

# Hook Runners

## Safeguarding Adults - Policy and Procedures

### **Introduction**

We all have a responsibility to safeguard adults who are experiencing, or are at risk of, abuse and neglect.

This policy and procedures outlines what adult safeguarding is and what to do if you have a concern. It also covers the clubs EA minimum requested safer recruitment procedures, audit processes for required documents/Licenses and safeguarding training.

### **Policy statement**

Hook Runners is committed to creating and maintaining a safe and positive environment for all people involved in the club. It accepts its responsibility to assist in the welfare of all people at the club and to safeguard them from poor practice, abuse and bullying.

All individuals within Hook Runners - members/helpers/coaches/officers - have a role and responsibility to help ensure the safety and welfare of adults.

Hook Runners accepts that we are required to fulfil our duty of care, which means that we must do everything that can be reasonably expected of us to help safeguard and protect people from harm, and to act when we suspect that someone is being harmed, or is at risk of harm.

Hook Runners also commits in full to England Athletics (EA) and United Kingdom Athletics (UKA) adult safeguarding policy – details to be found at [www.englandathletics.org](http://www.englandathletics.org) and [www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/](http://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/)

### **Statement of Best Practice**

Hook Runners will adhere to the accepted ethical framework for best practice as outlined in UKA Safeguarding Adults policies.

### **What is adult safeguarding?**

The official definition of “Adult safeguarding” is working with adults with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities (Care Act 2014).

The safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or is at risk of, abuse or neglect
- is unable to protect themselves from either the risk of, or the experience of, abuse or neglect, as a result of those care and support needs

Adults who fulfil this criteria are ‘adults at risk’.

People can have a need for care and support for a variety of reasons – for example they may have a learning disability, a physical disability, a chronic health condition or have a mental health issue. Such conditions may bring with them additional vulnerabilities, however having care and support needs does not mean that people are automatically adults at risk and need safeguarding.

Safeguarding adults is underpinned by:

- The Care Act 2014
- Mental Capacity Act (MCA) 2005

Types of abuse suffered by adults identified in the Care Act 2014 are:

- Physical
- Sexual
- Psychological/Emotional/Mental
- Financial and material
- Neglect and act of omission
- Discriminatory
- Organisational
- Modern Day Slavery
- Domestic Violence
- Self Neglect – including hoarding

Other types of harm that adults may experience include:

- Cyber Bullying
- Forced Marriage
- Female Genital Mutilation
- Mate Crime
- Radicalisation

### **Safe recruitment and safeguarding training**

Hook Runners wants to make sure that all of our club's volunteers (such as coaches, committee officers and training session helpers for example) have the right skills and qualities to create a safe environment. As such, all club volunteers will be subject to the club's safer recruitment procedures which include the completion of a self-declaration and disclosure form and DBS checks where required. These forms will be subject to an annual in-club audit process and updated every three years in accordance with EA/UKA requirements. All volunteer roles **will not commence duties** until their DBS (if required) has been cleared, License received (if relevant) and self-declaration form has been completed and the Welfare Officer informed by the clubs named document verifier's. The club Welfare officer will hold any necessary forms securely along with a register of roles requiring DBS and/or self-declaration forms with renewal dates for audit purposes.

Club coaches and officers will also be updated with any relevant legislation, policies and procedural changes to either the safeguarding policy or safer recruitment procedures.

All Coaches and relevant Committee Officer(s) will be required to undertake online Safeguarding in Athletics training from [www.educare.co.uk](http://www.educare.co.uk) at [www.ulearnathletics.com/module/161](http://www.ulearnathletics.com/module/161) or <http://dbs@uka.org.uk/SafeguardingCourse> . Annual Safeguarding Adults policy awareness will be provided by the Welfare Officer for committee members and club identified regular helper roles. All relevant roles will be

expected to complete safeguarding training **within 3 months** of taking up their role and attend any identified refresher training sessions thereafter. The Welfare officer will hold a register of training for audit purposes.

### **Induction**

All Coaches, committee members and regular helpers will be provided with this Safeguarding policy and if relevant the appropriate Code of Conduct as part of their induction to ensure they are aware of their roles and responsibilities with respect to Safeguarding.

### **Communication**

Hook Runners will make available its Safeguarding Adults Policy and Procedures to all members, coaches, officers and partner organisations on the club website:  
[www.hookrunners.com](http://www.hookrunners.com)

### **What to do if you have concerns about an adult member**

Club members, coaches and officers are not expected to be an expert in recognition of a safeguarding concern; however, all adults volunteering and participating have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. They should also respond to any indication of abuse that may be occurring outside of the club setting. Please refer to the following "What to do if you have a concern about an adult" flow chart on page 5 for guidance.

This does not mean that it is your responsibility to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns to the club Welfare Officer at [welfare@hookrunners.com](mailto:welfare@hookrunners.com)

### **Breaches of this Policy**

If any member associated with Hook Runners in any capacity, feels there have been breaches in the codes of conduct or this Safeguarding Adults policy, they should discuss this in the first instance with the Welfare Officer. If the matter is not resolved or you cannot contact someone within the club or feel that your concerns are not being dealt with properly you can contact David Brown, Lead Safeguarding and Welfare Officer for UKA at [dbrown@uka.org.uk](mailto:dbrown@uka.org.uk), the local authority safeguarding adults team at Hampshire Safeguarding Adults Board at [hsab@hants.gov.uk](mailto:hsab@hants.gov.uk) or ACT, the national safeguarding adults organisation [www.anncrafttrust.org](http://www.anncrafttrust.org)

### **Wider Reading**

For further information on adult safeguarding in sport, it is strongly advised for all club members, coaches and officers to please go to [www.anncrafttrust.org/wp-content/uploads/2018/11/Safeguarding-Adults-in-Sport-and-Activity-The-Essentials.pdf](http://www.anncrafttrust.org/wp-content/uploads/2018/11/Safeguarding-Adults-in-Sport-and-Activity-The-Essentials.pdf) and read; Safeguarding Adults – The essential guide for Sport and Activity.

### **Hook Runners Welfare Officer**

The Hook Runners Welfare Officer's role and responsibilities are to:

- Develop and promote EA/UKA best practice guidance and codes of conduct within the club.
- Advise and support the club officers and committee to implement welfare policies and procedures and to support the club to adhere to codes of conduct and best practice.

- Ensure that all of the club's volunteers have completed a volunteer recruitment process that includes self-declaration forms and DBS checks where required.
- Ensure there is an in-club auditing process for DBS checks and UKA Licenses for all coaches and relevant committee members to ensure they are regularly updated every 3 years.
- Respond to suspected breaches in Welfare policies and procedures in accordance with the club's procedures as set out by EA/UKA.

The above roles and responsibilities are in accordance with the Hook Runners Welfare role outline and EA Welfare roles and responsibilities.

Your Welfare Officer is:

Clare Bennett [welfare@hookrunners.com](mailto:welfare@hookrunners.com)

Date agreed by committee: July 2019

For review: July 2020.

## What to do if you have a concern about an adult

