



# **Safeguarding & Vulnerable Adults Policy**

## **Policy and Procedure**

## **Safeguarding Adults Policy Statement**

This policy will enable Tornadoes Korfbal Club & Academy (TKCA) to demonstrate its commitment to keeping safe the vulnerable adults with whom it works alongside. TKCA acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have the policy and procedures in place so that staff, volunteers, service users and carers, and management committee can work to prevent abuse and know what to do in the event of abuse.

The Policy Statement and Procedures have been drawn up in order to enable TKCA to:

- promote good practice and work in a way that can prevent harm, abuse and coercion occurring.
- to ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported.
- and to stop that abuse occurring.

The Policy and Procedures relate to the safeguarding of vulnerable adults. Vulnerable adults are defined as:

- People aged 18 or over
- Who are receiving or may need community care services because of learning, physical or mental disability, age, or illness
- Who are or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

The policy applies to all member & officers of the club, including the Exco committee members and any volunteers working on behalf of TKCA.

It is acknowledged that significant numbers of vulnerable adults are abused and it is important that TKCA has a Safeguarding Adults Policy, a set of procedures to follow and puts in place preventative measures to try and reduce those numbers.

In order to implement the policy TKCA will work:

- to promote the freedom and dignity of the person who has or is experiencing abuse
- to promote the rights of all people to live free from abuse and coercion
- to ensure the safety and well being of people who do not have the capacity to decide how they want to respond to abuse that they are experiencing
- to manage services in a way which promotes safety and prevents abuse
- recruit staff and volunteers safely, ensuring all necessary checks are made
- provide effective management for staff and volunteers through supervision, support and training

**TKCA:**

- will ensure that all the Exco committee, members & volunteers, are familiar with this policy and procedures
- will work with other agencies within the framework of the Safeguarding Policy and Procedures.
- will act confidentiality and will usually gain permission from any victims before sharing information about them with another agency
- will pass information to another agency or governing body if appropriate when more than one person is at risk. For example: if the concern relates to a member, volunteer or organization who provides a service to vulnerable adults or children
- will inform the Exco Committee, Members or Volunteers that where a person is in danger, a child is at risk or a crime has been committed then a decision may be taken to pass information to another agency without the consent of the victim.
- will make a referral to the governing body or agency as appropriate
- will endeavor to keep up to date with national developments relating to preventing abuse and welfare of adults
- will ensure that the Designated Named Person understands their responsibility to refer incidents of adult abuse to the relevant statutory agencies (Police/Agency/Governing Body)

The Designated Named Person for Safeguarding in TKCA is Sarah Cornwell  
– sarahreflex@yahoo.co.uk

They should be contacted for support and advice on implementing this policy and procedures.

This policy should be read in conjunction with the Safeguarding Vulnerable Adults Policy and Procedures documents which are available -  
<https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults>

## 1. Introduction

TKCA provides a health & wellbeing sporting, social & fun place for people of all ages. These procedures have been designed to ensure the welfare and protection of any adults who participates any sessions provided by TKCA. The procedures recognise that adult abuse can be a difficult subject for participants to deal with. TKCA is committed to the belief that the protection of vulnerable adults from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all officers of the club, members Exco committee members, volunteers & supporters act appropriately in response to any concern around adult abuse.

## 2. Preventing abuse

TKCA is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the sessions it offers and that all those involved within TKCA will be treated with respect.

Therefore, this policy needs to be read in conjunction with the following policies:

- Health & Safety
- GDPR
- Codes of Conduct
- Any other policies which are relevant that the club has in place (e.g. Safeguarding for Children & Adults & Players Selection Policy)

TKCA is committed to safer recruitment policies and practices for volunteers. This may include CRB disclosures for volunteers, ensuring relevant references are taken up and adequate training on Safeguarding Adults is provided for volunteers.

Any Exco committee & volunteers will be required to provide two references where appropriate and to provide or have a Criminal Records Bureau disclosure.

The club will work within the current framework for reporting members, volunteers that are abusers.

Members will be encouraged to become involved with the running of the club. Information will be available about abuse and the complaints policy and Safeguarding Adults policy statement will be available to member.

### **3. Recognising the signs and symptoms of abuse**

TKCA is committed to ensuring that all members, Exco committee and volunteers undertake training to gain a basic awareness of signs and symptoms of abuse. TKCA will ensure that the Designated Named Person and other members & volunteers have access to training around Safeguarding Adults.

“Abuse is a violation of an individual’s human and civil rights by any other person or persons” (Department of Health, 2000)

#### **Abuse includes:**

- physical abuse: including hitting, slapping, punching, burning, misuse of medication, inappropriate restraint
- sexual abuse: including rape, indecent assault, inappropriate touching, exposure to pornographic material
- psychological or emotional abuse: including belittling, name calling, threats of harm, intimidation, isolation
- financial or material abuse: including stealing, selling assets, fraud, misuse or misappropriation of property, possessions or benefits
- neglect and acts of omission: including withholding the necessities of life such as medication, food or warmth, ignoring medical or physical care needs
- discriminatory abuse: including racist, sexist, that based on a person’s disability and other forms of harassment, slurs or similar treatment
- institutional or organizational: including regimented routines and cultures, unsafe practices, lack of person-centered care or treatment

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

### **4. Designated Named Person for safeguarding adults**

TKCA has an appointed individual who is responsible for dealing with any Safeguarding Adults concerns. In their absence, a deputy will be available for

workers to consult with. The Designated Named Person/s for Safeguarding Adults within TKCA is/are:

Designated Named Person: Sarah Cormwell  
Mobile Number: 07793 868241  
Email: [sarahreflex@yahoo.co.uk](mailto:sarahreflex@yahoo.co.uk)

Name of deputy person: Richard Woodham  
Mobile number: 07767 494653  
Email: [tornadoeskca@aol.com](mailto:tornadoeskca@aol.com)

Name of deputy person: Jackie Hubbard  
Mobile number: 07900 433037  
Email: [jackiehubbard123@btinternet.com](mailto:jackiehubbard123@btinternet.com)

**Should any of these named people be unavailable then the next point of contact will be the Exco committee. Failing that, the contact points are the Kent Korfball Association and then the England Korfball Association. See below for contact details.**

**Hannah Stockley**  
**England Korfball Association (National Governing Body)**  
**National Development Officer**  
Email: [Hannah.stockley@englandkorfball.co.uk](mailto:Hannah.stockley@englandkorfball.co.uk)  
Mobile: 07917 388173

**Kent Korfball Association (Area Association)**  
**Stuart McLellan**  
**Chairperson**  
Email: [dittonstuart@hotmail.co.uk](mailto:dittonstuart@hotmail.co.uk)

The roles and responsibilities of the named person(s) are:

- to ensure that all members including volunteers are aware of what they should do and who they should go to if they have concerns that a vulnerable adult may be experiencing, or has experienced abuse or neglect.
- to ensure that concerns are acted on, clearly recorded and referred to or the designated Safeguarding officer where necessary.

- to follow up any referrals and ensure the issues have been addressed.
- consider any recommendations from the Safeguarding Adults process
- to reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest.
- to ensure that club officers and volunteers working directly with members who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate attention.
- if appropriate officers and volunteers will be given support and afforded protection if necessary under the Public Interest Disclosure Act 1998: they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and its outcome

## **5. Responding to people who have experienced or are experiencing abuse**

TKCA recognizes that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff, volunteers and service users safe
- To inform the Designated Named Person in your organisation
- To record what happened in incident report form

All situations of abuse or alleged abuse will be discussed with the Designated Named Person or their deputy/s. If a member of the Exco committee, a member or volunteer feels unable to raise this concern with the Designated Named Person or their deputy/s then concerns can be raised directly with

governing bodies (KKA & EKA). The alleged victim will be told that this will happen. This stage is called the alert.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral (alert) will be made to Exco Committee.

If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, in their best interests.

The Designated Named Person may take advice at the above stage from Adult Social Care Direct and/or the Safeguarding Adults Unit and/or other advice giving organisations such as Police.

### **Government Site**

#### **Safeguarding policy: protecting vulnerable adults**

<https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults>

### **Kent County Council Adults Unit**

During the day and in office hours

To tell us about an adult safeguarding concern, either:

complete our online form

call 03000 41 61 61 (text relay 18001 03000 41 61 61)

email [social.services@kent.gov.uk](mailto:social.services@kent.gov.uk).

Out of hours and in an emergency

If you need to contact us outside of normal office hours, for example during the night, call 03000 41 91 91.

### **Medway Police**

Purser Way

Gillingham

Kent ME7 1NE

Phone: 101

(ask for Local Area Police Station or Public Protection Unit)

You should ask to make a safeguarding adults alert.

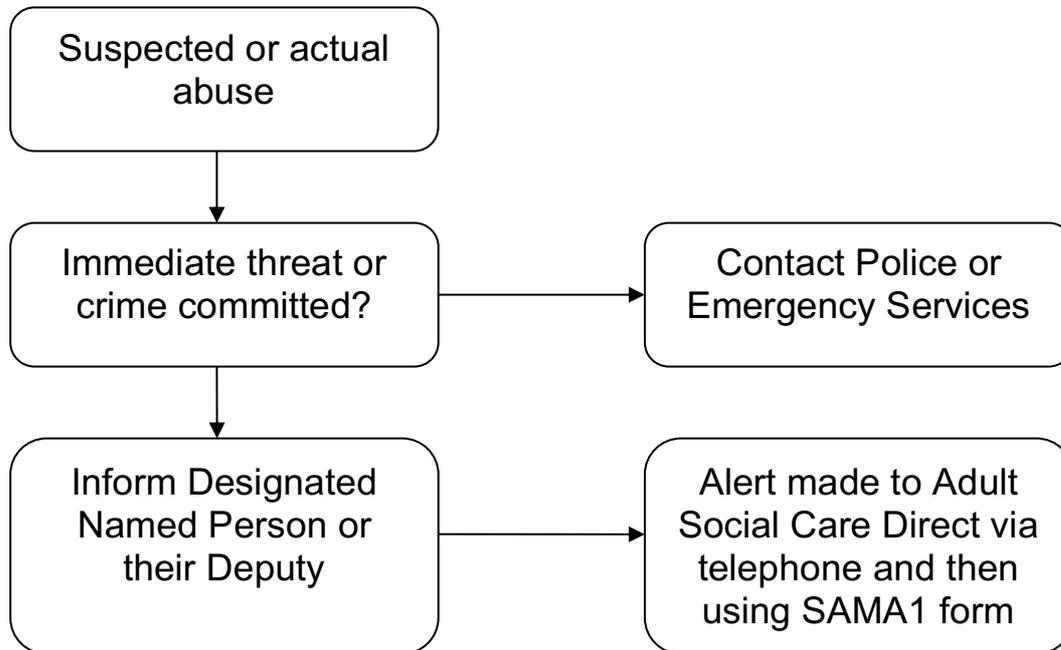
### **Tell us as much as you can**

The more information you can give us about what's happening and where it's happening, the better. We encourage you to give your name, but we won't tell anyone else you called unless you give us permission to do so. We take every report of abuse seriously and investigate all of them.

Abuse is a breach of someone's rights, and may be a single act or happen repeatedly over a period of time. Abuse may be deliberate, but may also be caused by neglect or ignorance. It can happen anywhere, including your

home, your child's school, a residential or nursing home, at hospital, or in a public place. In many cases, abuse is a criminal offence.

Don't assume that someone else will take responsibility. You could help to save someone's life. If you are worried, report it.



A Safeguarding officer will then decide if the safeguarding process should be instigated or if other support/services are appropriate. Feedback will be given to the person who raised the safeguarding adults alert.

If the Safeguarding officer decides the safeguarding process needs to be instigated this will then lead to the implementation of the next stages of the Safeguarding Policy and Procedures.

The Designated Named Person will have an overview of this process so they can explain it to the person concerned and offer all relevant support to the person and process. This could be practical support e.g. providing a venue, or information and reports and emotional support.

Information should be provided to the individual. This could be about other sources of help or information that could enable them to decide what to do about their experience, enable them to recover from their experience and enable them to take appropriate action.

## **6. Managing allegation made against Exco member, member of volunteer**

**TKCA** will ensure that any allegations made against members or member of staff will be dealt with swiftly.

Where a member of staff/volunteer is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

The safety of the individual(s) concerned is paramount. A risk assessment must be undertaken immediately to assess the level of risk to all service users posed by the alleged perpetrator. This will include whether it is safe for them to continue in their role or any other role within the service whilst the investigation is undertaken.

The Designated Named Person will liaise with the Governing body/agency to discuss the best course of action and to ensure that the TKCA disciplinary procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

## **7. Recording and managing confidential information**

TKCA is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults issues should be shared only with those who need to know.

All allegations/concerns should be recorded in Safeguarding register where safeguarding adults' concerns will be recorded. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate.

The information that is recorded will be kept secure and will comply with data protection.

This information will be secured in a locked filing cabinet/ or in secure place. Access to this information will be restricted to the Designated Named Person.

## **8. Disseminating/Reviewing policy and procedures**

This Safeguarding Adults Policy and Procedure will be clearly communicated to club members & volunteers. The Designated Named Person will be responsible for ensuring that this is done.

The Safeguarding Adults Policy and Procedures will be reviewed annually by Exco Committee. The Designated Named Person for Safeguarding Adults will be involved in this process and can recommend any changes. The Designated Named Person will also ensure that any changes are clearly communicated to members & volunteers. It may be appropriate to involve members in the review and all other associated members need to be informed of any significant changes

## Appendix 1

### Safeguarding Adults Multi-agency Alert Form

Reference: SAMA1

This form is to be used to notify Adult and Culture Services Directorate/ Adult Social Care Direct Team of any suspected or actual instances of abuse. Phone 0191 278 8377 (8.00am -6.00 pm) or 0191 2328520 after 6.00pm

Person completing the form:

Organisation Name:

Service / Ward Name:

Phone contact details:

Date of Notification to Adult Social Care Direct:

#### Details of incident/suspected or actual abuse

To be completed by the manager or lead officer within the organisation responsible for safeguarding adults

Date of alleged incident/harm: Area where incident/harm took place:

Time of alleged incident/harm: Who reported the alert:

Date:

#### Who was involved:

Details of Alleged Victim  
Name:

Name and address of GP:

Address:

Ethnic Origin:

Date of Birth:

Nature of alleged victims' vulnerability:

Phone :

Any other details (e.g. communication needs):

Details of Alleged Perpetrator  
Name :

Ethnic Origin:

Address:

Relationship to victim:

Date of Birth:

Are they a vulnerable adult? Yes/No

Alleged perpetrators vulnerability (if applicable):

**Phone Contact:**

**If the alleged perpetrator is a staff member please provide staff details**

(E.g. job role, employer, address of place of work)

**Any other details:**

**Have you made the victim aware that details of the incident are being recorded and will be investigated:**

**Yes/No**

**If not, why not?**

**Type of Abuse (Please tick one or more)**

<input checked="" type="checkbox"/>			
<b>Sexual</b>		<b>Physical</b>	
<b>Emotional</b>		<b>Neglect or omission</b>	
<b>Psychological</b>		<b>Financial/Material</b>	
<b>Discriminatory Abuse</b>		<b>Institutional</b>	
<b>Other i.e. suspicious death of a service user</b>			

**Description of alleged incident / alleged harm, detailing all people involved including witnesses**

On this page please give a detailed description of the incident (please include times) and any other comments you feel are relevant. If necessary attach further pages.

<b>What action did you take immediately after the incident/allegation of harm</b> (E.g. administered first aid, asked perpetrator to leave, took victim to secure area)	
<b>Were the Police called: Yes / No</b>	<b>Were any other emergency services called:</b> If yes, which service(s)? <b>Yes / No</b>
<b>Names and badge numbers of Police:</b>	<b>Outcome:</b> (Response time, taken to hospital etc)
<b>Are there any other Agencies involved? Yes/No</b>	<b>Please provide details of agencies:</b>
<b>Are there any capacity issues? Yes/ No</b>	<b>Please provide details:</b>
<b>Has the victim made any previous referrals/alerts? Yes/No</b>	<b>Please provide details</b> (e.g. dates, type of abuse):
<b>Is the victim in immediate danger of further abuse? Yes/No</b>	<b>Have any immediate actions been identified to reduce the potential for further abuse? Yes/No</b>
<b>Has an initial assessment been made to determine further potential risk to the victim? Yes/No</b>	<b>What actions have been taken to reduce the potential for further abuse?</b>
<b>Are there any risks to others? Yes/No</b> (Vulnerable adults, children)	<b>Please provide details</b> (include who this information has been shared with – e.g. Children’s Social Care, Police):
<b>Signed:</b>	<b>Date:</b>
	<b>Time:</b>

**This form must be sent to the Adult Social Care Direct team / or allocated social worker within 24 hours of the suspected or actual abuse, or as soon as possible after being made aware.**

**This form can be faxed: 0191 278 8312.**

**This must be accompanied a phone call to the Adult Social Care Direct Team (0191 278 8377)/allocated social worker advising alert is being sent.**

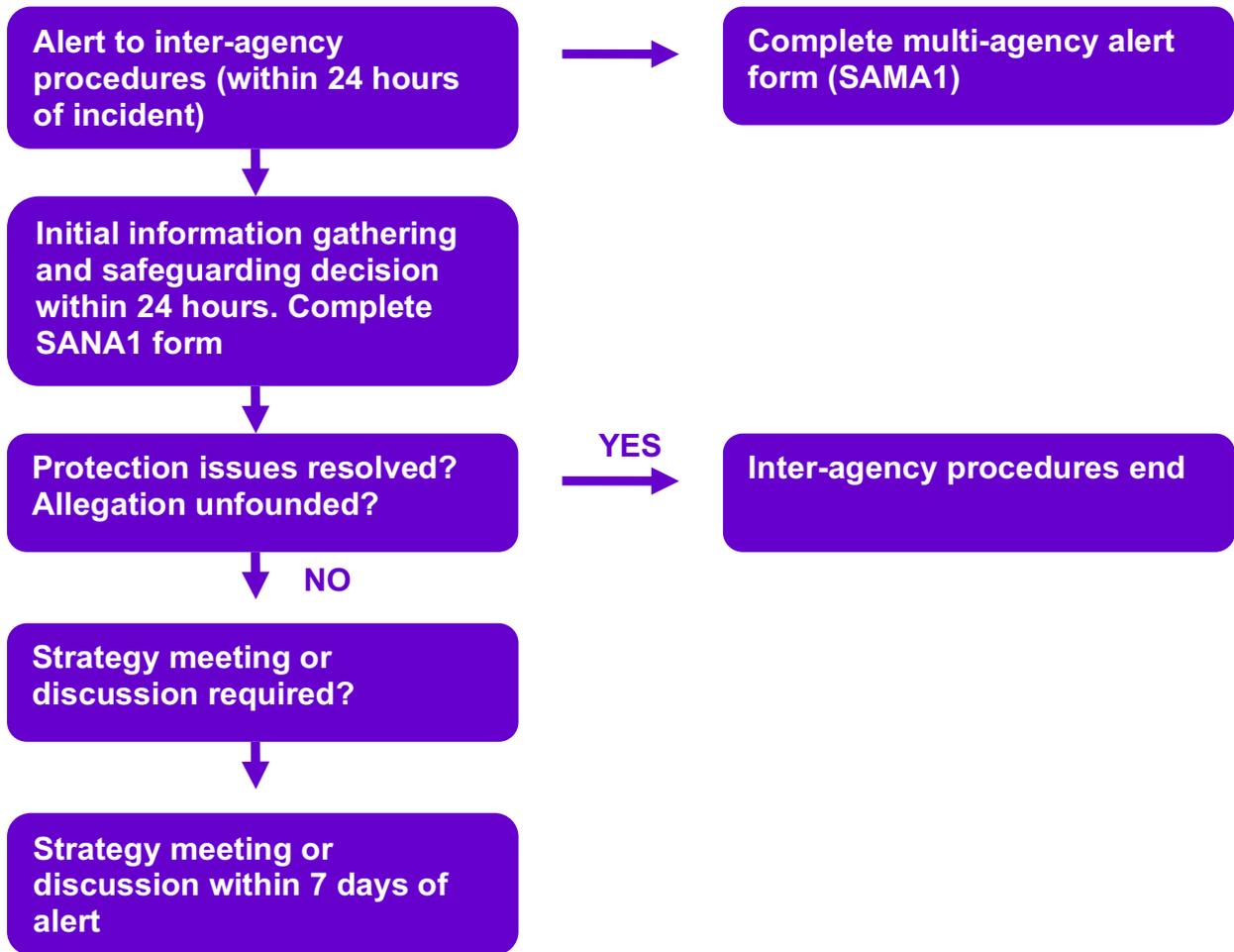
This is a confidential document and should be stored securely according to your own organization's procedures. It is your responsibility to ensure that this is done.

**Decision by Safeguarding Manager (Adult and Culture Services Directorate Only)  
Safeguarding Alert Yes / No**

**If No – please give reasons for decision**

## Appendix 2

### Decision and strategy stage



## Strategy and Protection Plan Stage

