

Scottish Archery

Safeguarding Adults Policy and Procedures

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Scottish Archery Safeguarding Adults Policy and Procedures

Policy Statement

Scottish Archery is fully committed to creating and maintaining a safe and positive environment and accepts the responsibility to safeguard the welfare of all adults involved in Scottish Archery.

Scottish Archery recognises that while this policy provides for all adult members there are certain groups within our adult membership that have higher risk factors. Scottish Archery recognises its responsibility to promote safe practice and to protect all members, especially Adults at Risk from harm, poor practice, exploitation and abuse. Scottish Archery is fully committed to a rights-based approach within our sport. To that end we recognise and implement the general principles of the UN Convention on Human Rights and the UN Convention on the Rights of Persons with Disabilities. Our Safeguarding policy also takes into account Principles from the Adult Support (Scotland) Act 2007.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of all persons within our sport.

Scottish Archery's safeguarding adult's policy and procedures apply to all individuals involved in Scottish Archery.

1. Definitions

• Definitions

To assist working through and understanding this policy several key definitions need to be explained:

Adult is anyone aged 16 or over. 16 and 17-year olds participating in Scottish Archery are also provided for in the SA Child Wellbeing and Protection Policy.

Adult at Risk

Adults at risk refers to individuals who have health or social care needs (irrespective of whether those needs are being met by social care) and are unable to safeguard themselves as a result. Some adults are considered to be Adults at Risk due to their learning disability or mental health needs. There are also adults who are at risk due to a specific circumstance they may find themselves in, e.g. domestic abuse, forced marriage, sexual or commercial exploitation.

The Adult at Risk (Scotland) Act 2007 defines an adult at risk as people aged 16 and over who:

- are unable to safeguard their own well-being, property, rights, or other interests; and
- are at risk of harm; and
- because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not affected.

An Adult is at Risk if:

- The conduct of another person is causing (or likely to cause) the Adult to be harmed
- The adult themselves engages in conduct that is causing (or likely to cause) self-harm

The term “**Adult at Risk**” replaces the previously used terms of “protected adult” or “vulnerable adult”.

A DISABLED PERSON IS NOT NECESSARILY AN ADULT AT RISK, AND AN ADULT AT RISK MAY NOT HAVE AN IMPAIRMENT.

The vulnerability of an adult at risk is related to how able they are to make and exercise their own informed choices free from duress, pressure or undue influence of any sort, and to protect themselves from abuse, neglect and exploitation. It is not a given that by being in one of the above categories that an adult is automatically considered to be at risk.

Protected Characteristics

Adults can experience vulnerability and risk of harm at different points in their lives due to circumstances. One factor that can place an adult at risk of harm is if they have a protected characteristic.

Protected Characteristics identified by the Equality Act 2010 are.

Age

Disability

Gender reassignment

Race

Religion and belief

Pregnancy and maternity

Marriage and civil partnership

Gender

Sexual orientation

Abuse is a violation of an individual’s human and civil rights by another person or persons. See section 4 for further explanations.

Adult safeguarding is protecting a person’s right to live in safety, free from abuse and neglect.

Capacity

Capacity relates to the ability of an individual to make a decision at a particular time. Under the Mental Capacity Act 2005 an individual may be considered to ‘Lack capacity’ if they cannot:

- Understand information given to them to make a particular decision
- Retain that information long enough to make the decision
- Use or weigh up the information to make the decision

- Communicate their decision

The above might be as a consequence of illness or impairment, such as mental health problems, dementia or learning disability (intellectual impairment).

We must always assume that a person has the capacity to make a decision, unless it can be shown that they lack capacity. Whilst it is important to have an appreciation of capacity in order to appropriately support adults at risk it WILL NOT be your role to make a decision about whether an adult 'lacks capacity' or not.

The law focuses on the principle that everyone has capacity to make a decision if given sufficient support, time, and information; and will not treat individuals as lacking capacity just because a decision appears to be unwise or ill-judged.

2. Legislation

The Adult Support and Protection (Scotland) Act 2007

The Adults with Incapacity (Scotland) Act 2000

Human Rights Act 1998

Protection of Vulnerable Groups(Scotland) Act 2007

3. Principles

The guidance given in the policy and procedures is based on the following principles:

- All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- Scottish Archery will seek to ensure that our sport is inclusive and make reasonable adjustments for any ability, disability, or impairment, we will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of all adults will always be respected.
- We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs
- We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within Scottish Archery, for example inappropriate behaviour of a coach, or in the wider community.
- All allegations will be taken seriously and responded to quickly in line with Scottish Archery's Safeguarding Adults Policy and Procedures.
- Scottish Archery recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

The six principles of adult safeguarding

The following principles underpin safeguarding of adults

- **Empowerment** - People being supported and encouraged to make their own decisions and informed consent.
“I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”
- **Prevention** – It is better to act before harm occurs.
“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”
- **Proportionality** – The least intrusive response appropriate to the risk presented.
“I am sure that the professionals will work in my interest, as I see them, and they will only get involved as much as needed.”
- **Protection** – Support and representation for those in greatest need.
“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse
“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”
- **Accountability** – Accountability and transparency in delivering safeguarding.
“I understand the role of everyone involved in my life and so do they.”

4, Making Safeguarding personal

‘Making safeguarding personal’ means that adult safeguarding should be person led and outcome focussed. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice, and control. As well as improving quality of life, well-being, and safety.

Wherever possible discuss safeguarding concerns with the adult to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

Wellbeing Principle

The concept of wellbeing is relevant to adult safeguarding in sport and activity. Wellbeing is different for each of us; however, the following broad categories contribute to our sense of wellbeing. By keeping these themes in mind, we can all ensure that adult participants can take part in **Scottish Archery** fully.

- Personal dignity (including treatment of the individual with respect)
- Physical and mental health and emotional wellbeing
- Protection from abuse and neglect
- Control by the individual over their day-to-day life (including over care and support provided and the way they are provided)
- Participation in work, education, training, or recreation
- Social and economic wellbeing
- Domestic, family, and personal domains
- Suitability of the individual’s living accommodation

- The individual's contribution to society.

5. Types of Abuse

Adult Abuse Abuse and neglect are forms of maltreatment of an adult. Somebody may abuse or neglect an adult by inflicting, or by failing to act to prevent, significant harm to the adult. Adults may be abused in a family or in an institutional setting by those known to them or, more rarely, by a stranger. This definition includes placing an adult at risk through something a person has done to them or something a person is failing to do for them.

- **Physical:** hitting, slapping, pushing, shaking, locking them in a room, tying them to a chair, restricting their freedom
- **Psychological:** emotional abuse, threats of harm, being left alone, humiliation, intimidation, coercion, harassment, causing distress, verbal abuse, bullying, blaming, constant criticism, controlling, depriving contact with others
- **Neglect and acts of Omission:** Ignoring medical or physical care needs, access to a doctor or other services, or denying someone medication, food or heating, privacy, or dignity. Failure to provide social care or educational services
- **Financial or Material:** Theft, fraud, pressure to hand over or sign over property or money, misuse of property or welfare benefits, or stopping someone getting their money or possessions
- **Sexual:** Sexual assault, rape, or sexual acts to which the adult has not consented, could not consent, or was pressurized to consent. Any sexual activity that a person does not understand or want, photographing, sexual harassment, voyeurism, exhibitionism, grooming,
- **Information:** Withholding information or advice about rights or entitlements. Failure to adhere to the relevant 'Data Protection Act' guidance. Failure to provide information about complaints /customer services.
- **Discrimination:** Actions, or omissions and/or remarks of a prejudicial nature focusing on a person's age, colour, disability, gender, race, religion, cultural background, or sexual orientation
- **Institutional:** Isolated or persistent and frequent ill treatment, poor or unsatisfactory professional practice, or gross misconduct, perpetrated by an individual or number of individuals within environments where an adult at risk would receive professional 'care'.
- **Self Harm:** When an individual engages, knowingly or unknowingly, in any behaviour or activity that, directly or indirectly, can cause harm/serious injury to their physical, psychological or social wellbeing.
Self Harm is a broad term and is seen as a way of expressing very deep distress.

These categories are not mutually exclusive, for example, an adult experiencing physical abuse will undoubtedly be experiencing emotional abuse as well. The definitions show the different ways in which abuse may be experienced by an adult but are not exhaustive, as the individual circumstances of abuse will vary from adult to adult.

6. Signs and 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 club who an athlete comes into contact with. Club members, workers, volunteers, or coaches may suspect that an athlete is being abused or neglected outside of the club 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 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 or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.
- Harassing of a club member because they are or are perceived to have protected characteristics.
- Not meeting the needs of the participant. e.g. this could be training without a necessary break.
- A coach intentionally striking an athlete.
- This could be a fellow athlete who sends unwanted sexually explicit text messages to an adult they are training alongside.
- This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

7. What to do if you have a concern or someone raises concerns with you.

It is not your responsibility to decide whether or not 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 **Scottish Archery** Lead Safeguarding or Welfare Officer, Jacqui Dunlop.
Email.: admin@scottisharchery.org.uk or, if the Lead Safeguarding or Welfare Officer

is implicated then report to the Scottish Archery COO. Email:
Vincent.Bryson@scottisharchery.org.uk

- When raising your concern with the Club Welfare Officer or Lead Safeguarding Officer, remember Making Safeguarding Personal. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult you will be passing on your concern.
- 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.

8. How to respond to a concern

- Make a note of your concerns.
- Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the Scottish Archery Lead Safeguarding or Welfare Officer. Jacqui Dunlop Email: admin@scottisharchery.org.uk
- Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it is your duty to pass on your concerns to your lead safeguarding or welfare officer.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation, and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential at all times, this information must only be shared with your Lead Safeguarding or Welfare Officer and others on a need to know basis.
- If the matter is urgent and relates to the immediate safety of an adult at risk, then contact the emergency services immediately.

An allegation may range from verbal bullying to physical or sexual abuse. If you are concerned that an adult may be being abused, it is **NOT** your responsibility to investigate further **BUT** it is your responsibility to act on your concerns.

- Make a record of anything that is said.
- Report it to the club welfare officer and appropriate statutory authorities.

In the event of a direct disclosure from an adult you should:

- Stay calm- ensure the adult feels safe.
- Let them know that you are taking what they say seriously.
- Keep questions to a minimum so that there is an accurate account of what has been said.
- Reassure them that they are not to blame.
- Be honest, explain to the adult that you must let other people know what they have told you. Tell them this is to stop the abuse continuing.

- Report the incident to the Club Welfare officer, The SA Welfare and Protection Officer: Jacqui Dunlop. Email: admin@scottisharchery.org.uk or directly to the Adults Social Care Team in your Local Authority Area.

Do not

- Rush into actions that may be inappropriate
- Make promises that you cannot keep (e.g. You will not tell anyone}
- Ask more questions than is necessary
- Take sole responsibility. Consult someone else, ideally the SA Welfare and Protection Officer, Jacqui Dunlop. Email: admin@scottisharchery.org.uk (or the Club Welfare and Protection Officer or someone you trust.)

Consent: When to report if consent is withheld.

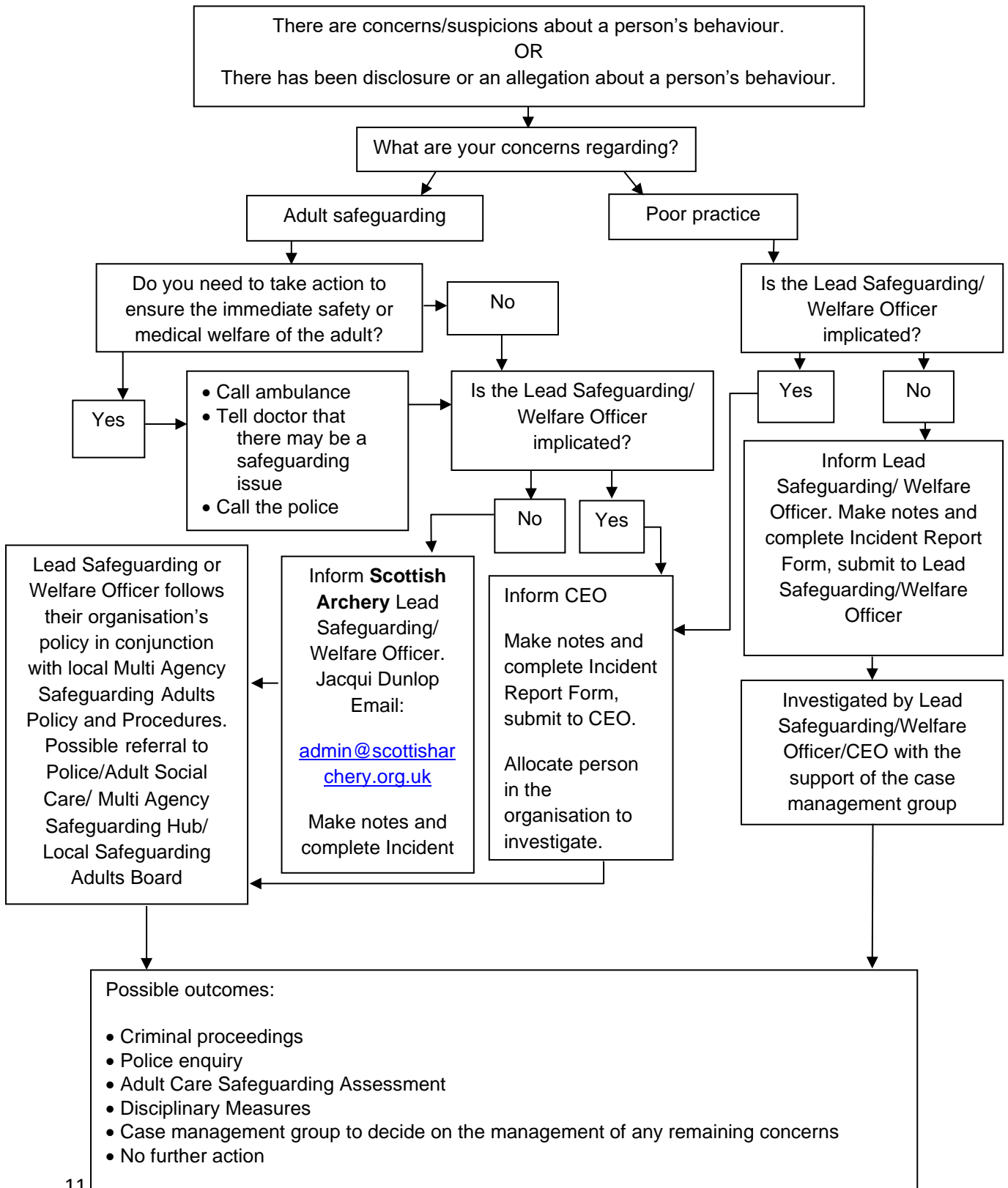
An adult may not wish their personal circumstances to be disclosed. That should be respected as every adult has the right to make decisions over their own lives (except when they are deemed not to have capacity), this includes when adults make decisions that we disagree with or believe to be using poor judgement.

However, there are times when a report should be made even if an adult has withheld consent, these circumstances are:

- All disclosures that suggest an offence or a criminal act has or is happening.
- If not reporting a disclosure puts other people (adults or children) at risk.
- If failing to report would result in the person to whom the disclosure is made failing to carry out their duty of care, towards the person who is disclosing or other adults who may be at risk of harm.
- Instances of self-harm that pose a serious risk to the adult's health and wellbeing.

9. Safeguarding Adults Flowchart

Dealing with Concerns, Suspicions or Disclosure



10. Roles and responsibilities of those within Scottish Archery.

- **Scottish Archery** is committed to having the following in place:
- A Lead Safeguarding/Welfare Officer, Jacqui Dunlop. Email admin@scottisharchery.org.uk to produce and disseminate guidance and resources to support the policy and procedures.
- A clear line of accountability within the organisation for work on promoting the welfare of all adults.
- Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers.
- A Steering Group or Case Management or Case Referral Group that effectively deals with issues, manages concerns and refers to a disciplinary panel where necessary (i.e. where concerns arise about the behaviour of someone within **Scottish Archery**)
- A Disciplinary Panel will be formed as required for a given incident, if appropriate and should a threshold be met.
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.
- Clear codes of conduct are in place for coaches, participants, officials, spectators, and other relevant individuals.

11. Good practice, poor practice and abuse

Introduction

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual involved in Scottish Archery to make judgements regarding whether or not abuse is taking place, however, all Scottish Archery personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

Good practice

Scottish Archery expects that coaches of adult athletes:

- Adopt and endorse the Scottish Archery Coaches Codes of Conduct.

Everyone should:

- Aim to make the experience of Scottish Archery fun and enjoyable.
- Promote fairness and playing by the rules.
- Not tolerate the use of prohibited or illegal substances.
- Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time. and respect.

12. Relevant Policies

This policy should be read in conjunction with the following **Scottish Archery Policies**.

- Equality Policy
- Anti-Bullying Framework
- Anti Bullying Policy Summary

13. Further Information and Contacts

Policies, procedures and supporting information are available on the **Scottish Archery** website: www.scottisharchery.org.uk

Lead Safeguarding or Welfare Officer: **Jacqui Dunlop**. Email: admin@scottisharchery.org.uk

Review date

This policy will be reviewed every two years or sooner in the event of legislative changes or revised policies and best practice.

Appendix 1

Incident Report Form

Safeguarding Adults Incident form

To be completed as fully as possible if you have concerns regarding an adult. It is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding officer. The safeguarding officer will then look at the information and start to plan a course of action, in conjunction with yourself, the adult involved and if necessary social care or other relevant organisations.

Section 1 – details of adult at risk	
Name of adult	
Address	
Date of Birth	
Age if date of birth not Known	
GP practice (if known)	
Contact number	
Section 2 – your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Name of organisation/club	
Your Role in organisation	
Section 3 – details of Concern	
Detail what you have seen/been told/other that makes you believe the adult at risk is being abused or is at risk of abuse (include dates/times/evidence from records/photos etc.)	

Section 4 - Abuse type(s) – please tick as many as you feel may apply		
Physical	Psychological	Financial
Sexual	Discriminatory	Organisational (formerly institutional)
Neglect	Hate incident/crime	Mate Crime
Internet abuse	Modern slavery	Female genital Mutilation (FGM)
Forced Marriage	Domestic abuse	Radicalisation
Self-Neglect		
Section 5 - Have you discussed your concerns with the adult? What are their views, what outcomes have they stated they want (if any)?		
Section 5A – Reasons for not discussing with the adult		
Adult lacks capacity		
Adult unable to communicate their views		
Discussion would increase the risk		
State why the risks would increase		
Section 5B - Have you discussed your concerns with anyone else? E.g. carer/parent. What are their views?		

Section 6 – What action have you taken /agreed with the adult to reduce the risks?	
Information passed to Safeguarding Officer, confirm details:	Referral to Social Care Confirm details:
Contact with the police Confirm details:	Referral to other agency – please confirm details:
Other – please state what	
No action agreed – state why	
Section 7 – Risk to others	
Are any other adults at risk Yes/No – delete as appropriate	
If yes, state why and what actions have been taken to address these?	
Are any children at risk Yes/No Delete as appropriate	
If yes state why and what actions have been taken to address these?	
Signed:	
Date:	

OFFICE USE ONLY
Section 8 – sharing the concerns (To be completed by Lead Safeguarding Officer)
Details of your contact with the adult at risk. Have they consented to information being shared outside of Scottish Archery ?
Details of contact with the Social Care Team where the adult at risk lives – advice can be still sought without giving personal details if you do not have consent for a referral
Details of any other agencies contacted
Details of the outcome of this concern

Appendix 2

Guidance and information

Making Safeguarding Personal

There has been a cultural shift towards Making Safeguarding Personal within the safeguarding process. This is a move from prioritising outcomes demanded by bureaucratic systems. The safeguarding process used to involve gathering a detailed account of what happened and determining who did what to whom. Now the outcomes are defined by the person at the centre of the safeguarding process.

The safeguarding process places a stronger emphasis on achieving satisfactory outcomes that take into account the individual choices and requirements of everyone involved. “What good is it making someone safer if it merely makes them miserable?” – Lord Justice Mundy, “What Price Dignity?” (2010)

What this means in practice is that adults should be more involved in the safeguarding process. Their views, wishes, feelings and beliefs must be taken into account when decisions are made.

The Care Act 2014 builds on the concept, stating that “We all have different preferences, histories, circumstances and lifestyles so it is unhelpful to prescribe a process that must be followed whenever a concern is raised.”

However, the Act is also clear that there are key issues that should be taken into account when abuse or neglect are suspected, and that there should be clear guidelines regarding this.

<https://www.local.gov.uk/topics/social-care-health-and-integration/adult-social-care/making-safeguarding-personal>

Capacity – Guidance on Making Decisions

The issue of capacity or decision making is a key one in safeguarding adults. It is useful for organisations 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 is 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

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.

The Mental Capacity Act 2005 (MCA) states that every individual has the right to make their own decisions and provides the framework for this to happen.

The MCA is about making sure that people over the age of 16 have the support they need to make as many decisions as possible.

The MCA also protects people who need family, friends, or paid support staff to make decisions for them because they lack capacity to make specific decisions.

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. The MCA recognises that capacity is decision-specific, so no one will be labelled as entirely lacking capacity. The MCA 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 the MCA, consider the following five points:

1. 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.
2. 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.
3. 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.

4. 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.
5. Find the least restrictive way of doing what needs to be done.

Remember:

- 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.
- When it comes to decision-making, you could be involved in a minor way, or asked to provide more detail. The way you provide information might influence a person’s ultimate decision. A person may be receiving support that is not in-line with the MCA, so you must be prepared to address this.

Consent and Information Sharing

Workers and volunteers within sports and physical activity organisations should always share safeguarding concerns in line with their organisation's policy, usually with their safeguarding lead or welfare officer in the first instance, except in emergency situations. As long as it does not increase the risk to the individual, the worker or volunteer should explain to them that it is their duty to share their concern with their safeguarding lead or welfare officer.

The safeguarding lead or welfare officer will then consider the situation and plan the actions that need to be taken, in conjunction with the adult at risk and in line with the organisation's policy and procedures and local safeguarding adults board policy and procedures.

To make an adult safeguarding referral you need to call the local safeguarding adult's team. This may be part of a MASH (Multi-Agency Safeguarding Hub). A conversation can be had with the safeguarding adult's team without disclosing the identity of the person in the first instance. If it is thought that a referral needs to be made to the safeguarding adult's team, consent should be sought where possible from the adult at risk.

Individuals may not give their consent to the sharing of safeguarding information with the safeguarding adult's team for a number of reasons. Reassurance, appropriate support and revisiting the issues at another time may help to change their view on whether it is best to share information.

If they still do not consent, then their wishes should usually be respected. However, there are circumstances where information can be shared without consent such as when the adult does not have the capacity to consent, it is in the public interest because it may affect other people or a serious crime has been committed. This should always be discussed with your safeguarding lead and the local authority safeguarding adults' team.

If someone does not want you to share information outside of the organisation or you do not have consent to share the information, ask yourself the following questions:

- Is the adult placing themselves at further risk of harm?
- Is someone else likely to get hurt?
- Has a criminal offence occurred? This includes: theft or burglary of items, physical abuse, sexual abuse, forced to give extra money for lessons (financial abuse) or harassment.
- Is there suspicion that a crime has occurred?

If the answer to any of the questions above is 'yes' - then you can share without consent and need to share the information.

When sharing information there are seven Golden Rules that should always be followed.

1. Seek advice if in any doubt
2. Be transparent - The Data Protection Act (DPA) is not a barrier to sharing information but to ensure that personal information is shared appropriately; except in circumstances where by doing so places the person at significant risk of harm.
3. Consider the public interest - Base all decisions to share information on the safety and well-being of that person or others that may be affected by their actions.
4. Share with consent where appropriate - Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if this is in the public interest.
5. Keep a record - Record your decision and reasons to share or not share information.

6. Accurate, necessary, proportionate, relevant and secure - Ensure all information shared is accurate, up-to-date; necessary and share with only those who need to have it.
7. Remember the purpose of the Data Protection Act (DPA) is to ensure personal information is shared appropriately, except in circumstances where by doing so may place the person or others at significant harm.

Appendix 3

Legislation and Government Initiatives

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children. www.opsi.gov.uk

Mental Capacity Act 2005

<http://www.legislation.gov.uk/ukpga/2005/9/introduction>

Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention. www.dca.gov.uk

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance. www.opsi.gov.uk

Deprivation of Liberty Safeguards

<https://www.gov.uk/government/collections/dh-mental-capacity-act-2005-deprivation-of-liberty-safeguards>

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

Disclosure & Barring Service 2013

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS). www.gov.uk/db-update-service

The Care Act 2014 – statutory guidance

<http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted>

The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

Making Safeguarding Personal Guide 2014

<http://www.local.gov.uk/documents/10180/5852661/Making+Safeguarding+Personal+-+Guide+2014/4213d016-2732-40d4-bbc0-d0d8639ef0df>

This guide is intended to support councils and their partners to develop outcomes-focused, person-centred safeguarding practice.

Appendix 4
Useful contacts

(Insert relevant details for your organisation)

Local Authority Safeguarding Lead (if policy is used by a CSP or club)

Name:

Email:

Telephone:

Police contact

Name:

Email:

Telephone:

Scottish Archery Lead Safeguarding and Protection Officer

Jacqui Dunlop

Website: www.scottisharchery.org.uk

Email: admin@scottisharchery.org.uk

Ann Craft Trust - Safeguarding Adults in Sport and Activity:

Website: www.anncrafttrust.org

Email: Ann-Craft-Trust@nottingham.ac.uk

Telephone: 0115 951 5400

Do you have concerns about an adult?

Safeguarding is everyone's responsibility.

If you have concerns about an adult's safety and or wellbeing you must act on these.

It is not your responsibility to decide whether or not an adult has been abused. It is however your responsibility to act on any concerns.

