across South and West Yorkshire. Yorkshire Sport Foundation is committed to promoting consistent safe practice procedures across the Sport and Physical Activity Sector locally and to establish agreed minimum safeguarding standards for any activities delivered.

Club/ Organisation:	Lead Safeguarding Contact:	Lead Deliverer:
District:	Contact Information:	Date of Check:

Item	Yes/No	Copies Provided:	Comments
Appropriate Risk Assessments in place for all activities include venue specific risk assessment and details			
The organisation holds public liability insurance to cover the activities taking place including increased cover for sport which may include high risk activities			
All lead staff, coaches and activity providers have the relevant qualifications to deliver the specific activity			
All staff have undertaken relevant Safeguarding training and have obtained a DBS check appropriate to their role with both children and adults at risk of harm			
Organisation has a clear and accessible Safeguarding Policy in place which adheres to the NGB, Active Partnership or other relevant body (e.g. school)			
First Aid provision is available on site and staff have access to maintained and adequate first aid equipment as required			

Appendix F - Protocol for Information Sharing

Purpose

To provide a framework within which sports bodies, statutory bodies and relevant others in the Charity can share information appropriately in the interests of protecting children and adults from harm.

To provide a tool to:

- to clarify the principles upon which decisions: to share, or not to share, information; at what relevant level to share; how to share; and with whom (internally and with external agencies)
- share appropriately relevant information to protect individuals from actual or potential harm
- raise awareness of best practice in information sharing which will assist in developing consistent processes and practices both within and outside of the sport sector
- enable other agencies to share relevant information confidently with the sports sector
- ensure that information sharing practice reflects the framework of legislation and guidance
- ensure that those who are the subject of the information to be shared understand and have confidence in the processes followed by the bodies which have adopted this protocol
- clarify appropriate routes of communication for all agencies (sports organisations, statutory agencies and appropriate others) for information sharing¹

Principles

- A child is defined as being under the age of 18 by the Children Act 1989 and when making decisions about sharing information about a child/children their welfare is the paramount consideration. Decisions to share information may be for the purpose of protecting an individual child or children in general). Information sharing for adults will follow processes included in the GDPR policy.
- Yorkshire Sport Foundation will share information where they reasonably believe that it is necessary to share in order to protect or safeguard individuals.
- Yorkshire Sport Foundation will explain openly and honestly, or at least notify, at the outset what information will or could be shared, and why, and seek agreement – except where doing so puts the individual or others at risk of significant harm
- Consent to share information will usually be sought, however, if consent is refused or there are good reasons not to seek consent, consideration will be given as to whether there is a sufficient public interest for the information to be shared (principles of openness, consultation and inclusion)

- Yorkshire Sport Foundation will respect the wishes of children, individuals or families who do not consent to share confidential information – unless in their judgement there is sufficient reason to override that lack of consent
- Yorkshire Sport Foundation will share no more information than is necessary for the specific purposes of sharing that relevant information (principle of proportionality)
- Yorkshire Sport Foundation will ensure that people to whom this protocol applies are aware of the protocol and implications for them to ensure that its application is a transparent process
- When sharing information Yorkshire Sport Foundation will ensure that they clarify which information they are sharing is factual (to the best of their knowledge) and which is an expression of professional opinion (principle of certainty of facts)
- Yorkshire Sport Foundation will ensure that the way that information is shared is appropriate to the level of urgency but information will always be supported by a written report.
- Information that is shared will be accurate, up to date, necessary for the purpose for which it is being shared, shared only with those with a need to see it and shared securely
- Records will always be kept of the decision to share, or not to share, information and the reasons for this decision.
- Where information is shared during the course of an investigation, the outcome will be shared with those to whom the original information was sent.

The Type of Information that will be shared

- Information relating to safeguarding/welfare/child protection concerns which meet the threshold for referral to external safeguarding agencies (Police or Social Services) will be shared in all cases
- Information which raises safeguarding concerns arising from DBS disclosures. The threshold that will be applied is that the organisation's judgement is that the individual is unsuitable to work with the public.
- Information indicating safeguarding/child protection concerns but which is not acted on by statutory agencies (for example, where prosecution is not possible, or has been unsuccessful; where a referral is 'bounced back' by Social Services or the Police as not meeting their threshold, but the organisation judges that concerns remain; or where risks are identified from information arising as a result of recruitment or other internal processes
- Information relating to poor practice cases (for example, breach of codes of conduct/ethics) involving a perceived risk to individuals, but not meeting the threshold for referral to external safeguarding agencies, and:

- where the organisation has either suspended or excluded the individual, or has put in place special arrangements or monitoring to ensure welfare as a result of its disciplinary process

Clearly these different categories or levels have implicitly different implications for information sharing. High level concerns meeting the threshold for police or Social Services action should be managed by those agencies. The sports organisation with information that a concerning individual may be operating with children or adults at risk of harm in another organisation(s) should in the first instance pass this information to the statutory agencies, and the sports organisation should seek the advice of the statutory agencies when consideration is being given to sharing information with the other organisation(s).

Process for information sharing & receiving of information

- The decision to share information will be based upon the principles embedded in the protocol
- Yorkshire Sport will decide which organisations information needs to be shared with based on the level of concern and on a need to know basis
- Yorkshire Sport Foundation will identify who is the appropriate person within the organisation to whom they should make the referral (this will be determined by that individual's role and responsibilities in relation to management of child protection/safeguarding concerns)
- Where the concerns are about a child within their family or wider community (a non-sport context) Yorkshire Sport Foundation will refer information to the statutory agencies (Police or Social Services) in the area in which the individual lives.
- Where concerns are about possible or actual abuse of an individual by someone within the Yorkshire Sport Foundation, the sports organisation will refer this to the statutory agencies where the alleged abuse may have taken place
- Where Yorkshire Sport is aware or believes that the person against whom the allegation is made may work with individuals in other organisations, they will seek the advice of the statutory agencies regarding whether information should be shared with those other organisations and, if so, by whom
- Where concerns arise in the context of services/activities for an individual provided on behalf of a school/educational establishment or within a school sport/physical education setting Keeping Children Safe in Education guidance should be followed.
- Where Yorkshire Sport Foundation has deemed someone is unsuitable to work with children as an outcome of its disciplinary process it will refer that individual's name to the Protection of Children Act list. Information about the outcome of a disciplinary process will only be shared on a need to know basis both within the organisation and with external agencies
- Where there has been statutory agency investigation, and/or where the person who is subject of the investigation is subject to the monitoring of the local Multi Agency Public

Protection Panel (MAPPP), sports organisations will contribute to the statutory agencies' planning processes where requested

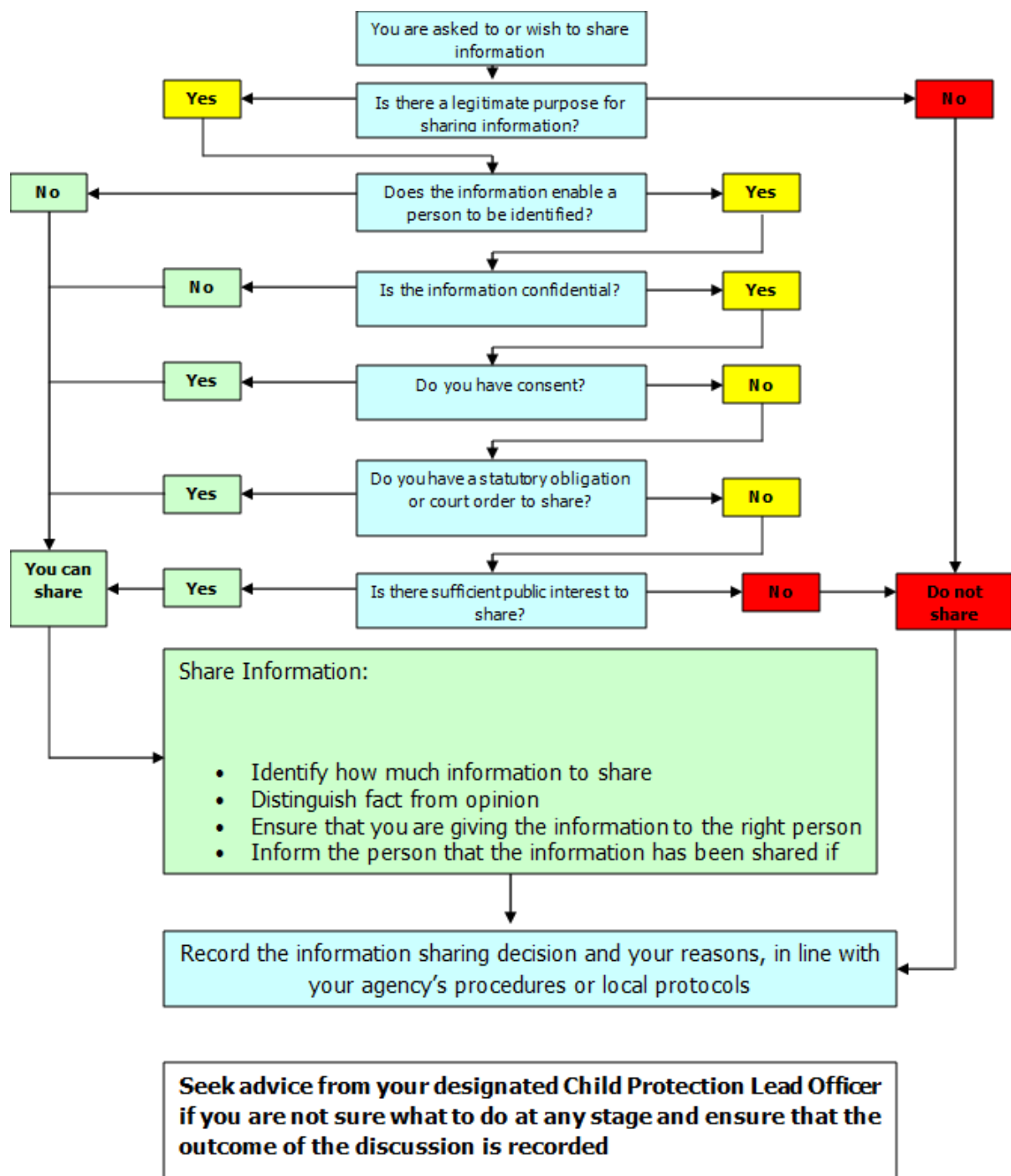
- The outcome of disciplinary processes would not normally be shared with external agencies by the sports organisation without the consent of the individual who is subject to this process (for example, for the purposes of providing a reference). Exceptions to this would be guided by the principles embedded within this protocol
- Outcomes of disciplinary processes will be shared within the sports organisation on a strictly need to know basis
- When sports organisations are recruiting staff or volunteers they may be provided with information that would indicate that an individual may pose an actual or potential risk. As part of their recruitment processes sports organisations will have procedures in place that ensure that consent has been obtained from current/prospective employees both to obtain the information and to clarify it where necessary.
- Sports organisations will have in place policies, procedures and processes that ensure that appropriate recruitment and selection processes are consistently applied that reflect the need to safeguard the public.
- As many recruitment processes are being applied retrospectively (since sports organisations have been able to access DBS disclosure information) sports organisations will have processes in place to determine whether someone remains suitable to work in their current position. They will also need to decide whether relevant information needs to be shared with statutory agencies or other organisations.
- It is unlawful for any organisation to share the content of DBS disclosures with other organisations, consequently any decisions to share information where there are concerns about the risk an individual may present must be directed to the statutory agency from which the information was sourced (in the majority of cases this will be the Police). A disciplinary decision can, however, be shared where an individual may present a risk to children and where the principles embedded in this protocol have been followed.
- Occasionally sports organisations may be directed by a Court, or given permission by a Court, to share information about an individual where the Court has determined that the individual poses a significant risk and the sports organisation may need to take action to contribute to management of the risk this individual poses
- All information held regarding complaints about poor practice by sports organisations will usually only be shared with the consent of the individual against whom the complaint has been made. For example:
 - when an individual has consented to a reference being taken up by another organisation).
- Where statutory agencies are conducting a child protection investigation, however, the sports organisation will consider the appropriateness and proportionality of sharing the aforementioned information in accordance with the principles embedded in this protocol where requested

- All information held by sports organisations regarding complaints about poor practice will only be shared within the sports organisation on a strictly need to know basis. Where there is urgent need to share information in order to enable statutory agencies to act in the public interest, information may initially be shared verbally but will always be followed up in writing. The reason to share, or not to share, information will always be recorded by the sports organisation

Recording, Storage & Disposal of Information

- Information held about different individuals will be recorded separately
- Written information in either paper or electronic form will be stored securely in accordance with data protection legislation and other government guidance
- All reasonable steps will be taken to ensure secure receipt of information
- Information will be marked as confidential with a disclaimer included regarding what to do if correspondence is received by someone in error
- Written communications will clarify the extent to which the information can be shared within the recipient organisation
- Consent to share information will be sought from the individual to whom the information refers unless:
 - This may put children or other parties at risk of harm
 - Refusal to consent is unreasonable or not in the public interest
 - Consent cannot be obtained
 - The organisation is advised by a statutory agency not to do so, or there is a Court order which so directs
- Yorkshire Sport Foundation will have in place systems for the safe storage of information and clear procedures regarding authorised access to records
- Yorkshire Sport Foundation will have a records destruction procedure which includes destruction of additional copies of information used for a specific purpose (for example, for a disciplinary hearing). There will be clear timescales for destruction of records whilst recognising that there will be different periods for the destruction of different records (for example for DBS disclosures, disciplinary decisions and for insurance purposes). Sports organisations will have a secure method for record destruction and disposal
- Consent to third party information being passed on will always be sought from the third party except in the circumstances regarding consent previously outlined. Sports organisations will have an 'Access to Records' policy and procedures which covers their own agency's records and third party information.

Appendix G: Flowchart of key principles for information sharing



Appendix H - Definition of Regulated Activity and DBS Check

Eligibility

The DBS is an executive agency of the Home Office and can help organisations by providing access to criminal record information to be used as part of a safe recruitment process.

To request information on spent convictions, the position held must be an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. Under the current DBS guidance this means that positions in sport fall under eligibility code 06 and are:

Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children or adults at risk of harm

Therefore, it would generally be expected that roles such as a Coach, Team Manager and Welfare Officer at a junior club would be eligible for a DBS, whereas administrative roles such as Club Secretary, Chairperson and Treasurer would not be eligible, unless the person undertook additional responsibilities involving contact with children. Supporting Roles and administration positions that are not in regular contact with children or adults at risk of harm are not considered eligible for a DBS Check currently. This would include most roles within an Active Partnership.

The Protection of Freedoms Act has also introduced 16 years old as the minimum age at which someone can apply for a DBS disclosure.

Regulated Activity

Regulated activity is the term used to describe a paid or voluntary role that a person must not do if they are barred from working or volunteering with children or adults at risk.

One of the most significant changes introduced by the Protection of Freedoms Act 2012 is the new definition of 'regulated activity' which now takes into consideration whether an individual working or volunteering with children or adults at risk is adequately supervised.

The new definition of regulated activity is any role which is: *Of a specified nature e.g. teaching, training, care, supervision, advice, treatment or transport*

AND : *Frequently (once a week or more) or Intensively (four times or more in a single month) or overnight (between 2-6am)* **AND** *The individual carrying out the activity is unsupervised*

When deciding if a person is 'supervised' in their role, it needs to be considered if the supervision is:

- Carried out by someone who is in regulated activity
- Regular and day to day
- Reasonable in all the circumstances for the purpose of protecting children and adults.

Factors to be considered to help decide if the supervision is reasonable may include the ages and number of participants involved as well as how vulnerable individuals are.

Appendix I: How to Record a Disclosure

1. Make a note of what the person has said using their own words as soon as practicable. Complete an Incident Form and submit to the Yorkshire Sport Foundation Lead Safeguarding or Welfare Officer.
2. As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your Lead Safeguarding or Welfare Officer.
3. Describe the circumstances in which the disclosure came about.
4. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
5. Be mindful of the need to be confidential at all times, this information must only be shared with your Lead Safeguarding or Welfare Officer and others on a need to know basis.
6. If the matter is urgent and relates to the immediate safety of an adult at risk then contact the police immediately.

Appendix J: Legislation and Government Initiatives

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children. www.opsi.gov.uk

Mental Capacity Act 2005

<http://www.legislation.gov.uk/ukpga/2005/9/introduction>

Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention.

www.dca.gov.uk

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance.

www.opsi.gov.uk

Deprivation of Liberty Safeguards

<https://www.gov.uk/government/collections/dh-mental-capacity-act-2005-deprivation-of-liberty-safeguards>

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

Disclosure & Barring Service 2013

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS).

www.gov.uk/db-update-service

The Care Act 2014 – statutory guidance

<http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted>

The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

Making Safeguarding Personal Guide 2014

<http://www.local.gov.uk/documents/10180/5852661/Making+Safeguarding+Personal+-+Guide+2014/4213d016-2732-40d4-bbc0-d0d8639ef0df>

This guide is intended to support councils and their partners to develop outcomes-focused, person-centred safeguarding practice.

Appendix K: Staff Code of Conduct

Code Of Conduct – Safeguarding

This code of conduct is written to set clear expectations regarding employee behaviour at Yorkshire Sport Foundation in relation to promoting safe practice. This will:

- Help protect children, young people and adults from abuse
- Ensure everyone participating in activities or involved with Yorkshire Sport Foundation services, feel safe, respected and valued.

Purpose

Adults working for, or on behalf of Yorkshire Sport Foundation may include employees, trustees, agency staff, interns and students on work placement. The behaviour code aims to help us protect children, young people and adults from abuse. Please refer to the Safeguarding Policy for further information and procedures regarding reporting concerns.

The role of employees and volunteers

In your role at Yorkshire Sport Foundation you have a duty of care towards the children and adults that you work with. Whilst your role may not involve direct delivery with children and young people or adults at risk, we expect our team to always display appropriate behaviour and to promote safe practice at all times.

As an employee or a volunteer for Yorkshire Sport Foundation we would expect you to:

- ✓ Understand and implement our safeguarding policy and procedures.
- ✓ Report any concerns or allegations of abuse or poor practice to the designated Safeguarding Lead.
- ✓ Always promote safe practice in sport and or physical activity throughout your work, and especially where development includes children, young people and/ or adults at risk.
- ✓ Listen to any concerns that individuals might have regarding the safety of sport and physical activity and act appropriately on these concerns.
- ✓ Consider and be accountable for your behaviour - do not engage in any behaviour that constitutes any form of abuse.
- ✓ Respect your position of trust and maintain appropriate boundaries and relationships with young people and adults at risk. Do not find yourself in a position where you are alone with a child or adult at risk.
- ✓ Keep any/ all safeguarding training up to date.
- ✓ Respect individual's trust and rights whilst being honest and open with them during any interactions.

- ✓ Champion everyone's right to take part and celebrate differences through sport and physical activity. Do not discriminate against anyone, regardless of sex, race, sexual orientation or any other protected characteristics.
- ✓ Actively advocate for equality, diversity and inclusion within Sport and Physical Activity.
- ✓ Behave appropriately online in accordance with our online safety and acceptable use policy.
- ✓ Communicate in an open, and effective way to promote the health, safety and wellbeing of people who you work with.
- ✓ Make Yorkshire Sport Foundation a friendly and welcoming place to be.

As a member of our team we would like to ensure that you:

- ✓ Enjoy the time you spend with us and be supported in your role.
- ✓ Be informed of our safeguarding and reporting procedures and what you need to do if something isn't right.
- ✓ Have access to ongoing training in all aspects of your role.
- ✓ Be listened to, involved and contribute towards decisions within YSF that promote safe practice.
- ✓ Feel welcomed, valued and not judged based on your race, sex, sexual orientation or other protected characteristics.

Upholding this code of conduct:

If you have behaved inappropriately, you may be subject to disciplinary procedures.

If you become aware of any breaches of this code, you must report them to your line manager

If necessary, you should follow our whistleblowing procedures as well as adult and children safeguarding procedures which can be found within our Safeguarding Policies.