



Safeguarding Adults

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Introduction

1. Battle Back Golf are committed to the welfare and safeguarding of adults at risk¹ within all the activities that our members undertake.
2. The Legislation puts the person at the centre of the process. Where a person has capacity, it is about supporting people to make decisions about their own lives.
3. Everyone has the right to feel safe and it is the responsibility of all staff to hold the highest levels of Safeguarding principles at all times. We have a duty to support members (with care and support needs) to live a life free from abuse - having regard to their views, wishes, feelings and beliefs.
4. Recognising Safeguarding Adults concerns throughout Battle Back Golf is a priority and all committee members are to read and sign this safeguarding document as a demonstration to our commitment.

Terminology

5. An **adult at risk** is:
 - a. Aged 18 years and over (16 in Scotland).
 - b. Someone who has need for care and support. Someone who is experiencing or is at risk of abuse or neglect and; as a result of their care needs is unable to protect themselves.
6. **Safeguarding adults at risk:** protecting adults from abuse and/or neglect. Enabling adults to maintain control over their lives and make informed choices without coercion. Empowering adults at risk, consulting them before acting, unless someone lacks the capacity to make a decision, or their mental health poses a risk to their own or someone else's safety, in which case, always acting in his or her best interests.
7. What is abuse - Further details can be found at Annex A.

¹ Formally known as vulnerable adults



Scope

8. Safeguarding is everyone's business and with the introduction of The Care Act 2014, brought Statutory responsibilities, such as partnership working and a duty to share information. Safeguarding encompasses all aspects of a person's welfare. This policy applies to trustees, committee members and all other members of Battle Back Golf.

9. Guidance on implementing the policy is outlined in the following documents:

- a. Battle Back Golf Code of Conduct for members and staff
- b. Battle Back Golf Equality and Diversity Policy

Responsibility for the implementation of the Safeguarding Policy, Standards, Code of Conduct and Reporting Procedure

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY: NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION.

10. The Safeguarding Vulnerable Groups Act 2006 places a statutory duty on all those working with vulnerable groups to register with the Disclosure and Barring Service (DBS)². All Battle Back Golf staff who interact with members are to ensure they provide proof of an extant DBS certificate to the Battle Back Golf Safeguarding lead.

- a. The Battle Back Golf trustees and committee has overall accountability for this policy and its implementation.
- b. Battle Back Golf Safeguarding Lead, John Mills - **00447815 969956** is responsible for updating this policy in line with legislative developments.
- c. All individuals involved in Battle Back Golf are required to adhere to the policy and Code of Conduct.
- d. The [directory of organisations and useful contacts](#) can offer support to help Battle Back Golf staff proactively safeguard.
- e. The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the *what to do if a disclosure from an adult at risk is made to you procedure* at Annex B. Unless someone is in immediate danger, they should inform the Battle Back Golf Safeguarding Lead or relevant welfare service.
- f. The Battle Back Safeguarding lead is responsible for reporting/signposting safeguarding concerns to the relevant authority.
- g. The Battle Back Golf Safeguarding lead is to follow up as appropriate on a case-by-case basis, prioritising the well-being of the adult at risk at all times. Dependent on the concern/disclosure, a referral may be made to:

² The criminal records check in Scotland is via Disclosure Scotland and Northern Ireland via Garda Vetting/Access Northern Ireland

- (1) The police in an emergency (999).
- (2) Local Authority Adult Services.
- (3) [Directory of organisations and useful contacts.](#)

11. Breaches of the Safeguarding Policy, Standards, Code of Conduct and reporting procedure breaches of this policy and/or failure to comply with the outlined responsibilities may result in the following:

- a. Disciplinary action, leading to possible dismissal and legal action;
- b. Termination of current and future roles within Battle Back Golf. Actions taken by staff and Trustees inside or outside of Battle Back Golf are seen to contradict this policy may be considered a violation of this policy. Where an appeal is lodged in response to a safeguarding decision made by Battle Back Golf, the individual should adhere to the Battle Back Golf appeal procedure detailed in Battle Back Golf's governing document.

Safe and Inclusive Code of Conduct

- a. Prioritise the well-being of all adults at all times.
- b. Be a positive role model. Act with integrity, even when no one is looking.
- c. Help to create a safe and inclusive environment both on and off the golf course and promote enjoyment and respect.
- d. Value and celebrate diversity and make all reasonable efforts to meet individual needs.
- e. Keep clear boundaries between your professional and personal life, including on social media.
- f. Check you have the relevant consent from members before taking or using photos and videos.
- g. Ensure your own roles and responsibilities, and those of everyone you are responsible for, are clearly outlined and everyone has the information, training and support to carry them out.
- h. Where possible, do not be alone with an adult at risk.
- i. Do not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such.
- j. Doing nothing is NOT an option: report all concerns and disclosures as soon as possible, following the advice of the Battle Back Golf Safeguarding lead. If someone is in immediate danger, call the police (999).



The Code of Conduct should be interpreted in a spirit of integrity, transparency and common sense, with the best interests of adults at risk as the primary consideration.

12. Battle Back Golf's Safeguarding responsibilities are to:

- a. Promote the charities commitment to a legal, moral and social responsibility to provide a safe environment.
- b. Treat people with dignity and respect, showing zero tolerance to abuse and neglect.
- c. Support personnel to make choices and have control in their lives.
- d. Provide signposting and support.
- e. Identify immediate risks and act accordingly.

The 6 principals underpinning Safeguarding Adults are:

- a. **Empowerment** - Supporting people to make their own decisions, making them the centre of the process.
- b. **Prevention** - Provide information and recognise signs of abuse and support/take action before abuse or harm occurs.
- c. **Proportionality** - Least restrictive/intrusive response appropriate to the levels of risk involved.
- d. **Protection** - Support those in need. Identify when the wider public interests take priority. Identify and protect children if in household.
- e. **Partnership** - Identify local solutions, where appropriate, e.g. Charity input, welfare services, local Authority Safeguarding Boards and Police.
- f. **Accountability** - Act in a manner that is transparent and open – with people at risk and agencies alike.

References:

- A. Care Act 2014
- B. Making Safeguarding personal 2014
- C. No Secrets Guidance 2008
- D. Care Standards Act 2000
- E. Human Rights Act 1998
- F. Serious Crime Act 2015
- G. Counter Terrorism and Security Act 2015
- H. Making safeguarding Persona: guide 2014
- I. Social Services and wellbeing Act Wales 2014



- J. Adult Support and Protection 2007 Scotland
- K. West of Scotland Inter Agency Adult Support & Protection Practice Guidance 2012
- L. Health and Social Care Board N. Ireland
- M. Armed Forces Act 1991/2006
- N. Tri Service Disability and Additional Needs Policy
- O. Serious Crimes Act 2015
- P. Safeguarding Adults in Sport



Annex A: What is abuse? The following is to be used as a guide only. It is not an exhaustive list.

Domestic Abuse: Including psychological, physical, violence, sexual, financial, emotional. Controlling and coercive behaviour (which includes assault, threats, humiliation and intimidation which is now a crime under Serious Crimes Act), forced marriage and 'honour based 'violence. Presentations may include withdrawal, unable to make decisions due to fear of making a mistake, Unable to attend appointments alone – abuser demands to be present during appointments.

Physical Abuse: including assault, hitting, slapping, biting, pushing, misuse of medication, throwing inappropriate restraint/ sanctions, female genital mutilation. Presentations may lead to unexplained marks on body which appear unexplained/hidden. Over representation /multiple appointments or inability to attend appointments.

Psychological Abuse: including psychological abuse, threats to harm, deprivation of contact and emotional relationships, humiliation, blaming, control and coercive behaviour, cyber bullying, verbal abuse and humiliation, withdrawal of services or care including emotional warmth, withdrawn, self- harm, self- medication.

Organisational Abuse: including neglect or poor practice resulting from policies and processes and organisational practices, acts of omission, bullying (see JSP763 and consider raising with chain of command).

Self- Neglect: this involves the inability not unwillingness to care for one's self. Personal hygiene, health or surroundings which includes hoarding -noting impact on others in the wider community and public (fire hazards /infestation etc).

Financial Abuse: including theft, fraud, internet scamming, coercion and control, Living Wills and Testaments, property, inheritance, possessions.

Radicalisation: behaviours may include adopting increasingly extreme political, social, religious beliefs- rejecting and undermining the status quo and freedom of choice, and emphasis on far- right extremism. We have a legal duty to 'have due regards of the need to prevent people from being draw into terrorism' (counter terrorism and Security Act 2015). CHANEL is a key part in prevent strategy and PREVENT identifies people that are vulnerable to radicalisation. Signs may include, withdrawal, being isolated from friends/ family, scripted speech, anger, becoming disrespectful. Note that veterans are particularly sought sometimes having been disillusioned with services or sick at home becoming isolated.

Sexual Abuse: including rape, inappropriate touching, sexual harassment, indecent exposure, inappropriate exposure to pornography or sexual acts, sexual assault, acts that the person has not consented to or who had been pressured into.

Discriminatory Abuse: including verbal abuse, harassment, written abuse i.e. cyber, slurs associated with race, gender and gender identity, sexual orientation, disability, age or religion, hate crime.

Modern Slavery: including human trafficking, slavery, forced labour

Neglect and acts of omission: Including acts of omission, neglecting a person's emotional, physical or health care needs, failing to provide medical services as an organisation as well as access to life's necessities, food, warmth and medication, professional abuse, abuse of trust.

Abuse may be an active disclosure where the adult reports themselves or a passive disclosure where another has noticed signs of abuse or patterns of behaviour that concern.



Annex B: What to do if a disclosure from an adult at risk is made to you.

1. Reassure them they were right to report the behaviour.
2. Listen carefully and calmly to them.
3. Keep questions to a minimum – and never ask leading questions.
4. Do not promise secrecy. Inform them you must report your conversation to the Battle Back Golf Safeguarding Lead (and the police in an emergency) because it is in their best interest.
5. **REPORT IT!** If someone is in immediate danger call the police (999), otherwise talk to the Battle Back Golf Safeguarding Lead as soon as possible. Once reported, the Battle Back Golf Safeguarding Lead will work with you to ensure the safety and well-being of the adult at risk.
6. Do not permit personal doubt prevent you from reporting the concern/disclosure.
7. Make an immediate objective written record of the conversation Make certain you distinguish between what the person has actually said and the inferences you may have made. Your report should be sent to the Battle Back Golf Safeguarding Lead within 48 hours of the incident, who will store it safely.
8. If staff are unsure what action to take or case is complex – consult Local Lead/Local Authority and Safeguarding Adults Panel Chair immediately.
47. When a case/investigation had been closed with no further action, the members name **MUST** be removed from any Safeguarding register, in line with data protection.

