



SAFEGUARDING POLICY

Adults at Risk Policy & Guidelines

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Designated Safeguarding Officers

Bobby Cole- Bournemouth Active & Portsmouth Active
Sharon Leech- HR Operations

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1. Introduction:

BH Live is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines.

We will safeguard adults by ensuring that our activities are delivered in a way which keeps all adults safe.

BH Live is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation, or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

BH Live is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation, and neglect.

What is Adult Safeguarding

Adult safeguarding means **protecting the health, wellbeing, and human rights of adults at risk**, enabling them to live safely, free from abuse and neglect. It also means making sure that the adult's wellbeing is supported and their views, wishes, feelings and beliefs are respected when agreeing on any action.

Definition of an Adult at Risk

"An adult at risk or vulnerable adult" means **a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect, or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility, or distress.**

2. Policy Statement

BH Live believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

BH Live is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

BH Live acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

BH Live recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

BH Live recognises that there is a legal framework within which everyone needs to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by BH Live will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

Purpose

The purpose of this policy is to demonstrate the commitment of BH Live to safeguarding adults and to ensure that everyone involved in the organisation is aware of:

- The legislation, policy, and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.

Scope

This safeguarding adult policy and associated procedures apply to all individuals involved in BH Live including Board members, Staff, Coaches, Volunteers and Members and to all concerns about the safety of adults whilst taking part in our organisation, its activities and in the wider community.

We expect our partner organisations, including for example, affiliated clubs, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Adults Policy and associated procedures.

Commitments

To implement this policy BH Live will ensure that:

- Everyone involved with BH Live is aware of the safeguarding adult procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult.
- Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with BH Live's Safeguarding Adults Policy and Procedures.
- The well-being of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see the Safeguarding Adults Procedures).
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored in line with our GDPR Policy and Procedures.
- BH Live will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.
- All Board members, staff, and volunteers understand their role and responsibility for safeguarding adults and have completed and are up to date with safeguarding adult training and learning opportunities appropriate for their role.
- BH Live uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment of unsuitable individuals in this organisation.
- BH Live shares information about a risk to adults with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.

- When planning activities and events BH Live includes an assessment of, and risk to, the safety of all adults from abuse and neglect.
- Actions taken under this policy are reviewed by the Board and senior management team on an annual basis.
- This policy, related policies (see below) and the Safeguarding Adults Procedures are reviewed no less than on a two-yearly basis and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board.

Implementation

BH Live is committed to developing and maintaining its capability to implement this policy and procedures. To do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all adults.
- Access to relevant legal and professional advice.
- Regular management reports to the Board detailing how risks to adult safeguarding are being addressed and how any reports have been addressed.
- Safeguarding adult procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- A Designated Safeguarding Officer.
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Codes of conduct for Board members, Staff, Coaches, Officials, Volunteers and Members and other relevant individuals that specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding of adults.
- Policies and procedures that address the following areas and which are consistent with this Safeguarding Adults policy.

3. Designated Safeguarding Officer (DSO)

BH Live has in place Designated Safeguarding Officers (DSOs)

DSOs are dedicated, responsible members of staff who deal with all incidents, allegations and issues which may be of a safeguarding nature.

DSOs will receive training appropriate to their role and will be the person(s) who makes the key decision whether to make a formal referral to the authorities. They will therefore keep themselves up to date with 'best practice' and regulations relating to safeguarding.

The DSOs will also ensure that the BH Live Safeguarding Policy is reviewed, and that training is provided to members of staff and volunteers. Their other responsibilities will include:

- Acting as the first point of contact for staff about safeguarding issues.
- Advising and providing guidance to staff concerned about safeguarding issues.
- Ensuring the BH Live Safeguarding Policy and procedures are implemented and followed and to inform the Local Authority and/or Police of safeguarding concerns.
- Maintaining complete and accurate records of any concerns or issues raised in relation to safeguarding.
- Managing any actions or outcomes following an incident.
- Liaising with, seeking advice from, and making referrals to the Local Authority Safeguarding Team, Police, and Multi Agency Referral Hub as necessary in relation to safeguarding. Attending joint meetings as required.
- Keeping the BH Live Senior Management Team/Board informed about any action taken or further action required relating to allegations against a member of staff.
- Liaising with the training personnel to ensure that the appropriate level of safeguarding training is provided to staff.
- Regularly reviewing this policy and the associated sub policies, protocols, and codes of conducts, ensuring practices continue to meet statutory requirements and best practice.
- Being aware of the Local Safeguarding Board procedures and contacts.

4. Recruitment

BH Live has a Safer Recruitment policy which outlines procedures for recruiting and selecting employees, staff, and volunteers to ensure their suitability to work with specific groups where applicable. This ensures compliance with legislation and encompasses best practice.

All staff are required to abide by a safeguarding code of conduct [*Appendix A*]. This serves as a framework for promoting a safe and protective environment for all individuals who access our services and facilities.

5. Posts requiring clearance

BH Live will identify and maintain a list of posts requiring DBS (Disclosure and Barring Scheme) clearance,

indicating whether the position is within a regulated activity (whereby a barred list check is required) and those that do not. A process also exists for identifying and recording this requirement when creating new posts.

The decision as to whether a post necessitates clearance requires a consistent, sensible judgement across the organisation and most importantly must comply with the regulations surrounding DBS checks and with reference to the new definitions of regulated activity as detailed below.

The criteria applies equally to all types of employment such as permanent, temporary, zero hours, casual, volunteer, and unpaid.

6. Managing Allegations against Staff

An allegation against a member of staff may arise from several sources such as a report from a child (not necessarily the 'victim'), a concern raised by another member of staff or a complaint from a parent or carer.

Follow 'Dealing with allegations procedure [*Appendix D*].

Refer to 'Reporting a Concern procedure' to escalate [*Appendix F*].

HR should be informed at the earliest opportunity.

7. Local Authority Adults Safeguarding Board

Every local authority has a statutory responsibility to have an Adults Safeguarding Board who is responsible for co-ordinating the response to concerns that an adult may have been caused harm. The Local Authority Safeguarding Board works with adults' services and gives advice and guidance to employers, organisations and other individuals who have concerns about the behaviour of anyone that works with adults. The role of the Adults Safeguarding Board is to coordinate all allegations and concerns made against a person who works with vulnerable adults.

It is important that BH Live maintains strong relationships with the Local Authority whose details are as follows:

Bournemouth: bcpsafeguardingadultsboard@bcpcouncil.gov.uk 01202 794300

Portsmouth: psab@portsmouthcc.gov.uk 02392 680810

Croydon: csab@croydon.gov.uk 0208 7266500

Please ensure that you refer to a BH Live designated safeguarding officer who will make the initial contact.

8. Dealing with allegations.

- Any child or young person anywhere can be abused at any time. Children with disabilities are especially vulnerable. Abuse can be committed by anyone (adults or children).
- It can take a great deal of courage for a vulnerable person to talk about what is happening and it can sometimes be hard to listen to or recognise what is going on. They may disclose information about an abusive experience they have had or are having. Staff are required to follow procedures outlined in *[Appendix D]*.
- If a member of the public has a concern about a member of staff or user, they should report this to the manager on duty at the centre or facility.

9. Exclusions

- BH Live is a Community Trust with facilities and programmes designed for use by all age groups. We are committed to providing a safe and inclusive environment for all individuals who access our public facilities and services.
- There may be circumstances in which it is necessary to take action to safeguard our users. In such cases, BH Live reserves the right to exclude a member of the public from accessing our facilities where there are safeguarding concerns.
- These concerns may include, but are not limited to, instances of abuse, harassment, discrimination, neglect, or any other activities that threaten the physical or emotional well-being of our service users or staff.
- The decision to exclude an individual will be made in consultation with relevant authorities.

Registered sex offenders

If a person on the sex offenders' registers requests to join BH Live, this will be denied.

Should it become known that a person is named on the sex offenders register whilst already a member, membership will be terminated with immediate effect.

Appendix Documents (internal)	Policies
[Appendix A] – Safeguarding Code of conduct	Safer Recruitment Policy
[Appendix B] – DBS Checks	Whistleblowing Policy
[Appendix C] – Safeguarding Training	Prevention of bullying and harassment
[Appendix D] – Dealing with allegations	
[Appendix E] – Recognising Abuse	
[Appendix F] – Referral Process	
[Appendix G] – Photography/Video Consent Form	