



Leicester Pétanque Club

Safeguarding Policy Vulnerable Adults & Children

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Signed: John Edmondson

Position: Chair of Trustees

Safeguarding Policy for Vulnerable Adults & Children

Leicester Petanque Club believes that vulnerable adults and children should be able to live free from fear and harm and have their rights and choices respected. Children and some people with a disability or health condition are less able to protect themselves than others and have difficulty making their wishes and feelings known. This may make them vulnerable to abuse.

This policy recognises that abuse of vulnerable adults and children is widespread but frequently unrecognised in society. Abuse can take place in many situations and environments. Perpetration of abuse may be by someone in a position of trust, power or authority that uses his/her position to the detriment of the health, safety, or welfare and general well-being of another person. The perpetrator may be a relative, friend or family member, someone in a voluntary or professional care (or other) role, another service user or a stranger.

In line with the Leicester Petanque Clubs Equal Opportunities the organisation is committed to ensuring that all individuals – regardless of their race, colour, nationality, ethnic or national origin, religion, religious or philosophical belief, age, disability, trade union membership or non-membership, sex, sexual orientation, gender reassignment, maternity or pregnancy, marital status, or being a part time worker – have an equal right to be free from abuse.

Leicester Petanque Club is committed to working alongside other professionals and agencies to stop the abuse of vulnerable adults and children.

Leicester Petanque Club recognises the importance of training and support for staff and volunteers so that people understand their responsibilities within the safeguarding process.

Policy Principles

The aim of this Safeguarding Policy is to keep children, young people and vulnerable adults who participate in activities at Leicester Petanque Club safe from abuse and harm.

Any child attending activities organised by Leicester Petanque Club must be accompanied by an appropriate adult (parent/guardian/carer/teacher) who will be responsible for them.

Any vulnerable adult with severe learning difficulties or severe physical impairment must be accompanied by an appropriate adult carer.

Leicester Petanque Club will:

- Ensure that every vulnerable adult and child has a right to feel safe and protected from any situation or practice that results in physical, emotional or psychological damage;



- Take action if there are any suspicions about a child's or vulnerable adults physical, sexual or emotional well-being;
- Ensure that everyone who comes into contact with children and vulnerable adults through their involvement in the Trust's activities understands and upholds their duty to safeguard and promote their welfare.
- Ensure that no Trustee/member or volunteer who has not been subject to an enhanced DBS check be left with children in an unsupervised situation.
- Ensure that at no time will a child be left in the sole charge of one adult.

Definitions (under this policy)

Vulnerable adults are defined as:

- Aged 18 years or over;
- Those who may be in receipt of / eligible for community care services due to physical, sensory, mental, learning or other disability, or illness.
- Who are or may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

Children are defined as persons up to the age of 18 years.

Abuse is defined as "Any act or failure to act, which results in a significant breach of a vulnerable person's human rights, civil liberties, bodily integrity, dignity or general well-being, whether intended or inadvertent, including sexual relationships or financial transactions to which a person has not or cannot validly consent or which are deliberately exploitative." (Safeguarding Adults and Children against Abuse: Council of Europe 2002).

Abuse can be the result of a single act or may continue over months or years. It can be done intentionally or unintentionally – the result on the victim is the same. It can occur anywhere; at home, school, in care/nursing homes, day centres or any place where the person should be safe.

Abuse may be perpetrated by anyone (relatives, partners, people paid to provide care and services, teachers, volunteers, neighbours, friends and strangers). Most abusers are people close to the adult or child who are loved and trusted by them. However, some people will deliberately abuse adults and children they see as an easy target.

Trustee/Members and Volunteers Responsibilities

Leicester Petanque Club does not have any powers to investigate any form of abuse but do have a responsibility to take action to protect vulnerable adults and children who use the Clubs services from abuse if concerns are raised. Trustees/Members/Volunteers should be alert to the signs and early detection of abuse from any quarter to ensure that appropriate action can be taken.

Trustees/Members/Volunteers should act on any worries about the abuse or neglect of an individual, (whether it is occurring at Leicester Petanque Club or elsewhere) by reporting it to the Trustees of the club who will make a record to ensure that appropriate action is taken. In the case of a member or volunteer, they should report their concerns immediately to a Trustee.

Whistle-Blowing – Leicester Petanque Club promotes an open organisational culture in which members and volunteers are encouraged to speak out and report concerns about abuse.



Trustee/Members/Volunteers Training & Support

Leicester Petanque Club will provide all front-line staff who have contact with vulnerable adults and children with the necessary training in adult & child protection. This training will be provided to front line Trustees and members upon induction and at regular intervals.

Everyone will be made aware of the importance of following policies in the interests of their service users and for the protection of themselves.

Leicester Petanque Club also recognises that identifying and reporting possible abuse has the potential to be very stressful for any person involved. The organisation is fully committed to providing support throughout this process which may include a debriefing session after any report of abuse and in some situations confidential counselling may also be offered.

Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only. Advice will be taken from Social Services as to who should know and who should tell them. The following people will be informed on a need to know basis:

- social services/police.
- the Chair of the Trustees and the trustee responsible for safeguarding issues.
- the parents of the person who is alleged to have been abused (if appropriate).
- the person making the allegation.
- the alleged abuser (and parents if the alleged abuser is a child).

All information will be stored in a secure place with limited access to designated people, in line with data protection laws (i.e. that information is accurate, regularly updated, relevant and secure).

Allegations of Abuse against Trustee/Member/Volunteer

When allegations of possible or actual abuse are made against a Trustee/Member/Volunteer, Leicester Petanque Club will contact the relevant investigating team before the allegations are investigated.

Whilst the investigating team or the police may suggest that the trustee/member/Volunteer is removed from working with a suspected victim of abuse it is the responsibility of Leicester Petanque Club to address this recommendation and take any subsequent action. The Club may require them to be asked to leave the premises depending on the seriousness of the allegation. The trustees responsible for safeguarding issues, will discuss any intention of removing the alleged perpetrator from regulated or controlled activity, as defined in the Safeguarding Vulnerable Groups Act 2006, with the investigating team. If there is evidence of relevant conduct or the harm test has been satisfied or Trustee/Member/Volunteer has a caution or conviction for a relevant offence, Leicester Petanque Club has a duty to refer that person to the Independent Safeguarding Authority (ISA).

Where such allegations occur the Club, or the trustee responsible for safeguarding issues, must keep the investigating team and the police informed of:

- Any actions regarding guarding/ suspension of a Trustee/Member/Volunteer.
- The outcome of any disciplinary action that may be taken.
- Details of any other agency or employer that provides services to children or vulnerable adults that the alleged perpetrator works for when / if known.
- Progress of the investigation.



If, as a result of the investigation, the Club intends to take disciplinary action against a Trustee/Member/Volunteer the Club, or the trustee responsible for safeguarding issues, will keep the investigating team informed of the progress of this action (even after the safeguarding investigation has finished).

The Club, or the trustee responsible for safeguarding issues, will inform the investigation team of:

- Date(s) for any hearing;
- The outcome of the disciplinary hearing;
- Intentions with regards to referral to the Independent Safeguarding Authority (ISA) if the referral criteria are met.

Publication

This policy and procedure will be included in electronic and hard copy policy folders which are available for all members, volunteers and service users and anyone with an interest in joining or working with The Club to peruse in the Clubs office. All new members will be required to familiarise themselves with this policy and all other Club policies. Additional copies are also available on request.

Safeguarding Procedure

Reporting and Responding to an Allegation / Suspicion of Abuse

1. To Do Nothing is not an Option

Anyone who works with or has contact with vulnerable adults or children must be aware of the potential for abuse and has a duty to report any actual or suspected abuse.

2. The Alerter

The person first becoming aware of potential abuse does not have the responsibility to make judgements about the validity or seriousness of any allegations. They must record the disclosure of abuse in line with the procedural points below.

They must then immediately make their concerns known to the Club. The Club is the “Responsible Person” for the purposes of reporting allegations or suspicions of abuse to Social Services. Only the Club (or the trustee responsible for safeguarding issues) must contact Social Services. (**See Section 6. The Responsible Person**)

Where an allegation has been made and the person concerned wishes to talk with a Trustee/Member/Volunteer, that person must listen but not question what is being said. Questioning is the role of the investigating officers from Social Services and/or the Police.

3. Actions When Abuse is Disclosed

DO

- Always take the disclosure seriously.
- Ensure the immediate safety of the person concerned.
- Stay calm and do not show shock or disbelief.
- Listen carefully and patiently to what is said and how it is said and note the person's body language whilst they are talking.
- Offer the person reassurance. Tell them:
 - They did the right thing in telling you
 - It was not their fault
- If appropriate, talk to the person about whether they would like their parents / carers / guardians / teacher to be told. If they say “no”, you must respect their wishes.
- Preserve evidence e.g. paperwork, clothing, blood, semen, etc.
- Explain what will happen next. Tell the person that you are required to share this information with someone else.



- Explain that further investigations will be conducted sensitively and with their involvement.
- Write down what the person has said as soon as possible after the disclosure. Remember that this information may be used as evidence. (**See Section 5. Recording Statements**)

DO NOT

- Dismiss what you are being told or change the subject.
- Be judgmental (e.g. do not say "Why didn't you stop them?").
- Interrupt or ask closed or leading questions – wait for them to explain what has happened in their own words. You may however ask "Is there anything else that you want to tell me?"
- Promise to keep secrets or promise not to tell anyone else.
- Press the person for more details.
- Show them photos of possible abusers.
- Contact the alleged abuser or alleged victim (depending on who is making the disclosure).
- Pass on the information to anyone other than Hertfordshire County Council Social Services and the Police (**See Section 6. The Responsible Person**).
- Delay passing on information. Report all allegations of abuse as soon as possible.

4. If Abuse is also a Criminal Offence / There is Risk to Life / Serious Injury

The following tasks must be completed if anyone (Trustee/Member/Volunteer) witnesses abuse which is also a criminal offence or if someone makes a disclosure about being a victim of a recent criminal offence. The tasks must also be completed if there is immediate risk to life or risk of serious injury:

DO

- **Call the emergency services by dialling 999. If a serious incident occurs that requires a prompt police response telephone 101.**
- Allow the police to conduct all questioning.
- Take action to make sure that no-one else questions the victim, abuser or witnesses about what happened. Ask the police for advice about whether the victims and witnesses should be kept apart before they have an opportunity to discuss the events they have witnessed.
- Work with the police at the scene and co-operate with the Investigating Officer during any investigation. Failure to comply with this process might result in any criminal defence team asking for evidence to be withdrawn on the grounds that the information has been unfairly obtained due to "leading the victim / witness".
- **NOTE:** In all cases Trustees/Members/Volunteers should attempt to obtain the consent of an individual before calling the police. The requirement to obtain consent may be overridden or dispensed with depending on the seriousness of the incident, the risk to other people and/or the capacity of the individual to make the decision (see Mental Capacity).

DO NOT

- Move, clean or wash anything.
- Bathe the person or change their clothes.
- Remove or alter any documentation.
- Assume that it is too late to collect forensic evidence where sexual abuse is concerned, even days after the alleged abuse – let the police decide.

5. Recording Statements

It is important to write a report of the incident as soon as possible after the disclosure. Hand writing must be legible and the person writing the report must also date, sign and print their name on it.

- Ideally use a pen with black ink so that the report can be photocopied clearly.
- Note what was said using the exact words and phrases spoken wherever possible.
- Write down exactly what happened – not your opinion.
- Do not adjust the language or grammar even if this results in an incoherent account.



- Include dates and times in the report if these are provided by the person concerned.
- Describe the circumstances in which the disclosure came about.
- Note the setting and anyone else that was there at the time.
- Write down any injuries describing the colour, size, depth and shape of said injuries.

Injuries may be photographed if the person concerned agrees. This should usually be done following a discussion with the investigating team and/or the police.

- Write down the state of the clothing of the person and the alleged abuser if this is relevant.
- Write down any discussions the Trustee/Member responsible for safeguarding issues, or colleagues concerning the allegation / suspicion of abuse.
- Sign and date the report and add the time you heard the disclosure.

The staff member who has written the report should be made aware that the report may be required in the future as part of a legal action and/or disciplinary procedure. Everyone at the Club has a duty to make a report if they witness, discover or suspect abuse or if someone makes a disclosure to them. This is regardless of their relationship with the person/s concerned or the alleged abuser.

6. The Responsible Person

It is the duty of the Club, or the trustee responsible for safeguarding issues, as the Responsible Person to report the matter to Social Services; to make decisions in regard to any immediate action the organisation needs to take and to attend strategy meetings and any other meetings decreed by Social Services and/or the Police.

The Club, or the trustee responsible for safeguarding issues, will implement the Disciplinary Procedure immediately.

7. Making the Adult or Child Protection Referral

The Club, or the trustee responsible for safeguarding issues, as the Responsible Person must contact statutory services as soon as possible. Serious incidents of possible or actual abuse must be referred the same day; all other cases by the next working day.

A case is regarded as serious if any of the following criteria are present:

- Any injury from suspected physical or sexual abuse that requires medical attention.
- Any case of suspected neglect that requires immediate medical attention, that is, hospital or admission.
- Any case where the alleged perpetrator is still having contact with the alleged victim, and/or there is a risk of abuse re-occurring to the victim or others.
- Significant financial abuse.
- Significant psychological (emotional) abuse.

The Club, or the trustee responsible for safeguarding issues, will contact the Adult Social Care Team or Leicester Safeguarding Children Board

Contact telephone numbers:

- **Adult Social Care 0116 305 0004 (out of Hours 0116 2551606)**
- **Leicester Safeguarding Children Board 0116 454 1004 (24 hour service)**

The Club, or the trustee responsible for safeguarding issues, will ask to speak to the relevant Social Worker or Duty Manager to make a report about a disclosure/suspicion/allegation of abuse against a vulnerable adult or child.

NOTE: Any disclosure or suspicion of abuse will be passed on to Leicester Social Services even if the vulnerable person does not wish to take action against the abuse. This wish of the vulnerable person will be reported to Social Services.

NOTE: The Club, or the trustee responsible for safeguarding issues, must not disclose personal details about the case (e.g. name or address of the victim or alleged abuser) until they are speaking to a 'need to know' person. For the avoidance of doubt, this means the Social Worker or Duty Manager, not the Receptionist or anyone else taking a message.



The investigating team from Social Services will then take responsibility for managing any safeguarding investigation.

The following information will be required:

- The need for a safeguarding investigation.
- The immediate risks to the vulnerable adult or child.
- Whether the police should be contacted (if this was not already deemed necessary).
- Actions that may need to be taken to protect the alleged victim and other vulnerable adults or children.
- Any other information that will assist in an investigation.

The investigating team will discuss the alleged victim's views and understanding about the possible or actual abuse and what information should be shared with the alleged victim and their family /carers, the need for an immediate protection plan for the vulnerable adult or child.

A named manager from the LCC investigating team will take responsibility for ensuring the LCC Safeguarding Procedures are followed.

Throughout any investigation, Leicester Petanque Club, Trustees/Members and Volunteers must co-operate fully with Social Services and the Police.

Appendix A - Types of Abuse

Types of abuse include; physical, psychological, financial (or material), sexual, neglect (or acts of omission), institutional and discriminatory.

The following list is not exhaustive but can be used as a tool in the assessment of vulnerability and risk. Some of the indicators may relate to more than one type of abuse and may also be an indicator of offending behaviour.

Discriminatory Abuse includes that based on an individual's ethnic origin, religion, language, age, sexual orientation, gender, disability and other forms of harassment, slurs or similar treatment.

Sexual Abuse includes rape and sexual assault, contact or non-contact sexual acts to which the individual has not consented, or could not consent or was pressurized / enticed into consenting.

Adults with severe learning disabilities are not deemed in law to be able to give consent to sexual acts. Non-contact activities such as involving children looking at pornographic material, watching sexual activities or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse, whether or not the child is aware of what is happening.

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

Financial / Material Abuse includes: theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect or Acts of Omission includes: ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating, failure to report abuse or risk of abuse.

Physical Abuse includes: hitting, slapping, shaking, throwing, pushing, kicking, burning or scalding, suffocating, poisoning or misuse of medication, inappropriate restraint, or inappropriate sanctions.

Institutional Abuse indicated by repeated instances of unsatisfactory professional practice, pervasive ill treatment or gross misconduct indicating an abusive climate.



Appendix B - Indicators of Possible Abuse

Indicators of abuse should be seen as suggestive of (not proof of) abuse as they rarely prove abuse has occurred. Anyone or group of indicators could arise from other causes other than abuse.

Recognition of a number of factors or symptoms in any one individual should, however, give rise to concern and lead to further assessment or investigation. It is important to bear in mind that abuse may be perpetrated as a result of deliberate intent, negligence or ignorance.

Indicators of Discriminatory Abuse

- Failure to respect dietary, cultural and/or religious needs
- Signs of a substandard service offered to an individual
- Exclusion from rights/services e.g. health, education, employment, criminal justice and civic status.

Indicators of Sexual Abuse

- Significant change in sexual behaviour, language or outlook
- Pregnancy, including in a woman who is unable to consent to sexual intercourse
- Wetting or soiling
- Unexplained responses to personal/medical care tasks
- Signs of withdrawal, depression or stress
- Overly sexualised language
- Unusual difficulty in walking and sitting
- Pain or itching, bruises or bleeding in genital area
- Sexually-transmitted disease, urinary tract/vaginal infections
- Psychosomatic disorders – stomach pains, excessive period pains

Indicators of Psychological Abuse

- Change in appetite
- Low self-esteem, deference, passivity and resignation
- Unexplained fear, defensiveness, ambivalence
- Emotional withdrawal
- Sudden change in behaviour
- Person managing care uses bullying, intimidation or threats to induce desired behaviour
- Person managing care has punitive approach to bodily functions or incontinence

Indicators of Financial Abuse

- Unexplained sudden inability to pay for bills or maintain lifestyle
- Person lacks belongings or services they can clearly afford
- Recent acquaintances expressing sudden or disproportionate affection for a person with money or property
- Lack of records and accounting of where money has been spent
- Unusual or inappropriate bank account activity
- Withholding money
- Recent change of deeds or title of property
- Unusual interest shown by family or others in the person or their assets
- Person managing financial affairs is evasive or uncooperative
- Selling or offering to sell possessions of a vulnerable adult who does not have the capacity to consent or know the full value of those possessions

Indicators of Neglect

- Inadequate heating and/or lighting
- Inappropriate, old or shabby clothing, or being kept in night clothes during the day or clothing in poor condition e.g. unclean, wet, ragged
- Sensory deprivation - not allowed to have hearing aid, glasses or other aids to daily living
- Physical condition is poor e.g. bed sores, unwashed ulcers
- Inadequate physical environment



- Inadequate diet and/or malnutrition
- Untreated injuries or medical problems
- Inconsistent or reluctant contact with health or social care agencies
- Failure to engage in social interaction
- Failure to give/offer prescribed medication
- Poor personal hygiene

Indicators of Physical Abuse

- Any injury not fully explained by the history given
- Injuries inconsistent with the lifestyle of the vulnerable adult or child
- Bruises and/or welts on face, lips, mouth, torso, arms, back, buttocks, thighs
- Cluster of injuries forming regular patterns or reflecting shape of article
- Burns, especially on soles, palms or back, immersion in hot water, friction burns, rope or electrical appliance burns
- Multiple fractures
- Lacerations or abrasions to mouth, lips, gums, eyes or external genitalia
- Marks on body, including slap marks, finger marks
- Injuries at different stages of healing

Indicators of Institutional Abuse

- Inappropriate or poor care
- Misuse of medication
- Inappropriate restraint
- Sensory deprivation e.g. denial of use of spectacles, hearing aid etc.
- Lack of recording on client files
- Lack of respect shown to person
- Denial of visitors or phone calls
- Restricted access to toilet or bathing facilities
- Restricted access to appropriate medical or social care
- Lack of privacy or failure to ensure appropriate privacy or personal dignity
- Lack of flexibility and choice e.g. mealtimes, bedtimes, choice of food
- Lack of personal clothing and possessions
- Lack of adequate procedures e.g. for medication, financial management
- Controlling relationships between staff and service users
- Poor professional practice
- Lack of response to complaints

Other Indicators

- Other forms of abuse (for example domestic violence and cruelty to animals) may highlight that other abuse may be taking place.

Appendix C - Good Practice Guidelines for trustees/Members and Volunteers

All Trustees/Members and volunteers will be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets);
- Treating all vulnerable adults and children equally and with respect and dignity;
- Always putting the welfare of each vulnerable adult or child first;
- Maintaining a safe and appropriate distance with children;
- Making activities fun, enjoyable and promoting team work;
- Ensuring that if any form of manual or physical support is required, it should be provided



openly. Adults or children should always be consulted and their agreement gained;

- Involving parents, carers or supervisory staff (e.g. accompanying teachers) wherever possible;
- Being an excellent role model – this includes not swearing or smoking particularly in the company of children;
- Giving enthusiastic and constructive feedback rather than negative criticism;
- Recognising the developmental needs and capacity of both adults and children – not pushing them to achieve against their will;
- Keeping a written record of any injury that occurs along with the details of any treatment given;
- Requesting written parental (or carers or supervisory staff - e.g. accompanying teachers) wherever possible;
- consent if staff or volunteers are required to transport both adults and children in their cars.

Practices that will be avoided

The following will be **avoided** except in emergencies, for example, if a person sustains an injury and needs to go to hospital. If cases arise where these situations are unavoidable, the following practices will only be implemented with the full knowledge and consent of someone in charge or the child's parents (or carers or supervisory staff - e.g. accompanying teachers) wherever possible;

- spending excessive amounts of time alone with children or vulnerable adults away from others
- taking or dropping off a vulnerable adult or child to an event.

Practices that should never to be sanctioned

The following practices should **never** be sanctioned. Staff, volunteers and trainees will never:

- Engage in rough, physical or sexually provocative games including horseplay;
- Allow or engage in any form of inappropriate touching;
- Allow children to use inappropriate language unchallenged;
- Make sexually suggestive comments to a person, even in fun;
- Reduce a person to tears as a form of control;
- Allow allegations made by a person to go unchallenged, unrecorded or not acted upon;
- Do things of a personal nature for children or vulnerable adults that they can do for themselves;
- Take on responsibility for tasks for which they are not appropriately trained.