



## **CAFC ACADEMY**

### **Adults at Risk Policy 2018-19**

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## **Introduction**

Charlton Athletic Academy is committed to ensuring the protection of Adults at Risk (formally Vulnerable Adults) through the development and implementation of effective policies and best practice.

All CAFC Academy members recognise and accept the responsibility to develop and raise awareness of the issues involved in working with Adults at Risk. Whilst the academy's direct contact with adults at risk is limited, all staff and members of the CAFC Academy understand the importance of this policy in conjunction with their duty to safeguarding and the welfare of everyone within the academy.

## **Definitions**

### **Abuse and Neglect Definitions:**

An 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. There has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse. Vulnerable is believed to be a disempowering term

Adults aged 18 and over have the potential to be at risk (either temporarily or permanently) for a variety of reasons and in different situations. All adults can, in certain contexts, be at risk of abuse and exploitation, including radicalisation. Some adults are more vulnerable than others. Adults includes those who, because of mental health difficulties, physical health conditions or personal circumstances, may be to abuse, exploitation or significant harm. The Department of Health and Home Office (2000) defines 'an adult at risk' as follows: 'A person aged 18 years or older, who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.'

In a sporting context, clubs and event organisers may work with:

- People who have a physical disability, whether from birth or acquired through injury, illness or advancing age, ranging from those who can train and compete independently but need some assistance in transition, to those who depend on others for physical care and support
- People who are blind or visually impaired, who may need to be guided around a course or at training
- People who are deaf or hearing impaired, whose needs are largely connected to communication and inclusion
- People who have learning disabilities or who for some other reason (eg. Brain injury, dementia) may not have the capacity to make independent decisions or to assess risk.

## **Policy Statement**

This policy applies to anyone aged 18 or over who has a physical or learning disability, mental illness or other health or social care need which causes them to be dependent on others for physical care and assistance and/or who may have difficulty communicating their needs and wishes and who is unable to safeguard themselves at all times as a result.



It is the policy of CAFC Academy that adults at risk taking part in all activities should be safeguarded from physical, sexual, emotional or economic harm. CAFC Academy will take reasonable steps to ensure that, adults at risk participating in activities do so in a safe environment. Everyone, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status, has a legitimate expectation of taking part in academy and football related activities free from discrimination and abuse.

The CAFC Academy's commitments:

- Create a safe and welcoming environment, at both training sessions and match days, where players can have fun and develop their skills and confidence.
- All staff to support, encourage and follow the development and implementation of safeguarding and welfare policies.
- Recognise that safeguarding adults at risk is the responsibility of everyone, not just those who work directly with them.
- To provide training to staff on safeguarding and the process of reporting concerns
- All staff working with Adults at Risk adhere to the CAFC Academy Code of Conduct.
- Safeguarding will be a standard agenda item at all CAFC meetings including the senior management staff.
- To review ways of working to incorporate good practice. This involves:
  - All participants being treated with respect and their achievements be celebrated.
  - All employees, contractors and volunteers being carefully recruited and selected.
  - Responding swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual abuse.

This policy relates to all CAFC Academy members who work with adults at risk. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the CAFC Academy Designated Safeguarding Officer or to a member of the Academy Safeguarding Team.

### **Guidelines and Working Practices**

CAFC Academy regularly provides training or activities on the club's policy and commitments to Safeguarding. Within this, Adults at Risk is included.

### **Safer Recruitment**

CAFC will ensure that all staff are subject to a safer recruitment process which will include

- Completion of a CAFC application form and attendance at an interview.
- A DBS check where this is required i.e. regulated activity
- Two references from past employers (or school / college for coaches either still attending the latter or having just left).
- Identity check.
- Right to Work check.
- Attendance at induction (including Safeguarding Awareness).



### Working Practices

- To safeguard adults at risk, at both at training sessions and club activities
- To assure adults at risk, and their carers where relevant, are safe when taking part in academy activities
- To raise awareness amongst all academy members so that they know what to do if they are concerned about an individual, whether the concern relates to their welfare at your site, or to something happening outside that environment that the individual knows who to disclose this information to
- To protect staff by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their and carers lives
- To protect the academy, by showing that you have taken 'all reasonable steps' to provide a safe environment.
- Will exercise a Duty of Care and where necessary share information and/or concerns in a confidential manner with appropriate agencies such as the police or social services.

Everyone in the academy should be aware of the policy and have access to the supporting procedures, and those working with adults at risk must be familiar with the procedures.



## **Designated Officers**

Whilst safeguarding is considered to be everyone's responsibility, CAFC Academy have a Designated Safeguarding Officer in place for Adults at Risk issues.

The CAFC Academy DSO will receive the first reports of poor practice and or abuse and will liaise with the relevant services to report the concerns be it the Local Authority, the Police or the County FA Welfare Officer or FA Safeguarding Team if the concerns are football related. The CAFC Academy DSO will keep CAFC Academy staff informed of all action and conclusions to any safeguarding referrals and reports as appropriate.

The CAFC Academy DSO and Safeguarding Team has the responsibility for updating all CAFC Academy's Safeguarding Policies and Procedures and for arranging training for all staff as and when required and in line with the set renewal dates by the relevant appropriate bodies such as the Football Association and Local Councils. The Designated Safeguarding Officer will also have the responsibility of reporting all allegations against staff to the relevant LADO and making possible referrals to DBS if appropriate.

If there is a concern, the designated person would:

- Be the first point of contact for any concerns or allegations from adults at risk, carers or others, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the Academy's and FA procedures and in conjunction with the person in charge.
- Keep the appropriate staff and external organisations informed as necessary according to the correct procedures

Kiran Dingri- CAFC Academy Designated Safeguarding Officer

Email- [kiran.dingri@cafc.co.uk](mailto:kiran.dingri@cafc.co.uk)

Work telephone number- 0738451783



## **Reporting Procedures**

If there are concerns about an Adult at Risk then report this to the CAFC Academy's Designated Safeguarding Officer. All CAFC staff and academy members are guided to use the Reporting Procedure Flowchart to understand the steps taken when reporting a concern. Use the CAFC Academy Internal Referral form to report the concerns.

If the issue is one of poor practice then CAFC Academy's Safeguarding Officer will either:

- Deal with the matter internally with the support of the relevant staff or academy member.
- Seek advice from the CFA Welfare Officer (football related incidents only).

If the concern is one of abuse, then the CAFC Safeguarding Officer will either contact the Police or the relevant Local Authority Safeguarding Adults Team or both depending on the nature of the issue. The CAFC Safeguarding Officer will also contact the relevant CFA Welfare Officer and FA Case Manager if the concern is a football related one.

If the Adult at Risk needs immediate medical treatment they should be taken to hospital or an ambulance called. If the latter is the case then the ambulance staff should be informed that there is a concern regarding the adult. The CAFC Academy Designated Safeguarding Officer should then be informed to take the necessary actions in point previously stated.

For allegations against staff concerning an adult at risk first reports can be made to Department Heads who will inform the Designated Safeguarding Officer or reports can go straight to the Designated Safeguarding Officer. Once received the Designated Safeguarding Officer will work with SMT to investigate the case and then bring in appropriate responses.



## **Useful Contacts**

### **Charlton Athletic Youth Academy Safeguarding Contacts**

Kiran Dingri- CAFC Academy Safeguarding Officer

- Email- [kiran.dingri@cafc.co.uk](mailto:kiran.dingri@cafc.co.uk)
- Telephone number- 0738451783

Ladoki Toya- Education and Welfare Assistant

- Email- [ladoki.toya@cafc.co.uk](mailto:ladoki.toya@cafc.co.uk)
- Telephone number-07464480797

Joe Francis- Academy Head of Education and Welfare

- Email- [joe.francis@cafc.co.uk](mailto:joe.francis@cafc.co.uk)
- Telephone number- 07983363476

### **Safeguarding Contacts**

The Samaritans

- Telephone: 116 123
- [jo@samaritans.org](mailto:jo@samaritans.org)
- [www.samaritans.org](http://www.samaritans.org)

Victim Support

- Telephone: 08 08 16 89 111
- [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

**Policy Approval:**

**Policy Reviewed:**

**Next policy Review:**

**Richard Murray**

**Non-Executive Chairman**



## Appendix 1

Definitions provided to assist working through and understanding this policy several key definitions need to be explained.

### Adults at risk

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.

Although many of the good practice guidelines and principles to be followed when safeguarding children also apply to adults, there is a key difference. In the case of a child, there is a clear duty to act if we suspect that the child has been harmed or is at risk of harm. In the case of an adult, the starting assumption must always be that an adult has the capacity to make a decision and has the right to do so unless it can be established that they lack capacity.

Abuse is a violation of an individual's human and civil rights by another person or persons. 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 (Mental Capacity Act 2005).

### 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. In a (insert name of your sport) this could be a player whose appearance becomes unkempt, does not wear suitable sports kit and who is starting to smell.
- 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. In (insert name of your sport) you may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
- Domestic Abuse – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. Sport may notice a power imbalance between a participant and a family member. For example a participant with Down's 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 a club member 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 ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. In a (insert name of your sport), this could be training without a necessary break.
- Physical Abuse – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. This could be a coach intentionally striking an athlete.
- Neglect or acts of omission- Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health care, care and support or education services, or withholding necessities of life such as medication, adequate nutrition and heating.
- Psychological- Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal from services or supportive networks.
- Sexual-Including rape, indecent exposure, sexual harassment or assault, inappropriate looking or touching, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure or sexual acts to which the adult at risk has not consented or was pressured into consenting.
- Financial or material- Including theft, fraud, internet scamming, pressure in connection with wills, property or inheritance or financial transactions, the misappropriation or misuse of property, possessions or benefits.

## **Appendix 2 Legislation and Government Initiatives**

### **Sexual Offences Act 2003**

The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children. [www.opsi.gov.uk](http://www.opsi.gov.uk)

### **Mental Capacity Act 2005**

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](http://www.dca.gov.uk)

### **Safeguarding Vulnerable Groups Act 2006**



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 noncompliance. [www.opsi.gov.uk](http://www.opsi.gov.uk)

#### 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.

#### The Care Act 2014 – statutory guidance

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.

#### Disclosure & Barring Service 2013

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/dbs-update-service](http://www.gov.uk/dbs-update-service)