**Cardiff Met Sport Safeguarding People Procedures and Guidelines**

**2024 - 2025**

Contact details for Cardiff Met Sport Local Safeguarding Officer

Name: Laura Williams

Email: [lwilliams@cardiffmet.ac.uk](mailto:lwilliams@cardiffmet.ac.uk)

Contact number: 07973451596

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**Cardiff Met Sport Safeguarding Procedures and Guidelines**

1. **Purpose**

This document is supplementary to Cardiff Metropolitan University’s [Safeguarding Policy: Protection of Children and Adults at Risk](https://www.cardiffmet.ac.uk/about/policyhub/Documents/safeguarding-policy-and-procedure-2019.docx). It details the specific arrangements put in place at Cardiff Met Sport to ensure the safety of all children, young people and adults at risk. It has been developed to protect children, young people and adults at risk, but also provides Cardiff Met Sport staff with appropriate information and guidance to protect themselves.

**Scope**

Every member of the University’s community has a responsibility for safeguarding. These procedures and guidelines apply specifically to all staff members, students, volunteers, agency staff, providers and contractors who are engaged in delivering sporting activities in the name of, or on behalf of, the University whether on campus or off campus externally. Following these procedures is mandatory.

These procedures apply to all service areas and programmes delivered within Cardiff Met Sport, including Met Community, Sports Facilities and Operations, Junior Sport Programmes, Met Active, Performance Sport and the Youth Development Centre.

A collaborative approach to safeguarding with more local arrangements are in place with CSSHS and Cardiff Met SU.

1. **Principles of Operation**
2. Cardiff Met Sport has a statutory responsibility to implement procedures that provide a duty of care for all children, young people and adults at risk, to safeguard their wellbeing, and protect them from abuse or poor practice. This is a responsibility that we take very seriously.
3. The welfare of children and adults at risk is paramount, and their needs are the central consideration in our decision making.
4. All concerns or allegations of poor practice or abuse are taken seriously and responded to promptly.
5. Concerns or allegations are treated confidentially in line with the Data Protection Act 2018 and the UK General Data Protection Regulations
6. We aim to provide a safe and secure environment for all students, staff, community members and individual visitors who attend and access our facilities and services.
7. We recognise that safeguarding is everyone’s responsibility.
8. At Cardiff Met Sport we are committed to working with the wider University and relevant external authorities and organisations to take all necessary steps to identify and report cases of alleged abuse and / or harm to children and adults at risk.
9. **Definitions**

Safeguarding is about protecting children and adults at risk from abuse, neglect, or harm and about educating those around them to recognise the signs and dangers.

Children and young people are defined as individuals under 18 years of age for the purpose of these procedures.

“Adult at risk” is defined by the Social Services and Wellbeing (Wales) Act 2014” as a person who is (a) is experiencing or is at risk of abuse or neglect, (b) has needs for care and support, and (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it. People with learning disabilities, mental health problems, older people or disabled people may fall within this definition. An adult at risk may lack mental capacity. Further guidance on this is available in Appendix 5.

1. **Cardiff Met Sport Roles and Responsibilities**

**Safeguarding Officers**

* **Safeguarding Lead (SL)**

The University has designated the Head of Compliance in the Secretariat as the Safeguarding Lead for the University (“SL”). They can be contacted via [safeguarding@cardiffmet.ac.uk](mailto:safeguarding@cardiffmet.ac.uk). The SL has a duty to perform the following functions:

* Development and implementation of Policy and Procedure(s) to safeguard children, young people and adults at risk;
* Ensure the University’s Executive Group is made aware of the necessary funding and resource implications for the University to fulfil its safeguarding responsibilities;
* Effective management of safeguarding concerns within the University;
* Maintain an up-to-date register of Local Safeguarding Officers. The Dean of School or Director of Unit is responsible to notifying the SL of any changes;
* Keep a secure central record of all reported safeguarding concerns for a period of up to six years, in line with the University’s document retention policy;
* Ensure that Local Safeguarding Officers receive training, advice, and support to enable them to carry out their functions.
* Act at the University’s Prevent Co-ordinator
* **Local Safeguarding Officer (LSO)**

Laura Williams, Assistant Director Sport, Physical Activity & Health

The overall responsibility for safeguarding practice at Cardiff Met Sport rests with the Local Safeguarding Officer (LSO) for Cardiff Met Sport. This person is Laura Williams, Assistant Director Sport, Physical Activity & Health.

The LSO has a duty to perform the following functions:

* To act as the point of contact for Cardiff Met Sport with respect to any event or activity involving children, young people or adults at risk;
* Specific responsibility for responding to safeguarding concerns raised by staff, students, volunteers within Cardiff Met Sport;
* Receive concerns and disclosures made to staff, students etc., decide upon the appropriate course of action and document the decisions made;
* Attend training organised by SL on safeguarding matters;
* If necessary, following receipt of a concern or disclosure make a referral to local Social Services or the Police;
* Provide necessary information to statutory authorities, but not to investigate any safeguarding matter, nor compromise any ongoing investigation;
* Support and debrief any member of staff, student or volunteer who has passed on a concern or disclosure, recording relevant information, and keep them update with appropriate information;
* Complete the necessary University paperwork, ensuring records are completed appropriately, filed confidentially and arranged in accordance with institutional requirements.
* Keep the SL informed of any safeguarding issues and liaise with the SL with regard to any specific concerns or disclosure.

The LSO is responsible for the reporting of abuse cases to external authorities, for agreeing

any necessary interim protection measures pending the outcome of the case (e.g. suspension of staff) and any appropriate remedial action.

The LSO is supported by the Cardiff Met Sport Leadership Team who will ensure Cardiff Met Sport procedures for safeguarding people comply with the [University’s Safeguarding Policy](https://www.cardiffmet.ac.uk/about/policyhub/Documents/safeguarding-policy-and-procedure-2019.docx) and the [Wales Safeguarding Procedures (November 2019).](https://www.safeguarding.wales/)

The following Cardiff Met Sport Service Area Managers are responsible for implementing the Cardiff Met Sport safeguarding procedures within their designated teams:

|  |  |
| --- | --- |
| **Name** | **Role** |
| Dawn Mitchell-Williams | Head of Physical Activity & Health |
| Ollie Toogood | Head of Sport Systems |
| Wendy Rogers | Operations Manager |
| Gareth Walters | Business Development Manager |

These job roles form the Cardiff Met Sport Designated Safeguarding Team (DST). The DST are responsible for the following:

* Ensuring that all allegations, incidents or referrals related to the safeguarding of children and young people or adults at risk are dealt with fairly and equitably within appropriate timescales and in accordance with the Cardiff Metropolitan University Flowchart (Appendix 2) and using form SG2 (Appendix 3).
* Ensuring that appropriate safeguarding measures are in place for all Cardiff Met Sport staff whose roles include contact (face to face, email, social networking, etc) with children, young people and adults at risk as outlined in the University’s safeguarding Policy and in these procedures
* Ensuring that the welfare of children and adults at risk is paramount, and their needs are the central consideration in all decision making
* Treating any concerns or allegations confidentially and in line with the University’s Data Protection Policy
* Ensuring partners / providers delivering on our behalf understand their responsibility to have in place appropriate safeguarding criteria for their purposes, as determined by them.
* Providing appropriate training for all staff to ensure that they can fulfil their safeguarding roles and responsibilities
* Implementing robust recruitment and selection procedures with People Services ensuring that individuals whose role brings them into contact with children and young people and adults at risk are subject to relevant DBS checks
* Providing an annual report to the Met Sport H & S committee on all significant issues and updates relating to safeguarding
* Reviewing cases, including the outcome for children or adults at risk, following the conclusion of any major case with a view to ascertaining whether lessons could be learned
* Seeking the views of key stakeholders from within the University when reviewing these procedures

All staff at Cardiff Met Sport will:

* Understand their role and responsibilities to safeguard and promote the welfare of children and adults at risk
* Be familiar with and follow the University’s safeguarding policies and procedures and know who to contact to express concerns about a child or adults’ welfare
* Be alert to indicators of abuse and neglect
* Have undertaken safeguarding training as required to a level commensurate with their role and responsibilities
* Know when and how to refer any concerns about children or adults at risk of abuse and neglect to their line manager and DST.

The University Safeguarding Lead is responsible overall for safeguarding policies at Cardiff Metropolitan University, and for the provision of advice and support to the DST and LSO as needed.

Local Safeguarding arrangements are also in place for a number of sports, such as Basketball, Tennis, Rugby, Football and Athletics. These policies are specific to the National Governing Body regulations and supplement this policy.

1. **Review**

These Procedures and Guidelines will be reviewed in line with any changes made to the University’s safeguarding policies and in line with relevant guidance annually (or whenever there are amendments to relevant legislation or to best practice).

1. **Responding to Reports, Disclosures and Concerns**

Child and adult at risk abuse concerns can arise in many different situations and contexts. It is **not the role of anyone within Cardiff Met Sport to investigate possible abuse concerns**, but it is essential that all staff and volunteers clearly understand the action that must be taken in the event of abuse.

Everyone has a responsibility to respond to any concerns about the welfare of young people - irrespective of whether the cause of the concern is internal or external - and to ensure that they act by reporting this in line with the University’s procedures. In some cases, sharing a concern will not trigger an investigation, but may help to build up a picture, along with information from other sources, which suggests that a child or adult at risk may be suffering harm.

It is not always easy to distinguish poor practice from abuse. It is therefore the role of EVERYONE at Cardiff Met Sport to ensure that ALL concerns are reported without delay, in line with Cardiff Met reporting procedures as set out in Appendices 2 & 3.

It is not your responsibility to decide whether a child or an adult has been abused. It is however everyone's responsibility to respond to and report concerns. If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.

If you have concerns and/or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to one of the DST who will inform the Local Safeguarding Officer using form SG2 (see appendix 3). If the DST or Local Safeguarding Officer is implicated then report to the Director of Sport – Ben O’Connell [boconnell@cardiffmet.ac.uk](mailto:boconnell@cardiffmet.ac.uk) or the University’s Safeguarding Lead, Matt Dunstan [safeguarding@cardifmet.ac.uk](mailto:safeguarding@cardifmet.ac.uk)

A University Code of Good Practice which all staff, students, and volunteers must adhere to in relation to working with children and adults at risk is provided at Appendix 4.

Further information on the University Safeguarding procedures and Code of Good Practice can be found on insite / University website – [Cardiff Met Safeguarding](https://outlookuwicac.sharepoint.com/sites/Secretariat/SitePages/Compliance/Safeguarding/Safeguarding.aspx)

Any decision not to report a safeguarding concern to Social Services must be recorded on Form SG2 by the Local Safeguarding Officer, along with reasons as to why that decision was made.

The Local Safeguarding Officer should, prior to making the referral ensure the Director of Sport is aware of the potential safeguarding matter.

1. **Poor Practice**

There are some behaviours or practices that would be considered poor practice and although unacceptable, would not be fully encapsulated by the definitions of abuse (see point 19). Nevertheless, they must be reported, addressed and action taken to prevent reoccurrence.

It is often possible to resolve poor practice through guidance, mentoring and additional training, particularly where the individual is willing to accept their conduct was inappropriate, in some instances, poor practice concerns may be managed as a disciplinary matter by invoking the appropriate policy and procedures.

Any concerns regarding poor practice should be reported to the relevant manager within the DST. The DST will review the concern and decide on the appropriate course of action to address.

**It is essential that everyone challenges poor practice, even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed.**

1. **Reporting Concerns**

Regardless of how concerns may have arisen, the person who received the disclosure or witnessed an incident must ensure the information is reported immediately. Personal opinions regarding the credibility of any individual, or the information they have received must not prevent staff from reporting concerns. Reports made should be factual, i.e. what has been witnessed and heard.

Where a Cardiff Met Sport employee receives information that causes concern the following appropriate procedure should be followed. See Appendices 1 and 2.

* Report concerns to the Designated Safeguarding Team at the earliest opportunity (ideally within 24 hours). Should your DST be unavailable concerns should be passed to the Local Safeguarding Officer.
* The Local Safeguarding Officer or alternative member of DST will refer all relevant concerns without delay to Social Services and/or the Police, seeking advice from the University’s Safeguarding Lead when appropriate. A referral should not be delayed by a need to seek advice. The Police need only be called where there is an immediate risk of harm to a young person / adult at risk. If it is believed that there is no immediate danger, the referral should be made to Social Services.
* If a concern is relating directly to a student, then a member of staff can make a referral to student services via the [Cause for Concern form.](https://outlookuwicac.sharepoint.com/sites/QED/Lists/Theme%20Links/DispForm.aspx?ID=23)
* Any external hirers using Cardiff Met facilities will be made aware of the Cardiff Met Sport Safeguarding process & procedures and ensure any safeguarding concerns within the facility are reported to a Cardiff Met Sport duty manager.

1. **Recording Information**

Although urgent referrals should not be delayed, Social Services or Police referrals should be confirmed in writing within two working days and a copy should also be stored confidentially at Cardiff Met Sport. The report can be made using the Cardiff Met reporting form SG2 (in Appendix 3).

The contact details of the Social Services Duty Officer or Police Officer to whom the concerns were passed, together with the time and date of the call, and any agreed action to be taken should be recorded.

A copy of the form should be retained by the Local Safeguarding Officer, and a copy provided to the University’s Safeguarding Lead (SL) for overall case management purposes.

The following principles should be applied in completing the form:

* Record relevant and factual information (including times and dates where possible)
* Record the voice of the individual (using their words where possible)
* Share the information to the appropriate people
* Take appropriate action.

The LSO should inform the SL when the Social Services Referral has been acknowledged by Social Services, and when an outcome to any investigation, subsequent action is provided.

The LSO or SL may agree which officer will contact Social Services for an update on the case. Any outcome should be recorded on the Form SG2.

If the University is informed by Social Services and / or the Police that they do not intend to take any further action on a case, then the University will also close the safeguarding case. However, the University may decide to initiate action under its own policies and procedures, e.g. staff or student discipline, if considered appropriate given the individual circumstances.

**Cardiff & Vale Regional Safeguarding Board –** [**Contact Details**](https://www.cardiffandvalersb.co.uk/children/contact-childrens-board/reporting-concerns/)

Please note, that the referral should be made to the local authority where the child lives.

1. **Concerns relating to Cardiff Met Sport Staff**

Concerns that relate to the behaviour of Cardiff Met Sport staff, volunteers and student workforce will be taken very seriously. People Services will provide advice and guidance to the appropriate line manager of the member of staff against whom the allegations have been made in relation to employment or disciplinary issues.

The University recognises that as an employer it has a duty of care to all employees. Any member of staff facing an allegation, and the alleged victim, if he /she is a student of the University, will be offered counselling advice and support.

In considering cases concerns relating to Cardiff Met Sport staff, the Director of Sport (or Assistant Directors) will work with People Services and the University Safeguarding Lead to:

* Consider whether the subject has access to children elsewhere and if so undertake a risk assessment, consider any mitigating actions, any identify who might need to be informed.
* Work with Social Services and Police and attend multi-agency strategy meetings as required.
* Take steps to ensure that appropriate support is provided to children, parents, and members who are affected by an abuse situation including, where appropriate, the alleged perpetrator.
* Follow up any external investigation with an internal action if required, irrespective of the findings of a Police/Social Services investigation under the appropriate staff or student disciplinary procedure.
* Review cases and ensure any preventive measures are addressed.

The Director of People Services and Safeguarding Lead will refer to the Disclosure Barring Service anyone who has been dismissed from the organisation (or would or might have been dismissed if the individual had not otherwise ceased employment) on the grounds that there are concerns that harm or risk of harm has occurred to a child or adult at risk.

The [Employee Assistance Programme](https://outlookuwicac.sharepoint.com/sites/PeopleServices/SitePages/Wellbeing/Employee-Assistance-Programme.aspx) is available to all staff who may need extra support in dealing with a disclosure and can be accessed via insite.

1. **Allegations against a Student**

Where an allegation of abuse or inappropriate behaviour is made against a student, the Complaints Manager will provide advice in relation to student discipline and other student procedures.

The University recognises that it has a duty of care to all students. Student Services will offer any student facing an allegation, and the alleged victim, if he /she is a student of the University, counselling advice and support. Staff can seek further guidance on how to support students via the cause for concern process - <https://outlookuwicac.sharepoint.com/sites/StudentServices>

1. **Confidentiality and information sharing**

Sharing information is a critical element of safeguarding and protecting children. Consent should normally be sought from the subject/s of the information in order for it to be shared, but, in the interests of child protection, it may be necessary for information to be shared with relevant staff and volunteers within Cardiff Met Sport, Social Services and the Police without consent if there is reason to believe that seeking consent could place a child at risk of significant harm.

Cardiff Met Sport will only share confidential information without consent where there is a reasonable belief that failure to disclose would place the child/adult at risk or others at increased risk of significant harm and/or would undermine the prevention, detection or prosecution of a serious crime.

The Local Safeguarding Officer will normally consult with the University’s Data Protection Officer before a decision is made to share information, providing that this will not delay the referral. Confidential information will only be passed to agencies that require access for safeguarding purposes on a ‘need to know’ basis. A record will be maintained of the reason for the disclosure, to whom it was shared and the details that were provided.

Data Protection Officer – [dataprotection@cardiffmet.ac.uk](mailto:dataprotection@cardiffmet.ac.uk)

1. **Whistle blowing**

Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. Cardiff Met Sport supports an environment where staff and volunteers, members and their parents/carers and the public are encouraged to raise safeguarding and child/adult protection concerns. Anyone who reports a legitimate concern to the organisation will be supported and all concerns will be taken seriously. The University’s Whistleblowing Policy is available here – [Whistleblowing Policy](https://www.cardiffmet.ac.uk/about/policyhub/Pages/default.aspx)

It is acknowledged that individuals are often very reluctant to report concerns through fear of negative reprisal. Cardiff Met Sport will take action against anyone who has harassed or victimised a whistleblower. The identity of individuals who wish to remain anonymous will not be disclosed without first taking time to explain the circumstances in which disclosure may be desirable.

1. **Media interest**

Incidents of abuse can generate significant media interest. Anyone who is approached by the media should refrain from providing any information and should follow the following guidance:

* Take a note of the journalist's name and contact details and whom they represent;
* Establish exactly what information the journalist requires;
* Establish whether the journalist is working to any deadlines and inform them that the matter will be referred to the Cardiff Metropolitan University Marketing & External Relations team (who will liaise with the Cardiff Met Sport Local Safeguarding Officer / Secretariat (if necessary) to discuss a response);
* A copy of the response will be sent to the journalist and other relevant individuals.

1. **Support services**

Anyone who has made a disclosure of abuse, has been the subject of an allegation, or has been indirectly affected by an incident will be offered information on support services via the Employee Assistance Programme.

## **Safe Recruitment and Selection**

Although the majority of people seeking to work or volunteer with children or adults at risk do not present a risk, safe recruitment and selection procedures should help deter or prevent inappropriate individuals from gaining positions working with adults at risk and children.

Cardiff Met Sport is committed to applying a robust recruitment and selection process and recruit individuals who share the University values and approach to safeguarding. These procedures should apply to both paid, voluntary and placement positions, even where there is only one applicant for a position.

Roles that include *Regulated Activity* will require a Disclosure Barring Service (DBS) check. All roles at Cardiff Met Sport will be considered and inclusive of voluntary roles (including student placements) casual staff and contracted. Staff can seek guidance via the government website to confirm whether the role requires a DBS check and to what level – <https://www.gov.uk/find-out-dbs-check>

Click here - [The difference in DBS checks](https://www.gov.uk/government/organisations/disclosure-and-barring-service/about)

A full list of these roles can be found below:

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Enhanced Disclosure with barred check | Enhanced Disclosure without barred check | Basic Check |
| Lead Coach | Yes |  |  |
| Assistant Coach | Yes |  |  |
| Open Campus Coaching Placement |  | Yes |  |
| Swimming Teacher | Yes |  |  |
| Lifeguard |  |  | Yes |
| Recreational Assistant |  |  | Yes |
| Receptionists |  |  | Yes |
| Duty Manager |  |  | Yes |
| Fitness Instructors |  | Yes |  |
| Personal Trainers |  | Yes |  |
| Performance Services Team |  | Yes |  |
| Clubs & Workforce Officers |  |  | Yes |
| Community Physical Activity Coordinators |  | Yes |  |
| ‘Heads of’ |  | Yes |  |
| Casual staff |  |  | Yes |
| Management Team |  |  | Yes |
|  |  |  |  |

The checks must be repeated at regular intervals of no more than three years throughout the period of employment (paid posts) or deployment (volunteers / students).

Eligible candidates will be asked to complete a DBS check prior to commencing any aspect of their role that involves contact with children or adults at risk. *Regulated activity* is defined as, work which an individual who is barred from working with vulnerable groups (including children) must not do.

In summary this includes:

* Unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice/guidance on well-being, or driving a vehicle only for children.
* Work being carried out regularly (at least weekly), frequently (three times a month or more) or overnight (between 2am and 6am) or work in a limited range of establishments (‘specified places’), with opportunity for contact: e.g. schools or childcare premises.

It is an offence for a barred person to seek work in regulated activity, and for an employer to knowingly employ a barred person in regulated activity.

There is a clear process in place for assessing positive DBS disclosures which will be managed by People Services who will request the full certificate from the individual to review the detail. A discussion would be held with the Director of Sport to review the risks and make a decision on (re)appointment.

Full guidance in relation DBS checks and eligibility criteria can be found via the [Home Office](https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance)

Where the candidate **has been resident in a foreign country, it is unlikely that a DBS check will suffice. Cardiff Met Sport and People Services will seek to access information from the relevant country of origin/residence, where necessary.**

1. **Recognising Abuse in Children and Young People**

Children and young people can be abused either through someone inflicting harm or failing to act to prevent harm. Abuse can be carried out by someone known to the child or (more rarely) by a complete stranger, and by men, women or other young people. It is not always easy to recognise abuse, especially as many of the indicators can have other reasonable explanations.

See Appendix 5 for the Working Together to Safeguard Children under the Children Act 2004 for definitions of abuse. Further guidance is available from the Wales Safeguarding Procedures available at <https://www.safeguarding.wales/>

1. **Position of Trust**

A relationship of trust exists where an adult, by virtue of their role, is in a position of power or influence over a young person. The Sexual Offences Act (2003) states that it is a criminal offence for a person in a position of trust defined within the scope of the Act, to engage in any sexual activity with a person over sixteen but under the age of 18 with whom they have a relationship of trust, irrespective of whether the young person has ostensibly consented to the relationship. Although the law does not currently apply to coaches and others involved in a sport context, Cardiff Met Sport considers that it is completely unacceptable for anyone to engage in sexual activity within a relationship of trust.

It must be stressed that it is ALWAYS the responsibility of the adult to ensure that his or her conduct is acceptable. Appropriate boundaries in all relationships of trust must be maintained and adults must not behave in a manner that would encourage any attraction to develop. However, in the event that a young person displays signs of attraction to the adult within the relationship of trust, this must be reported in line with Cardiff Met Sport reporting procedures. If appropriate, the adult may need to remove themselves from the relationship of trust.

**If Cardiff Met Sport employees engage in an intimate or inappropriate relationship with a child with whom they are in a relationship of trust, regardless of whether they are legally able to consent or not, it is a breach of the safeguarding policy and as such will result in disciplinary action.**

1. **Indicators of Abuse**

Even for those experienced in working with child or adults with care and support needs, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

1. unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
2. an injury for which an explanation seems inconsistent;
3. the child describes what appears to be an abusive act involving them;
4. another child or adult expresses concern about the welfare of a child;
5. unexplained changes in a child’s behaviour, e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper;
6. inappropriate sexual awareness;
7. engaging in sexually explicit behaviour;
8. distrust of adults, particularly those whom a close relationship would normally be expected;
9. difficulty in making friends;
10. being prevented from socialising with others;
11. displaying variations in eating patterns including overeating or loss of appetite;
12. losing weight for no apparent reason;
13. becoming increasingly dirty or unkempt.

The above list is not exhaustive and the presence of one or more of the indicators should not be accepted as proof that abuse is taking place. It is **NOT** the responsibility of Cardiff Met Sport employees to decide that child abuse is occurring. However, it is **everyone’s** responsibility to be vigilant and report any concerns in line with these procedures.

1. **Incidents that must be Reported/Recorded**

If any of the following incidents occur, the child’s parents should be informed (unless it is not appropriate to do so) and the incident reported immediately following the Cardiff Met Sport reporting procedures (Flow Chart Appendix 3, Reporting Form Appendix 4):

* a member of staff accidentally hurts a child
* a child seems unusually distressed
* a child appears to be sexually aroused by your actions
* a child misunderstands or misinterprets something you have done.

1. **Practices that must be Avoided**

The following practices are known to be significant risk factors in cases of abuse and can never to be condoned:

* Taking children to your home or other secluded place unaccompanied by others.
* Engaging in rough, physical or sexually provocative games.
* Sharing a room with a child.
* Allowing or engaging in any form of inappropriate touching.
* Making sexually suggestive remarks.
* Reducing a child to tears as a form of control.
* Allowing children to use inappropriate language unchallenged.
* Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
* Carrying out personal care for a child that the child can do unaided
* Departing from the premises without first supervising the safe dispersal of the children.
* Abusing a privileged position of power or trust.
* Resorting to bullying tactics, or verbal abuse.
* Causing a participant to lose self-esteem by embarrassing, humiliating or undermining the individual.
* Spending excessive amounts of time alone with children away from other adults.

It may sometimes be necessary for adults to do things of a personal nature for children, particularly if they are young or are disabled. This would include tasks such as removing outer layers of clothing, tying up hair etc. These tasks would normally be carried out with the full understanding and consent of parents and the children involved. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in a task that involves physical contact. Avoid taking on the responsibility for tasks for which you are not appropriately trained, including provision of intimate care (e.g. dressing, assistance with toileting).

## **Physical Contact in Sport**

Many activities, by their nature, require a degree of physical contact between adults and children. Physical contact can be used *appropriately* to instruct, encourage, protect or comfort. Physical contact between adults and children should only be used when the aim is to:

1. develop sports skills or techniques
2. treat an injury
3. prevent an injury
4. meet the requirements of the particular sport
5. comfort a child or young person who is upset
6. congratulate a child or young person when they have been successful in performance
7. guide or support a disabled child or young person with a recognised need in pursuit of their sport

All the above forms of contact should

* only occur within an open environment,
* meet the needs of the child (and **NOT** the needs of the adult)
* be fully explained
* only occur with permission from the individual (with the exception of in an emergency)
* only be given if the individual has received specific training to do so

Contact should **NEVER**

* be prolonged, unnecessary or frequent
* involve touching or contact with genital areas, breasts or buttocks, except for appropriate medical treatment provided by qualified medical staff
* take place in secret or out of sight of others
* include the transfer of children or young people with mobility issues, unless the individual providing the transfer has received appropriate manual handling training.

Information about injuries occurring within the Cardiff Met Sport environment are fully recorded in line with the University accident/incident reporting procedures (AR99 Form) see Appendix 6.

## **Adults at Risk Procedures**

**Recognising Abuse**

Adults at Risk can be abused either through someone inflicting harm or failing to act to prevent harm. Abuse can be carried out by someone known to the adult or (more rarely) by a complete stranger. It can occur because the adult does not have the capacity to protect themselves.

It is not always easy to recognise abuse, especially as many of the indicators can have other reasonable explanations.

It's generally acknowledged that there are four main types of abuse in relation to Children (Physical, Sexual, Emotional and Neglect). Categories of abuse relating to adults encompass the following broader definitions, but are not limited to:

**Physical Abuse**

Including assault, hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

**Domestic Violence**

Including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence, coercive control.

**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 could not consent or was pressured into consenting.

**Psychological abuse**

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 of services or supportive networks.

**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.

**Modern slavery**

Encompasses slavery, human trafficking; forced labour and domestic servitude.

**Discriminatory abuse**

Including harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse** (previously known as institutional abuse)

Neglect and poor care practice within an institution or specific care setting such as 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.

**Neglect and acts of omission**

Including, ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**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.

**Indicators of Abuse and Neglect**

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the organisation who a participant comes into contact with or other participants, workers or volunteers may suspect that an adult is being abused or neglected outside of the organisation’s 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. 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.
* Someone losing or gaining weight / an unkempt appearance. This could be a player whose appearance becomes unkempt, does not wear suitable sports kit and there is a deterioration in hygiene.
* A change in the behaviour or confidence of a person. For example, a participant 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.
* They may self-harm.
* They may have a fear of a particular group of people or individual.
* They may tell you / another person they are being abused – i.e. a disclosure.
* Harassment of a participant because they are or are perceived to have protected characteristics.
* Not meeting the needs of the participant. E.g. training without a necessary break.
* A coach intentionally striking an athlete.
* A participant who sends unwanted sexually explicit text messages to an adult with learning disabilities they are training alongside.
* A participant threatening another participant with physical harm and persistently blaming them for poor performance.

### **What to do if you have a Concern or Someone Raises Concerns with you**

It is not your responsibility to decide whether an adult has been abused. It is however everyone's responsibility to respond to and report concerns.

If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.

If you have concerns and or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to the DST, if any of the DST or the Local Safeguarding Officer is implicated then report to the Director of Sport.

It is good practice to seek the adult’s views on what they would like to happen next and to inform the adult of what actions you intend to take. It is important never to promise to keep information confidential.

It is important when considering your concern that you also ensure that you keep the person informed about any decisions and action taken about them and always consider their needs and wishes.

if you are concerned regarding the welfare of a student, you can raise a concern via the cause for concern form – [cause for concern form.](https://methub.cardiffmet.ac.uk/Form.aspx?id=354538)

**Operational Procedures and guidelines to support staff**

**There are a number of guiding documents and risk assessments that have been provided to support staff with specific areas of work and safeguarding considerations. These documents can be found as part of the Safeguarding Guidelines pack on** [Teams.](https://outlookuwicac.sharepoint.com/:f:/s/CardiffMetSport_GRP/EjvZg219Z0RFsjiLAID6bGIBVbu4Zr7Ail5Mk7oV3apIWg?e=elsqkP) **Guidelines available:**

* 1. **What to do if a child is not collected from an activity**
  2. **Travelling to competitions checklist & Overnight stay checklist**
  3. **Running online activities**
  4. **Use of photography & filming at Cardiff Met Sport facilities and events**

**Appendices**

**Appendix 1 – Cardiff Metropolitan University Key Contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **E Mail Address** | **Telephone Number** |
| Matt Dunstan | Head of Compliance & Safeguarding Lead | [safeguarding@cardiffmet.ac.uk](mailto:safeguarding@cardiffmet.ac.uk) |  |
| Ben O’Connell | Director of Sport | [boconnell@cardiffmet.ac.uk](mailto:boconnell@cardiffmet.ac.uk) | 07500792645 |
| Laura Williams | Assistant Director Sport, Physical Activity & Health  Local Safeguarding Officer – Met Sport | [lwilliams@cardiffmet.ac.uk](mailto:lwilliams@cardiffmet.ac.uk) | 07973451596 |
| Dan Gomm | Assistant Director Business Development | [dgomm@cardiffmet.ac.uk](mailto:dgomm@cardiffmet.ac.uk) | 07845323044 |

**Designated Safeguarding Officers**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **E Mail Address** |
| Dawn Mitchell-Williams | Head of Physical Activity & Health | [Dlmitchell-williams@cardiffmet.ac.uk](mailto:Dlmitchell-williams@cardiffmet.ac.uk) |
| Ollie Toogood | Head of Sport Systems | [OToogood@cardiffmet.ac.uk](mailto:OToogood@cardiffmet.ac.uk) |
| Wendy Rogers | Operations Manager | [wrogers@cardiffmet.ac.uk](mailto:wrogers@cardiffmet.ac.uk) |
| Gareth Walters | Business Development Manager | [GJwalters@cardiffmet.ac.uk](mailto:GJwalters@cardiffmet.ac.uk) |

Other Key University Contacts

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **E Mail Address** |
| Adrian Dennehy | Campus Protection Services Manager | [adennehy@cardiffmet.ac.uk](mailto:adennehy@cardiffmet.ac.uk) |
| Neil Davies | Head of Student Wellbeing | ddavies@cardiffmet.ac.uk |
| Lisa Aske | Senior Wellbeing Advisor, Student Services | [laske@cardiffmet.ac.uk](mailto:laske@cardiffmet.ac.uk) |
|  |  |  |



**APPENDIX 2 – cmu REPORTING SAFEGUARDING CONCERNS FLOWCHART**

**Appendix 3 – Safeguarding Concern Report Form (SG2)**

Please complete if you have a safeguarding concern about a child or adult at risk, providing as much factual information as possible and then pass the form to your line manager or Local Safeguarding Officer:

|  |
| --- |
| **Staff member name, job title, department/unit:** |
| **Contact details:** |
| **Date form completed:** |
| **Name and contact details of the child / young person/ adult about whom you have the concern:** |
| **Gender:** |
| **Age and date of birth (if known):** |
| **Disability (if relevant and known):** |
| **Nature of the relationship between yourself and the person about whom you have the concern:** |
| **Have the parents / carers of the person been informed on the concerns / incident? Please provide details:** |
| **Details of incident (date and location if relevant):** |
| **Nature of allegation/concern (please note what information provided is fact, opinion or heresay):** |
| **Any other observations or information (please note what information provided is fact, opinion or heresay):** |
| **Please provide details of any witnesses (if relevant/available):** |
| **Please provide details of any action you have taken:** |

**Please now forward this form to your line manager or Local Safeguarding Officer (LSO)**

**For completion by the LSO or Safeguarding Lead when taking action after receiving a safeguarding concern:**

|  |
| --- |
| **Date form received:** |
| **LSO name, role and contact details:** |
| **Action taken (initials and date):** |
| **If referred externally, provide name of organisation / agency:**  **Contact person:**  **Telephone numbers:**  **Email address:**  **Agreed action or advice given:** |

**DST or LSO to forward the completed form to the University’s Safeguarding Lead for safe storage (**[**safeguarding@cardiffmet.ac.uk**](mailto:safeguarding@cardiffmet.ac.uk)**)**

**Appendix 4 – University Code of Practice for Staff, Students and Volunteers when Working with Children and Adults at Risk**

**1.** **Introduction:**

Staff, students, and volunteers participating in Cardiff Metropolitan University events and activities may come into contact with Children (under 18 years of age), or Adults at Risk (vulnerable adults). To keep everyone safe, the following guidance should be followed.

2.  **General Principles:**

* The welfare of vulnerable groups, including Children, or Adults at Risk is paramount.
* Everyone should be treated with dignity and respect.
* Staff, students and volunteers should understand their responsibilities to safeguard Children and Adults at Risk.
* All members of the University should demonstrate appropriate behaviour when working with Children, or Adults at Risk in order to protect them from abuse and neglect, and to avoid situations which may be misinterpreted and lead to false allegations.
* Staff, students and volunteers should be alert to potential indicators of abuse and neglect, and alert to risks which abusers, or potential abusers, may pose to Children or Adults at Risk.
* Staff, students and volunteers should be aware of the effects of abuse and neglect on Children or Adults at Risk.
* Staff should discuss and /or take advice from the Local Safeguarding Officer (LSO) from their School or Department about any incident, or behaviour which may give rise to concern.
* Any allegations, suspicions of abuse, or relevant disclosure should be reported immediately to the LSO, who will work with the University’s Safeguarding Lead (SL), to refer the concern to the relevant Local Authority Department.
* Staff, students and volunteers should be aware that breaches of the law, university policy, and professional guidance could result in criminal proceedings or disciplinary action being taken against them.
* Any risk assessment undertaken for an event or activity at Cardiff Metropolitan University that includes Children or Adults at Risk should make suitable reference to the University’s Safeguarding Policy.
* Staff must contribute as necessary to stages of the statutory protection process.

3. **Working safely with Children and Adults at Risk**

3.1 When working with Children and /or Adults at Risk, staff, students and volunteers **should:**

* Maintain and work with a register of Children and /or Adults at Risk who are part of the event or activity they are organising in.
* Treat the Child’s or Adult at Risk’s welfare as paramount.
* Maintain an appropriate relationship with Children and Adults at Risk.
* Avoid working on their own with a Child or Adult at Risk in a closed space away from others. Any private spaces for one to one communication, support, or tuition should have external visibility.
* Any staff, student or volunteer working in regulated activities with Children or Adults at Risk should be appropriately supervised and /or have undergone the appropriate DBS check.
* Ensure that if any form of manual /physical contact is required, it should be provided in an open space where such actions can be observed. In sporting situations, this should be conducted in accordance with the appropriate guidelines.
* Involve parents /carers /teachers wherever possible e.g. to provide assistance in changing rooms etc.
* Aim to be a good role model
* When providing feedback, aim to give enthusiastic and constructive feedback rather than negative criticisms.
* Keep a written record of any injury that occurs or is identified, along with details of any treatment given.
* Attend relevant safeguarding training courses that the University provides.
* Identify who is the LSO for their School / Department, and be familiar with the University’s Safeguarding Policy.

3.2 When working with Children (under 18 years of age) and Adults at Risk, staff, students and volunteers **should never:**

* Engage in rough physical games, or those that could be considered as sexually provocative.
* Share sleeping accommodation overnight with a Child or Adult at Risk.
* Go into the room of a Child or Adult at Risk unless absolutely necessary. (If it is necessary, two members of staff should enter.)
* Use a mobile phone or camera to photograph a Child or Adult at Risk except for legitimate and express purposes and where relevant written consent (from parent/guardian) has been established beforehand.
* Allow or engage in any form of inappropriate touching.
* Allow children or colleagues to use inappropriate language unchallenged.
* Make comments to a Child or Adult at Risk, even in fun that could be construed as sexually provocative.
* Deliberately reduce a Child or Adult at Risk to tears as a form of control, belittle or demean a Child or Adult at Risk, or use emotional abuse.
* Allow allegations made by a Child or Adult at Risk to go unrecorded or not acted upon.
* Invite or allow Children or Adults at Risk, to visit or stay with you at your home.
* Have a Child or Adult at Risk on their own in a vehicle (unless this is part of the role employed and an appropriate DBS check has been undertaken).
* Spend time alone with a child or adult at risk. If you are in a situation where you are alone with a Child or Adult at Risk make sure that you can be clearly observed or seen by others. In a therapeutic, clinical environment relevant ethical and professional guidelines should be adhered to.
* Do things of a personal nature for a Child or Adult at Risk that they can do for themselves.

(It may sometimes be necessary for staff or volunteers to do things of a personal nature for a Child or Adult at Risk particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents/carer or teacher and, where possible, the Child or Adult at Risk.)

(Toileting must be undertaken by two people, one of whom must be female when accompanying a female Child, or Adult at Risk (where assistance is needed). There is a need to be responsive to the reaction of a Child or Adult or Risk, talk with him/her about what you are doing and give choices where possible. This is particularly important so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a Child or Adult at Risk to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.)

Some research activities involving Children or Adults at Risk may necessitate physical contact. It is important for those in charge of the activity to understand what is appropriate within such activities, to avoid anything that could be misunderstood, and for such activities to be supervised.

Physical contact between a member of staff and student is sometimes necessary for the student’s learning. Its purpose and form should be explained to the student by the member of staff and the student’s consent obtained in advance of physical contact taking place. In this context, as in all others, a member of staff should be sensitive to feedback from the student and respond accordingly. This is applicable to physical contact with students of all ages, but is particularly important for students who are Children or Adults at Risk.

**4. What to do if Abuse is Reported or Suspected**

The recognition of abuse is not always easy and the University acknowledges that its staff, students and volunteers are not experienced in this area and will not easily know whether or not abuse or neglect is taking place. Indeed, it is not the place of University members to make such a judgement. However, the University recognises that it has a duty to act on (report) any concerns in order to safeguard the welfare of Children or Adults at Risk.

Abuse can and does occur both within families and in institutional or community settings.  The University acknowledges that some individuals seek to use voluntary and community organisations to gain access to Children and Adults at Risk and that it is necessary to have an open mind when the possibility arises that a member of the University is suspected of abuse or inappropriate activity.

Any concerns should be reported promptly to a Local Safeguarding Officer (LSO) who will in turn seek advice from the Safeguarding Lead (SL) as appropriate, before a referral to the relevant statutory authority may be made. Relevant timescales are included in the University Safeguarding Policy.

All staff should be made aware of whom the LSO is in their School / Department, before working with Children or Adults at Risk.

Every effort should be made to maintain confidentiality in a safeguarding matter. Suspicions must not be discussed with anyone else on campus other than those nominated above. Information should be shared in line with the University’s Safeguarding Policy.

The LSO and SL have the responsibility to act on behalf of the University in dealing with allegations, suspicions or disclosures of abuse or neglect. This will include collating relevant details and referring the matter to the appropriate statutory authorities.

Where there are activities /events organised by the University but held within another organisation, e.g. in a school or community centre, reported or suspected abuse should be referred to the Safeguarding Officer of the school or centre. The expectation of the University is that any such referral would be brought to the attention of the SL by the school or hospital Designated Safeguarding Officer.

It is the task of statutory bodies (Police, Social Services, NSPCC) not the University, to assess the information given to them and to decide whether to investigate the matter further under The All Wales Safeguarding Procedures (2019) and the exercise of statutory functions under the Social Services and Well-Being Act 2014. University staff must co-operate with any investigation undertaken by the statutory authority.

It is important to note that in the case of adults, if the adult has the capacity to refuse consent to Social Services responding to the alleged abuse and if there are no other adults at risk involved; if a crime has not been committed; and if children are not present (or in the environment where the alleged abuse has taken place), Social Services cannot proceed without consent and therefore, the University would not be able to proceed with external reporting procedures. This does not prevent the appropriate student support services of the University being utilised by the individual to receive support in the interests of their own safety and peace of mind. Notes of the circumstances can be maintained should the individual change their mind at a later stage.

Under no circumstances should members of the University carry out their own investigation into suspicions or allegations of abuse, neither should they question victims closely, as to do so may contaminate evidence and obstruct any investigation that may be carried out subsequently by the Police or Social Services. All discussion with the victims should be recorded as fully and accurately as possible, quoting the individual’s own words verbatim where possible.

All records should be stored securely.

**5. Responding to Suspicions of Abuse**

If a Child or Adult at Risk says something or acts in such a way that abuse is suspected, the person receiving the information should:

* React in a calm but concerned way.
* Give the person your full attention.
* Reassure the person that s/he is right to share what has happened; and tell them that s/he is not responsible for what has happened.
* Ask open questions (not leading questions) and use active listening techniques.
* Take what the person says seriously.
* Keep questions to an absolute minimum only to clarify what the person is saying; not to interrogate.
* Don’t overreact to what is being said.
* If a disclosure is being made, ask if s/he has told anyone else.
* Do not rush or interrupt the person when they are recalling significant events.
* Be aware of personal views.
* Reassure the person that the issue can be dealt with and inform them who will be taking action.
* Do not give assurances of confidentiality, but reassure the person that the information will only be passed on to those people who need to know.
* Make a full record of what is said and done, though this should not result in a delay in reporting the problem to the relevant LSO or SL.
* Any immediate concerns of further harm being caused to the individual (Child or Adult at Risk) or any other siblings etc. should be immediately reported to the Police.
* Consider if urgent medical assistance is required.

**6. Recording Information**

LSO’s must use the standard Recording and Reporting Form at Annex SG2 of the Safeguarding Policy: Reporting Concerns to record details of a safeguarding matter that is passed to them. The Form contains the relevant information to be passed onto the relevant statutory authority as a referral.

The Form (SG2) can however also be used by staff, students, or volunteers who wish to report a concern or disclosure to the LSO. The staff member, student, or volunteer must also keep their own records.

The record must include:

* The person’s account of what has occurred.
* The nature of the allegation or concern.
* A description of any visible physical injury (clothing should not be removed to inspect the injury).
* A word for word record of any disclosure. (This may be used later in a criminal trial and it is vital that what is disclosed is recorded as accurately as possible. Do not ask leading questions. The record must be drafted in the person’s words and should not include the assumptions or opinions of others.)
* Any dates, times or places and any other potentially useful information.

The concern /disclosure should be reported **immediately to the LSO** who will to take the appropriate action to make a referral to the statutory authority (within 24 hours).

If the concern is of a very serious nature and arises out of normal office hours (evenings and weekends), contact should be made directly with the relevant Social Services Emergency Duty Team.

It is recognised that staff may need support after receiving a disclosure and appropriate support will be offered.

**Appendix 5 – Mental Capacity – Guidance on making decisions for adults at risk**

England and Wales share the Mental Capacity Act of 2005. The Act applies to people over the age of 16 years.

The issue of capacity or decision making is a key one in safeguarding adults across all legislature. It is useful to have an overview of the concept of capacity.

We make many decisions every day, often without realising. We make so many decisions that it’s easy to take this ability for granted. But some people are only able to make some decisions, and a small number of people cannot make any decisions. Being unable to make a decision is called “lacking capacity”.

To make a decision we need to:

* Understand information
* Remember it for long enough
* Think about the information
* Communicate our decision

The various legislation sets out the principles for working with adults who lack capacity to make decisions. A person’s ability to do this may be affected by things like learning disability, dementia, mental health needs, acquired brain injury and physical ill health.

Good practice states that every individual has the right to make their own decisions and legislation provides the framework for this to happen.

The legislation is designed to ensure that people have the support they need to make as many decisions as possible. The legislation also protects people who need family, friends or paid support staff to make decisions for them because they lack capacity to make specific decisions.

Any intervention in the affairs of an adult should:

* benefit the adult
* take account of the adult’s wishes, so far as these can be ascertained
* take account of the views of relevant others, as far as it is reasonable and practical to do so
* restrict the adult’s freedom as little as possible while still achieving the desired benefit

Our ability to make decisions can change over the course of a day.

Here are some examples that demonstrate how the timing of a question can affect the response:

* A person with epilepsy may not be able to make a decision following a seizure.
* Someone who is anxious may not be able to make a decision at that point.
* A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

In each of these examples, it may appear as though the person cannot make a decision. But later in the day, presented with the same decision, they may be able to at least be involved or to make an informed and measured decision.

Legislation recognises that capacity is decision-specific, so no one will be labelled as entirely lacking capacity. The legislation also recognises that decisions can be about big life-changing events, such as where to live, but equally about small events, such as what to wear on a cold day.

To help you to understand better, consider the following five points:

* Assume that people are able to make decisions, unless it is shown that they are not. If you have concerns about a person’s level of understanding, you should check this with them, and if applicable, with the people supporting them.
* Give people as much support as they need to make decisions. You may be involved in this – you might need to think about the way you communicate or provide information and you may be asked your opinion.
* People have the right to make unwise decisions. The important thing is that they understand the implications. If they understand the implications, consider how risks might be minimised.
* If someone is not able to make a decision, then the person helping them must only make decisions in their “best interests”. This means that the decision must be what is best for the person, not for anyone else. If someone was making a decision on your behalf, you would want it to reflect the decision you would make if you were able to.
* Find the least restrictive way of doing what needs to be done.

You should not discriminate or make assumptions about someone’s ability to make decisions, and you should not pre-empt a best interest’s decision merely on the basis of a person’s age, appearance, condition or behaviour.

Appendix 6 - **Recognising Abuse in Children and Young People**

Children and young people can be abused either through someone inflicting harm or failing to act to prevent harm. Abuse can be carried out by someone known to the child or (more rarely) by a complete stranger, and by men, women or other young people. It is not always easy to recognise abuse, especially as many of the indicators can have other reasonable explanations.

Working Together to Safeguard Children under the Children Act 2004 provides the following definitions of abuse:

**Physical Abuse**

This includes hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or induces illness in a child whom they are looking after.

In sport an example of physical abuse could include:

* provision of performance enhancing drugs;
* forcing a child into a physically exhausting and painful training regime;
* designing an intensity of training that fails to consider the capacity of the child’s immature and growing body;
* hitting or slapping a child as a form of punishment.

**Sexual Abuse**

Forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, including:

* physical contact, including penetrative or non-penetrative acts;
* non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities; or
* encouraging children to behave in sexually inappropriate ways.

In sport, activities which might involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. Also, the power of the coach over young athletes, if misused, may lead to sexually abusive situations developing. There have been a significant number of sexual abuse cases in sport, many of which have involved coaches, both male and female, who have manipulated the child and abused their position of trust.

**Emotional Abuse**

The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional and behavioural development.

Within sport examples of emotional abuse may include:

* continually and persistently diminishing a child’s efforts;
* placing intolerable pressure on a child to train and/or win;

**Neglect**

The persistent or severe neglect of a child, or thefailure to protect a child from exposure to any kind ofdanger, including cold, starvation or extreme failureto carry out important aspects of care, resulting in thesignificant impairment of the child's health ordevelopment.

Neglect in a sport may occur if the responsible adult failed to adequately look after children in their care, leading them to be placed at risk of harm for example by consistently failing to ensure the use of appropriate protective equipment or clothing suitable to adverse weather conditions.

**Bullying**

Bullying may be perpetrated by another young person or group of people, or by an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can be split into the following categories:

* Emotional - being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures)
* Physical - pushing, kicking, hitting, punching or any use of violence
* Racist - racial taunts, graffiti, gestures
* Sexual - unwanted physical contact or sexually abusive comments
* Homophobic - because of, or focusing on the issue of sexuality
* Verbal - name-calling, sarcasm, spreading rumours, teasing
* Cyber - all areas of internet, such as email & internet chat room misuse, mobile threats by text messaging & calls. Misuse of associated technology, e.g. camera & video facilities

In sport bullying may arise when a parent or coach pushes the child too hard to succeed, or a rival athlete or official uses bullying behaviour.

Signs of bullying can include:

1. behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions
2. an unexplained drop off in performance
3. physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
4. a shortage of money or frequent loss of possessions.

Further guidance is available from the Wales Safeguarding Procedures available at <https://www.safeguarding.wales/>

Appendix 7 – Accident / Near miss report form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ACCIDENT / NEAR MISS REPORT FORM (AR99)** | | | | | | | | | | | | | | | | | | | | | | V5/2019 | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| ***1. DETAILS OF INJURED PERSON*** (Please provided details of the injured person) | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | |  | | | | | | | | | | | Home Address | | | | | | | | | | | |
| School / Unit: | |  | | | | | | | | | | |  | | | | | | | | | | | |
| Designation: | | *Employee* | | | | *Student* | | | *Other* | | | |
| Job Title / Course: | |  | | | | | | | | | | |
| Male / Female:(M/F) | |  | | | | | | | | | | | Age: | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| ***2. DETAILS OF THE ACCIDENT / NEAR MISS*** (Please provided details of the accident / Near miss) | | | | | | | | | | | | | | | | | | | | | | | | |
| Date: | | | |  | | | | | | | | | Time: | | |  | | | | | | | | |
| Exact Location (including campus): | | | |  | | | | | | | | | | | | | | | | | | | | |
| Cause and Description:  (Please state the work or activity being carried out at the time of the accident and how the accident occurred) | | | |  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| ***3. DETAILS OF INJURY*** (Please state the nature and Extent of Injury, indicating left or right as appropriate) | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| ***4. TREATMENT*** (please state any first aid or medical treatment administered) | | | | | | | | | | | | | | | | | | | | | | | | |
| First Aid by: | | | | |  | | | | | | | | | | | | | | | | | | | |
| Treatment Administered: | | | | |  | | | | | | | | | | | | | | | | | | | |
| As a result of the accident was the injured person: (please delete as appropriate) | | | | | | | | | | | | | | | | | | | | | | | | |
| Immediately **taken** to hospital? | | | | |  | | | | | | Detained in hospital? | | | | | | |  | | | | | | |
| How did the IP get to hospital? | | | | | *Ambulance* | | | | | | *Taxi provided by the University* | | | | | | | *Other:* | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| ***5. DETAILS OF WITNESS(ES)*** (Please provided details of any witness(es) | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: |  | | | | | | | | | | | | | | | | | | | | | | | |
| Address: |  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| ***6. AFFECT ON WORK DUTIES FOLLOWING ACCIDENT*** | | | | | | | | | | | | | (For accidents to **EMPLOYEES** only, tick as appropriate) | | | | | | | | | | | |
| Able to continue with normal work duties: | | | | | | |  | Unable to continue with normal work duties: | | | | | | | | | | |  | | Not known: | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| ***7. FURTHER DETAILS*** (Please provide details of any suggestions or action taken to prevent a recurrence) | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| Your Name: |  | | | | | | | | | | Date: | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Health and Safety Office use ONLY** | | | | | | | | | | | | | | | | | | | | | | | | |
| Acc Ref No: |  | | AN99 Sent /cc: to: | | | | |  | |  | |  | |  | Investigation : | | **Y / N** | | | Response date: | | |  | |

**Useful links NSPCC Child Protection in Sport Unit (CPSU)**

[Safeguarding Talented and Elite Athletes](https://thecpsu.org.uk/help-advice/topics/elite-athlete-welfare/)

[Sample codes of conduct for Parents, children and staff](https://thecpsu.org.uk/resource-library/policies/sample-codes-of-conduct-for-parents-children-and-staff/)

[Disability Sport Wales Athlete Code of Conduct](https://thecpsu.org.uk/resource-library/policies/dsw-athletes-code-of-conduct/)

[Missing Children and young people at Sports events](https://thecpsu.org.uk/resource-library/policies/missing-children-and-young-people-at-sports-events-procedure-and-flow-chart/)

[Away day trips and fixtures checklist](https://thecpsu.org.uk/resource-library/forms/away-day-trips-checklist/)