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01 PURPOSE

The policies and guidelines referenced within this document are those of Wheels for All.

The purpose of this policy is to ensure that all Wheels for All groups, centres, hubs, participants, carers, volunteers, staff and trustees are aware of the legislation, policy and procedures for safeguarding adults and know what to do or who to speak to if they have a concern relating to the welfare of an adult.

Safeguarding adults can be a complex process and although there are many similarities with safeguarding children there are also some distinct differences. For this reason, Wheels for All has created a separate Safeguarding Adults Policy. Despite these differences, which will be detailed further within the policy, the overarching safeguarding principles and duty of care remain very much the same for both adults and children.

02 POLICY STATEMENT

Wheels for All is committed to ensuring that everyone taking part in cycling is able to do so protected and kept safe from abuse or neglect while they are with volunteers and / or staff irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

As with children and young people, all adults have the right to live free from abuse or neglect.

Carers and / or parents are primarily responsible for the care and wellbeing of themselves and their participants at Wheels for All activities.

It is the responsibility of all Wheels for All people (volunteers, staff and trustees) together with participants, parents and carers, to follow and support this policy and the guidelines and procedures set out In this document.

All should have a clear understanding of operating within an appropriate code of conduct, aware of their duty of care and how this relates to their position in providing activities.

Wheels for All is committed to ensuring any concern reported about the welfare of someone taking part in cycling activities is taken seriously,

responded to promptly, and followed up according to the Wheels for All Safeguarding policies and procedures.

03 DUTY OF CARE

Wheels for All is committed to ensuring that all those taking part in cycling are able to do so protected and kept safe from harm. This is particularly true in respect of adults at risk.

We **all** have a duty with respect to safeguarding and protecting adults at risk to ensure they can participate and enjoy our activities with the highest possible standards of care. All should have a clear understanding of operating within an appropriate Code of Conduct, aware of what their 'duty of care' is and how this relates to their position in providing activities and being responsible for others.

A good definition of 'duty of care' is:

"The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organisation is responsible"

The content of this document provides specific information in respect of safeguarding and protecting adults in order that everyone can appreciate their 'duty of care' with regard to these issues, risk assess their positions and support and advise those at risk.

Please also refer to the following related documents.

- Bullying and Harassment Policy
- Anti-Bullying Policy
- Safeguarding Whistle Blowing Policy
- Safeguarding Procedures
- Dispute Resolution and Disciplinary Procedures
- Code of Conduct for carers and parents
- Code of Conduct for staff

- Code of Conduct for volunteers
- Safeguarding Children Policy
- Health And Safety Policy
- Data Privacy and Data Protection Policy

04 INTRODUCTION TO SAFEGUARDING ADULTS

Safeguarding Adults includes:

- Protecting an adult's **right to live in safety, free from abuse and neglect**
- It is about people and organisations **working together to prevent and stop** both the risks and experience of **abuse and neglect**, while at the same time making sure that the adult's **wellbeing is promoted**.
- It is about having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.
- *(Care Act 2014)*

. The Care Act 2014, sets out the legal framework to be followed by all those with a responsibility for safeguarding adults. There are variations in legislation in each home nation.

As part of the Act, every Local Authority is required to set up a Local Safeguarding Adults Board (LSAB) and must make enquiries, or ask others to make enquiries on their behalf, about any adult in their area, who they are concerned is, or is at risk of being abused or neglected in order to assess their care and support needs and consider if further action is required.

Where it is deemed that further action should be taken, where appropriate, this will be person-led and outcome-focused, taking account of the views, wishes, feelings and beliefs of the individual; supporting them to maintain control over their lives and in making informed choices (making Safeguarding Personal).

For some situations it may be more relevant to refer to the Wheels for All Bullying and Harassment Policy.

Best Practice, Poor Practice & Abuse

These expressions are open to interpretation and challenge, but these are the definitions used in this document.

Best practice describes the types of behaviours and actions that create a safe, enjoyable and inclusive environment. It includes working together to ensure respect, appropriate support and a place where everyone is encouraged to make their own decisions and choices.

Poor practice includes any behaviour that ignores Codes of Conduct, infringes an individual's rights and/or reflects a failure to fulfil the expected standards of care. Failure to challenge poor practice can lead to an environment where abuse is more likely to happen or continue.

Abuse is defined as a violation of an individual's human and civil rights by any other person or persons. It includes acts of commission (such as an assault) and acts of omission (such as neglect). Abuse may be a single act or omission or a series of acts or omissions. Appendix A details types of abuse. Appendix B details indicators of abuse.

05 WHO NEEDS SAFEGUARDING?

The term '**Adults at Risk**' has been generally accepted as the new term for 'Vulnerable Adults' and is defined within The Care Act 2014 as detailed below.

Safeguarding duties apply to an Adult who is over the age of 18 :

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

As the definition of an Adult at Risk could include any adult given their circumstances at a particular time, Wheels for All will refer to 'Safeguarding Adults' for the purpose of this policy.

The Care Act 2014 outlines six key principles that underpin all adult safeguarding work:

- **Empowerment** People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** It is better to take action before harm occurs.
- **Proportionality** The least intrusive response appropriate to the risk presented.
- **Protection** Support and representation for those in greatest need.
- **Partnership** Local solutions through services working with their communities.
- **Communities** Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** Accountability and transparency in delivering safeguarding.

Wheels for All recognise that there are some people who may be at increased risk of abuse or neglect and therefore potentially more vulnerable than others. This can be due to a number of factors ranging from; health or social care needs; to specific circumstances at a particular time. These factors can continue over any period of time and may be intermittent, temporary or permanent and based on the individual's circumstances as well as the level of information and support available to them.

There are some people who will target those who they consider to be more vulnerable than others in order to abuse/ exploit them. It is important to be extra vigilant if you think someone could be at greater risk or in a situation which could increase their vulnerability.

Who abuses and neglects Adults?

Anyone may carry out abuse or neglect including:

- Spouses/ partners or other family members
- Neighbours or local residents
- Friends or acquaintances
- People who deliberately exploit adults they perceive as vulnerable
- Paid staff or professionals
- Volunteers

- Strangers

Often the perpetrator is known to the adult and may be in a position of trust and power.

06 WHAT TO DO IF A CONCERN IS RAISED; RESPONDING, SEEKING CONSENT, RECORDING AND SHARING INFORMATION

What to do;

- Listen carefully to what is said, allowing the adult to continue at their own pace, and take it seriously. Consider is this poor practice or abuse.
- If a serious crime has been committed call the police. If the adult is in immediate risk of significant harm call the police or the Local Adults Safeguarding Team without delay *. And, if the adult needs immediate medical attention, call an ambulance.
- Ask the adult what they would like to happen next.
- Explain what you would like to do next and ask if the adult is happy for you to share the information in order for you to help them. i.e. seek their consent to sharing information.
- Record in writing what was said using the adult's own words as soon as possible
- You should make notes / report as soon as possible after you have been told about / become aware of a concern using the Wheels for All Safeguarding Incident Report form – see appendix F.
- If you are being told about the concern by someone else, explain that you are taking notes so that you can be accurate in your recording.
- Try to remember what the person said, using their own words and phrases where possible.
- In your written report factual information should be clearly separated from expression of opinion.
- Sign, date and time your report; (along with who you passed the information to and when / details of your concern).
- Your report may be required later as part of legal action; disciplinary procedure or litigation claim.

- In all recording, proper consideration must be given to the requirements of current data protection legislation.

If the adult consents, the report is to be passed to the Wheels for All Lead Safeguarding Officer within 24 hours unless this individual is implicated when it should be passed to the Wheels for All Lead Safeguarding Trustee. Permission is not required to share within Wheels for All.

If consent is not granted but you still have concerns, contact the Wheels for All lead Safeguarding Officer who will consider whether an override is appropriate. (see section 07 below) and be able to offer advice on what action should be taken. Wherever possible you should always explain and involve the adult concerned with what you plan to do and why.

*If you report a concern to your Local Authority Safeguarding Adults Team or the Police you are also required to contact the Wheels for All Lead Safeguarding Officer (or if this individual is implicated, then the Wheels for All Lead Safeguarding Trustee), to advise them of your concern and whom you have reported it to.

This is summarised as a flowchart in Appendix F.

How to respond to an adult at risk

Do:

- Stay Calm
- Explain that it is likely the information will have to be shared with others – do not promise to keep secrets.
- Reassure the person that they have done the right thing in revealing the information.
- Keep questions to a minimum, only ask questions if you need to identify / clarify what the person is telling you.

Do not:

- Dismiss the concern.
- Panic or allow shock or distaste to show.
- Probe for more information than is offered.
- Make promises that cannot be kept.
- Conduct an investigation of the case.

- Make any comments about the alleged perpetrator.

07 REPORTING CONCERNS RELATING TO ADULTS

When reporting a concern about an adult the following key points must be taken into account:

- Consent from the adult must be granted before reporting any concerns – apart from the three specific exceptions detailed below.
- Must respect the decision of the adult.
- Must assume an adult has capacity unless proven otherwise*

The adult must be involved in any discussion and decision making process about their welfare (if they have capacity) and be given the opportunity to make their own choices, whether or not you consider these to be wise- *ultimately an adult may choose not to act at all to protect themselves, and only in certain circumstances should their wish be overridden.*

Exceptions that override the decision of the person – when:

- 1 an adult is assessed not to have the ‘capacity’ to make their own decision**
(See below for more details on capacity).
- 2 there is an overriding public duty to intervene due to others who may be at risk.**
- 3 not acting would put the person at further risk of harm.**

If an adult is reluctant for you to report the concern and the above do not apply, explain the reasons why it may be in their best interests (and others) if the matter is referred. Ensure that they understand all the options available and empower them to make an informed decision.

(N.B Where there is a concern that a child has been abused, there is a duty of care to report that concern and for it to be followed up without the need to gain consent from the child or guardian – see extract from Wheels for All Safeguarding Children Policy – appendix D.)

08 THE MENTAL CAPACITY ACT 2005

It is not for you as an individual to make a decision about whether an adult lacks capacity; however it is useful to understand the notion of capacity and ensure you follow the principles set out within the Act.

Definition

The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity.

The term 'lacks capacity' means a person cannot make a specific decision or take a particular action for themselves at a particular point in time, even if they are able to make other decisions. For example, they may be able to make small decisions about everyday matters such as what to wear for a sports activity, or what a healthy sports diet would be, but they may lack capacity to make more complex decisions about financial matters.

It may be the case that a person, who lacks capacity to make a decision at a certain time due to illness or an accident, may be able to make that decision at a later date.

The key principles of the Mental Capacity Act 2005 are:

- A person must be assumed to have capacity unless it is established that they lack capacity.
- A person is not to be treated as unable to make a decision unless all practical steps to help him/her to do so have been taken without success.
- A person is not to be treated as unable to make a decision merely because he/she makes an 'unwise' decision.
- An act carried out or decision made, for or on behalf of a person who lacks capacity must be undertaken, or made, in their best interests with minimal restriction to their freedom and rights as possible.

09 PREVENTION

Safe Recruitment

Wheels for All will aim to ensure that all volunteers and staff working with adults at risk are appropriate and suitable. This is key to a well organised centre providing a safe and supportive environment.

Each role which involves an element of responsibility with regard to adults at risk, particularly those involving the regular supervision, whether voluntary or paid, should be assessed to establish which qualifications, checks and other requirements are necessary. These will include the following:

- An application form
- A self-disclosure form
- A minimum of 2 reference checks (this may be from the applicant's last employer and/or from someone able to comment on the applicant's experience in working with adults at risk. A friend or neighbour would not be considered a suitable referee)
- Details of previous volunteering experiences or relevant employment working with adults at risk
- A Disclosure & Barring Service (DBS) check (where eligible)

All volunteers and staff recruited with responsibility for and significant contact with adults at risk must agree to inform the Wheels for All Lead Safeguarding Officer if they are subsequently investigated by any agency or organisation in relation to concerns about their behaviour towards adults at risk. The Wheels for All Safeguarding Lead Officer will advise on the appropriate course of action.

Criminal Records Checks

The requirement for a Disclosure and Barring Service (DBS) check in relation to working with adults at risk, is required under specific circumstances.

Disclosure and Barring Service (DBS) Checks – on recruitment and every three years thereafter

The type of DBS check required will be determined by the role someone has, the frequency of that role being carried out and whether or not the role is supervised.

Anyone needing a DBS check must complete an application through Wheels for All. Use of the update service and / or DBS checks through other organisations will not be accepted.

Staff performing roles requiring a DBS check will be checked before they start employment. Volunteers performing roles requiring a DBS check will be checked once they commit and before that will be supervised.

If a DBS certificate contains any information, then the Wheels for All Lead Safeguarding Officer will want to see the complete copy.

A criminal record will not necessarily prevent an applicant from working or volunteering with adults at risk but a suitability assessment will be conducted, and the applicant may be asked to provide additional information and references.

Wheels for All will take in to account the Rehabilitation of Offenders Act and only consider offences which are relevant to the care, supervision and training of adults at risk.

If the applicant fails to engage in this process, then the applicant will be required to cease any involvement with Wheels for All activities.

Wheels for All will not inform any centre about the details of any offending but will inform the centre whether or not the applicant is considered suitable to work with adults at risk.

Training

Wheels for All' staff and volunteers are to undertake safeguarding training on induction and throughout their service at a level appropriate to the activities they perform in their role. This will range from awareness to advanced training for those in Lead Safeguarding Officer roles. The appropriate level of training will be determined by reference to resources published by recognised expert bodies in the field; Ann Craft Trust and Sport England.

A refresher course should be completed every three years.

10: USEFUL CONTACTS

Wheels for All Lead Safeguarding Officer:

Chris Watts 07971 476520
chris.watts@wheelsforall.org.uk

Wheels for All Lead Safeguarding Trustee:

Alison Moorhouse 07748 763167
alison.moorhouse@wheelsforall.org.uk

Police 999

Local Adults Safeguarding Team Search the internet

11 DOCUMENT CONTROL

11.1 Review frequency

Annually, on the event of changes to regulation, best practice or useful contacts.

11.2 Change history

Issue Number	Issue Date	Board Approval Ref	Summary of change	Contact name
1.1	07/06/2021	xxx	Wholesale revision	
1.1	07/06/2021		07/06/2021 PLA/NC amendments applied	
1.2	06/12/2021		04 differentiate between best practice, poor practice and abuse 06 remove references to 'keep a copy' – avoids Data Protection issues 07 reference to obligation to report child abuse with no consent to illustrate variance with adults at risk	

Issue Number	Issue Date	Board Approval Ref	Summary of change	Contact name
			09 Criminal record checks – CP activities are regulated 09 Volunteers supervised until CRB'd 09 CRB depends on role 09 Training – expanded to refer to levels determined by roles & activities 10 Contacts – updated for LG details 11 Doc control – updated Appendix D extract from safeguarding children inserted (see 07 above) 11 Next review date inserted Appendix E incident form inserted Appendix F what to do flowchart inserted	
1.3	26/07/2022		Cycling Projects replaced by Wheels for All	
002.01	02/08/2022		Ann Craft Trust review points incorporated Emails changed to WFA	
002.02	01/08/2024		Updated new contact details for Lead Safeguarding Officer and Lead Trustee for Safeguarding.	Joe McTague

11.3 Next review date

December 2022

APPENDIX A: DEFINITION OF ABUSE OR NEGLECT

Abuse is about the misuse of power and control that one person has over another. Abuse may consist of a single act or repeated acts. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.

It is generally acknowledged that there are five main types of abuse in relation to Children (Physical, Sexual, Emotional, Bullying and Neglect). Categories of abuse relating to Adults encompass the following broader definitions, but are not limited to:

Physical Abuse

Including assault, hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

Domestic Violence

Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.

Sexual Abuse

Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented, or could not consent or was pressured into consenting.

Psychological abuse

Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse

Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery

Encompasses slavery, human trafficking; forced labour and domestic servitude.

Discriminatory abuse

Including harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse (previously known as institutional abuse)

Neglect and poor care practice within an institution or specific care setting such as hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment.

Neglect and acts of omission

Including, ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self - neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

APPENDIX B: INDICATORS OF ABUSE

There may be physical and behavioural signs and symptoms that might raise your concern about the welfare or safety of an adult. The following are only indicators and should not be seen as confirmation. Abuse is not always easy to identify and can be a combination of signs or symptoms, sometimes forming a pattern over time.

It is important to remember, it is not your responsibility to decide whether someone is being abused- but it is your responsibility to pass the information on to the appropriate person.

The following can be seen as indicators of abuse but the list is not exhaustive.

Unexplained or significant changes in behaviour such as:

- Low self-esteem, passivity, becoming withdrawn, quiet.
- Isolates themselves from the group and seems unable to make friends.
- Fear, defensiveness.
- Becomes aggressive/verbally violent.
- Significant change in sexual behaviour or attitude.
- Change in appetite- excessive weight loss or weight gain for no obvious reason.

Unexplained physical injuries such as:

- Consistent untreated injuries or health issues.
- Marks on body, including slap marks, finger marks, bruising.
- Unusual difficulty in walking or sitting.
- Multiple fractures.

Unexplained changes in living conditions such as:

- Sudden inability to pay bills or maintain lifestyle, including lack of heating, clothing, food.
- Physical appearance becomes unkempt.
- Unusual interest shown by family members or others in the person's assets.
- No identification documents in possession
- Little or no finances of their own.

Some people with physical and/or learning disabilities may use alternative forms of communication which you need to be aware of in order to ensure that you can understand what is happening to them.

APPENDIX C: GOVERNMENT INITIATIVES AND LEGISLATION**Sexual Offences Act 2003**

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

Mental Capacity Act 2005

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.

Safeguarding Vulnerable Groups Act 2006

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.

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.

The Protection of Freedom Act 2012

The Act includes changes to freedom of information, rights to data and criminal history checks (Vetting and Barring – DBS checks) amongst other civil liberty issues. This Act will affect sport organisations when undertaking safe recruitment and DBS checks.

Disclosure & Barring Service 2013

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/government/organisations/disclosure-and-barring-service

The Care Act 2014 – statutory guidance

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.

www.gov.uk/government/publications/care-act-2014-statutory-guidance-for-implementation

Making Safeguarding Personal Guide 2014

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

Home Nations variations

There are variations in Safeguarding Law for each home nation including definitions of abuse. More detail is available on the Ann Craft Trust website.

<p>ENGLAND (CARE ACT 2014)</p>	<p>NORTHERN IRELAND (ADULT SAFEGUARDING PREVENTION AND PROTECTION IN PARTNERSHIP 2015)</p>
<p>An adult at risk is an individual aged 18 years and over who:</p> <ul style="list-style-type: none"> (a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND; (b) is experiencing, or at risk of, abuse or neglect, AND; (c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. 	<p>An adult at risk of harm is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect <u>may</u> be increased by their a) personal characteristics and/or b) life circumstances.</p> <ul style="list-style-type: none"> a) Personal characteristics may include, but are not limited to age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain. b) Life circumstances may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.
<p>SCOTLAND (ADULT SUPPORT AND PROTECTION ACT 2007)</p>	<p>An adult in need of protection is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect <u>may</u> be increased by their: Personal characteristics <i>AND/OR</i> Life circumstances <i>AND</i>;</p>
<p>An adult at risk is an individual aged 16 years and over who:</p> <ul style="list-style-type: none"> a) is unable to safeguard their own well-being, property, rights or other interests, b) is at risk of harm, and c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected. 	

Wales (Social Services and Well Being Act 2014)	c) who is unable to protect their own well-being, property, assets, rights or other interests; <i>AND</i>
An adult at risk is an individual aged 18 years and over who: a) is experiencing or is at risk of abuse or neglect, <i>AND</i> ; b) has needs for care and support (whether or not the authority is meeting any of those needs) <i>AND</i> ; c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.	d) where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed. In order to meet the definition of an ‘adult in need of protection’ either (a) or (b) must be present, in addition to both elements (c), and (d)

Appendix D: Extract from Safeguarding Children policy – no requirement for consent from the child.

05 WHAT TO DO IF A CONCERN IS RAISED; RESPONDING, RECORDING AND SHARING INFORMATION

What to do; recording and sharing

It is not your responsibility to decide whether a child is being abused - but it is your responsibility to pass the information on to the appropriate person. You must do this even if the information disclosed to you relates to a setting other than Wheels for All activities e.g. at home, at school or in another setting.

- *Inform the Wheels for All Lead Safeguarding Officer of the information you need to disclose. If the Wheels for All Lead Safeguarding Officer is implicated you need to make the disclosure to the Wheels for All Lead Safeguarding Trustee – see Useful Contacts in this document.*
- *If the above people are not available then you should seek advice from the local Children’s Social Care department, the Police or the NSPCC – see Useful Contacts in this document.*
- *Make a detailed note of what you have seen or heard. Do not delay passing on the information. Record your notes on a Wheels for All Safeguarding Incident Report Form – see appendices for an example.*
- *The Safeguarding Incident Report Form should be sent to the Wheels for All Lead Safeguarding Officer within 24 hours, unless the Wheels for All Lead*

Safeguarding Officer themselves is implicated in the abuse in which case the form should be sent to the Wheels for All Lead Safeguarding Trustee.

- *Contact the Wheels for All Safeguarding Lead Officer or if you need urgent advice contact the NSPCC Helpline 24 hours a day – see Useful Contacts in this document.*

APPENDIX E Safeguarding incident reporting form

Form Completed by	
Your name:	Your position:
Place of work:	Contact phone number:
The adult at risk's details	
Name:	
Address/phone number:	
Date of birth:	
Details of the allegations/suspicious	
Are you recording: <ul style="list-style-type: none">• Disclosure made directly to you by the adult at risk?• Disclosure or suspicions from a third party?• Your suspicions or concerns?	
Date and time of disclosure:	
How did the alert arise?	

Name /address / phone number of alerter if different to the form completer

Who is aware of the allegations / concerns?

Date and time of incident:

Details of the allegation/suspicious. *State exactly what you were told/observed and what was said. Use the persons own words as much as possible*

Name of perpetrator Address (if known) Tel / e mail (if known)

Action taken so far:



Signed	Date

APPENDIX F Safeguarding incident ‘what to do’ flowchart



