

# Safeguarding adults procedures

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## Introduction

CIMSPA is committed to providing a safe environment for everyone to participate in our organisation and its activities. We are also committed to setting a strong example for the sector, fostering an environment where every individual is protected, respected, and encouraged to thrive.

These procedures must be followed in any circumstances where an adult is, or could be, at risk of harm. They should be implemented with reference to CIMSPA Safeguarding Adults Policy.

These procedures detail the steps to be taken in responding to any concern that an adult involved in CIMSPA, or its activities, is at risk of or is experiencing harm.

The procedures have two main sections:

Section 1: Reporting concerns - For everyone

Section 2: What happens next – For Safeguarding Leads and organisational response

The information is presented in flow charts with accompanying text. Please refer to both as the text contains more detail.

## **Glossary of Terms**

For more details please see the CIMSPA Safeguarding Adults Policy.

| Term                                                                                                                                          | Definition                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Adult                                                                                                                                         | A person aged 18 or over                                                                                                                                                                                                                                                                                                                                    |
| Adult at Risk                                                                                                                                 | Definition used in legislation (different in each home nation) for adults who the Local Authority has a responsibility to support to prevent them from experiencing (further) harm caused by abuse and neglect.                                                                                                                                             |
| Abuse                                                                                                                                         | A violation of a person's physical, emotional or mental integrity by any other person.                                                                                                                                                                                                                                                                      |
| Case Management Group                                                                                                                         | A group created to ensure the organisation effectively carries out its role/s in individual cases of abuse or neglect                                                                                                                                                                                                                                       |
| Harm                                                                                                                                          | Damage done to a person's well-being.                                                                                                                                                                                                                                                                                                                       |
| MASH                                                                                                                                          | Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist a referral to MASH benefits from the information held by and the expertise of various agencies e.g. Local Authority, Police and Health.                                                                                            |
| Mental Capacity                                                                                                                               | The ability to consider relevant information, make and communicate a decision.                                                                                                                                                                                                                                                                              |
| Neglect                                                                                                                                       | Not meeting someone's basic physical or psychological needs                                                                                                                                                                                                                                                                                                 |
| Safeguarding                                                                                                                                  | Work to prevent and to stop abuse and neglect.                                                                                                                                                                                                                                                                                                              |
| Safeguarding Adult Team                                                                                                                       | A team set up to manage the safeguarding of adults at risk within an organisation or more commonly across a Local Authority district.                                                                                                                                                                                                                       |
| Safeguarding Adults Board (SAB) (England and Wales)  Safeguarding Adult Partnership (Northern Ireland)  Adult Protection Committee (Scotland) | A statutory body set up in line with national legislation.  Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens' e.g. a representative from a disabled people's forum are often also included. Their role is to coordinate safeguarding work across the Local Authority district. |

## 1 Reporting Concerns

#### 1.1 Reporting Concerns - CIMSPA's People

CIMSPA's People includes but is not limited to: employees, Board trustees, sub-committee members, contractors, quality assurance assessors, internal verifiers, consultants and volunteers.

#### 1.1.1 Reporting concerns about yourself if you are one of CIMSPA's People

If you are experiencing harm within CIMSPA, contact one of the Safeguarding Leads.

If you are in immediate danger or need immediate medical assistance contact the emergency services on 999.

Please contact the one of the Safeguarding Leads, details of the current Leads are listed on CIMSPA's intranet.

If you would prefer, please contact another member of staff who will help you raise the issue to one of the Safeguarding Leads.

If one of the Safeguarding Lead is implicated or you think has a conflict of interest, then report to one of the other Safeguarding Leads or the Chief Operating Officer.

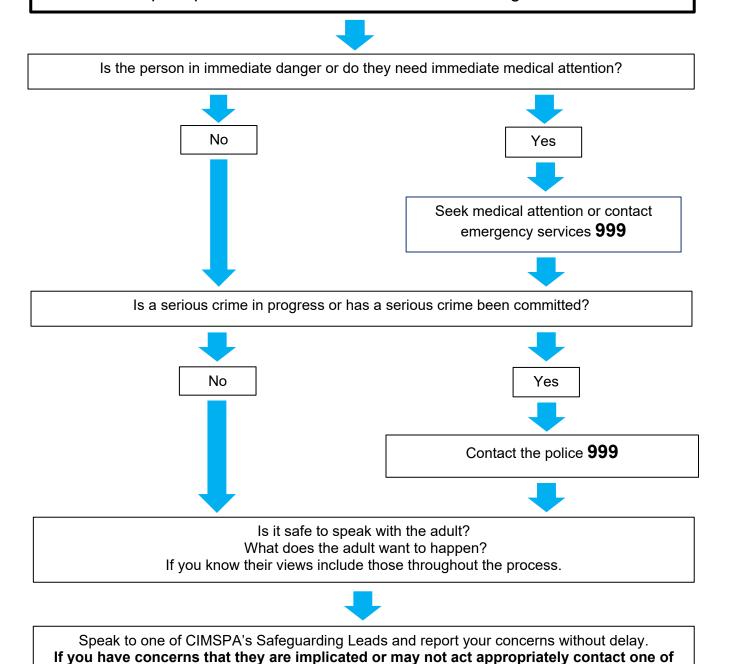
You can also contact the Police, Social Services, your doctor or other organisations that can provide information and give help and support (see Appendix 2 Sources of Information and Support).

CIMSPA will follow the procedure in this document. If you do not think your concerns are being addressed in the way that they should be please contact the Chief Operating Officer or the Board Welfare and Safety Lead.

At all stages you are welcome to have someone who you trust support you and help you to explain what happened and what you want to happen.

## 1.1.2 Reporting concerns about others if you are one of CIMSPA's People (Flowchart 1)

You have a concern, or have been told about, possible abuse of someone else, poor practice or wider welfare issues relating to an adult.



Make notes and complete a Safeguarding Report Form (see Appendix 1) and submit to one of the Safeguarding Leads or the Chief Operating Officer

the other Safeguarding Leads or the Chief Operating Officer

#### 1.1.3 Reporting concerns about others if you are one of CIMSPA's People

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and / or you are told about possible or alleged abuse, poor practice or wider welfare issues you must contact one of the CIMSPA Safeguarding Leads as soon as you can.

If one of the Safeguarding Leads is implicated or you think has a conflict of interest, then report to one of the other Safeguarding Leads or the Chief Operating Officer.

You should make notes and complete a Safeguarding Report Form (see Appendix 1) and submit this to one of the Safeguarding Leads, or the Chief Operating Officer, as soon as possible.

**If you are concerned** about harm being caused to **someone else**, please follow the quidance below.

- It is not your responsibility to prove or decide whether an adult has been harmed or abused. It is however, everyone's responsibility to respond to and report concerns they have.
- If someone has a need for **immediate medical attention** call an ambulance on 999.
- If you are concerned someone is in **immediate danger** or a **serious crime** is being committed contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- Remember to **be person centred/make safeguarding personal**. If it will not put them or you at further risk, discuss your safeguarding concerns with the adult and ask them what they would like to happen next. Inform them that you have to pass on your concerns to your Safeguarding Lead. **Do not** contact the adult before talking to your Safeguarding Lead if the person allegedly causing the harm is likely to find out.
- Remember not to confront the person thought to be causing the harm.

## 1.2 Reporting Concerns – CIMSPA members, CIMSPA partners and members of the pubic

## 1.2.1 Reporting concerns about yourself if you are a CIMSPA member, CIMSPA partner or member of the public

If you are experiencing harm within CIMSPA, and fall within the scope of CIMSPA's Safeguarding Adults Policy, complete a Safeguarding Report Form.

If you are in immediate danger or need immediate medical assistance contact the emergency services on 999.

You can also contact the Police, Social Services, your doctor or other organisations that can provide information and give help and support (see Appendix 2 Sources of Information and Support).

CIMSPA will follow the procedure in this document. If you do not think your concerns are

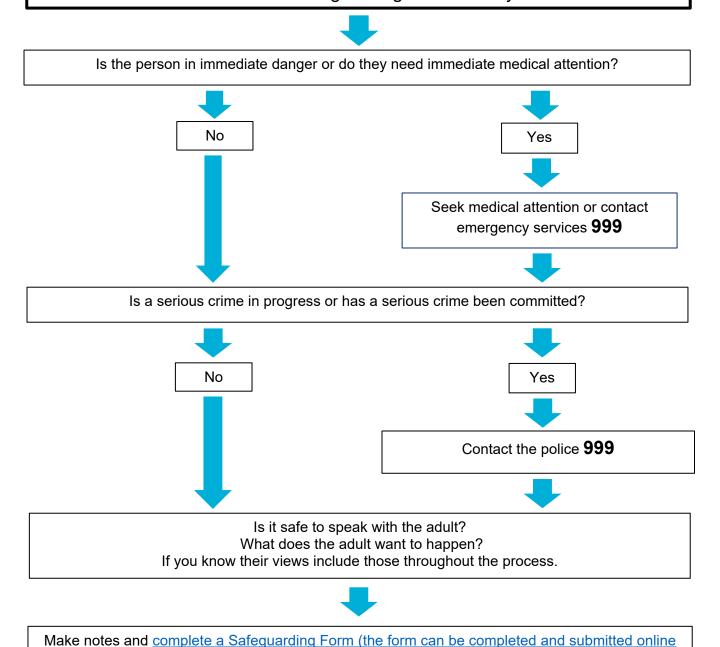


being addressed in the way that they should be please contact the Chief Operating Officer or the Board Welfare and Safety Lead.

At all stages you are welcome to have someone who you trust support you and help you to explain what happened and what you want to happen.

## 1.2.2 Reporting concerns about others if you are a CIMSPA member, CIMSPA partner or member of the public (Flowchart 1)

You have a concern, or have been told about, possible abuse of someone else, poor practice or wider welfare issues, and it falls within the scope of CIMSPA's Safeguarding Adults Policy



a copy can be found in Appendix 1)

## 1.2.3 Reporting Concerns About Others if you are a CIMSPA member, CIMSPA partner or member of the public

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and / or you are told about possible or alleged abuse, poor practice or wider welfare issues, and it falls within the scope of CIMSPA's Safeguarding Adults Policy, you should submit a <a href="Safeguarding Report Form">Safeguarding Report Form</a> as soon as you can.

If you are concerned about harm being caused to someone else, please follow the guidance below.

- It is not your responsibility to prove or decide whether an adult has been harmed or abused. It is however, everyone's responsibility to report concerns they have.
- If someone has a need for **immediate medical attention** call an ambulance on 999.
- If you are concerned someone is in **immediate danger** or a **serious crime** is being committed contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- Remember to be person centred/make safeguarding personal. If it will not put
  them or you at further risk, discuss your safeguarding concerns with the adult and ask
  them what they would like to happen next. Inform them that you have to pass on your
  concerns to your Safeguarding Lead. Do not contact the adult before talking to your
  Safeguarding Lead if the person allegedly causing the harm is likely to find out.
- Remember not to confront the person thought to be causing the harm.

#### 1.3 Responding to a Direct Disclosure

If an adult indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously.
- Stay calm.
- Listen carefully to what is said, allowing the adult to continue at their own pace,
- Be sensitive.
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Ask them what they would like to happen next.
- Explain what you would like to do next.
- Explain that you will have to share the information with CIMSPA Safeguarding Lead.
- Ask for their consent for the information to be shared outside the organisation.
- Make an arrangement as to how you/the Safeguarding Lead can contact them safely.
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse helpline, Victim Support - see Appendix 2).
- Act swiftly to report and carry out any relevant actions.



• Record in writing what was said using the adult's own words as soon as possible.

#### It is important **not** to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone.

#### 1.4 Record Keeping

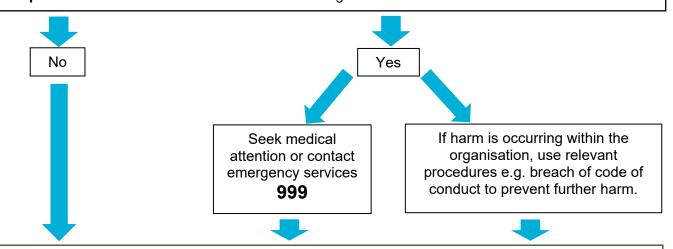
- Complete a Safeguarding Report Form and submit it without delay (the form can be completed and submitted online, a copy can be found in Appendix 1).
- Describe the circumstances in which the concern came about and what action you took / advice you gave.
- It is important to distinguish between things that are facts, things that have been observed or overheard and opinions, in order to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) include a copy with the form.

Be mindful of the need to be confidential at all times. This information must only be shared with the Safeguarding Lead and others that have a need to know, e.g. to keep the person safe whilst waiting for action to be taken.

## 2 What happens next? (Procedure for Safeguarding Leads)

## 2.1 Initial Response: Steps 1 to 5 (as soon as you receive the Safeguarding referral) (Flowchart 2.1)

Step 1: Is someone at immediate risk of harm/ danger or in need of immediate medical attention?



#### Step 2 - Safeguarding Report Details

If you have been sent a Safeguarding Report Form check that you can understand what is written and that all the necessary parts have been completed.

If you are being contacted directly, request a completed Safeguarding Report Form (staff and volunteers) or fill in the form with the person making the report (member / partner / public / adult themselves)

#### **Step 3 - Person Making the Report**

Inform, reassure and advise the person making the report e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.

#### Step 4 - Person at Risk

What are the risks? What are the views of the adult? Are they an adult at risk? Do they need support to make decisions about their safety?

Do you need to contact the adult directly? Is it safe for you to do so?

#### Step 5 - Person at Risk

If it is safe to do so - ensure the person at risk has information about what will happen next.

If appropriate, make sure they have been given information about other organisations that can support them (see Appendix 2).

#### 2.2 Steps 6 - 14 Taking Action (Flowchart 2.2)

#### Step 6 - Consult and Decide

As needed, consult the Case Management Group and the Local Authority / the Police and decide which one or more of the following actions need to be taken.

#### Step 7

If a crime is suspected contact the police

Criminal enquiry, investigation, proceedings

#### Step 8

If you believe there is an 'adult at risk' make a Safeguarding a Adults report to the Local Authority

Safeguarding adults process led by Local Authority

#### Step 9

If harm is suspected of being caused within CIMSPA (e.g. by an employee, volunteer, member, partner etc.) follow relevant internal process

CIMSPA takes short term steps within relevant policy to prevent harm e.g. suspension, investigation

#### Step 10

Consult with and inform

Organisation decides who will maintain regular contact with the adult/s who have been at risk of harm

#### Step 11

Take advice from and **coordinate actions** taken by CIMSPA with those of **other agencies**. **Attend and contribute to Safeguarding Adults strategy meetings** 

#### Step 12

Hold Case Management meeting to coordinate actions by CIMSPA

#### Possible outcomes: e.g.

- Criminal Caution or Conviction
- Referred back to CIMSPA for internal process
- Referral to Independent Barring Board
- Unsubstantiated
   – no further action

#### Possible outcomes: e.g.

- LA enquiries triggered
- Adult supported to 'make safeguarding personal'
- Other adults at risk identified
- Multi-agency meetings to coordinate actions
- New/changed care and support and protection plan for any adult at risk
- NOT an adult at risk information and advice provided
- Unsubstantiated

   no further action
- Referred back to CIMSPA for internal process

#### Possible outcomes: e.g.

- Informal resolution
- Education and training
- Formal warning
- Dismissal
- Role conditions applied
- Contract ended
- Referred to Independent Barring Board
- Membership terminated
- Unsubstantiated no further action

#### Possible Outcomes: e.g.

- Adult receives information about the process
- Adult supported to have their views and experience heard
- Adult supported to gain support from other agencies
- Adult continues to participate in organisation/sport

#### **Steps 13 and 14**

Recording and reporting

Ensure decisions made, actions taken, and outcomes logged and reported

Once a concern has been passed to the CIMSPA Safeguarding Lead, they will coordinate the CIMSPA Safeguarding Adults Procedure (see Flowchart 2).

The Safeguarding Lead will keep clear records of decision making, actions taken, and the outcomes achieved. They will also collect feedback from the adult.

The Safeguarding Lead, where appropriate, in consultation with the Case Management Group, will take the following actions:

#### 2.3 Immediate Response

1. Ensure any **immediate actions** necessary to safeguard anyone at risk have been taken.

If the risk is said to be due to the behaviour of one of CIMSPA's People, use the relevant procedures (e.g. breach of code of conduct, breach of contract, disciplinary or grievance procedures) to prevent that person making contact with the adult being harmed.

2. If you have been sent a **Safeguarding Report Form** check that you can understand what is written and that all the necessary parts have been completed.

If you are being contacted directly by a member of staff or a volunteer request that they complete a Safeguarding Report Form if they have not already done so (see Appendix 1) as soon as possible.

If the report is being made by the adult themselves or a member of the public fill in the Safeguarding Report Form yourself gaining the details from the person contacting you.

- 3. Inform, reassure, and advise the **person making the report** e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.
- **4.** Consider what is known about the situation, what the risks are, what is known of **the views of the adult**, whether they have given their consent to the report being made and whether they might be considered to be an 'adult at risk'.

Find out whether the person making the report believes the adult has the mental capacity to make decisions about what safeguarding actions they want to be taken (they are not expected to assess this, only provide their opinion).

Decide if you need to **contact the adult** to get more information, determine their wishes, or explain what actions you need to take.

**5.** Ensure that the **adult has been given information** about the process and what will happen next. If appropriate, ensure that they have been provided with information about other organisations that can support them (see Appendix 2).

#### 2.4 Taking Action

In all situations you should ensure that those within CIMSPA who can act (within their remit) to prevent further harm, have the information to do so. This includes supporting the person at risk. Depending on the situation you may need to pass information to and work together with other organisations such as the Police and the Local Authority safeguarding team.

#### 6. Consult and Decide

If necessary, consult with Case Management Group, its chair and with the Local Authority or the Police, and decide which of the following actions need to be taken.

#### 7. Contact the police (where the crime took place)

lf:

- a serious crime has been committed.
- a crime has been committed against someone without the mental capacity to contact the police themselves.
- the adult has asked you to make a report to the Police on their behalf because they are unable to themselves.

#### 8. Make a referral/report to the Local Authority Safeguarding Adults Team or Multi-Agency Safeguarding Hub (MASH) (where the adult lives) if you believe they may be an adult at risk AND.

- the adult appears not to have the mental capacity to make decisions about their own safety and well-being.
- the risk is from a person employed or volunteering in work with adults with care and support needs (including within a sports organisations).
- there are other 'adults at risk' (e.g. another family member, another club member or other people using a service).
- the adult at risk lives in Wales or Northern Ireland (no consent required).
- the adult at risk lives in England or Scotland and they have asked you to make a report or have given their informed consent to you making it.

If a child is at risk you must also make a child safeguarding referral to the Local Authority. This includes all situations where there is domestic abuse within the household where the child lives.

If you are unsure whether or not to make a referral/report you can ask for advice by contacting the Local Authority Safeguarding Adults Team/Multi-agency Safeguarding Hub and discuss the situation with them without disclosing the identity of the adult or the person who may be causing harm

**9.** Use policy and procedures to stop harm within the organisation If the person who may be causing harm is a person involved in CIMSPA in whatever capacity inform the Chief Operating Officer.

Decide what policy and procedures the organisation will use to decide which actions will be taken e.g. breach of code of conduct, disciplinary procedures, breach of contract.

Agree what short term arrangements can be put in place to enable the adult, who may be being harmed, to be able to continue participating in the organisation/their sport.

The arrangements made must respect the rights of the person who may be causing harm and must be consistent with the relevant policy and procedures.

**10.** Decide who in the organisation will **maintain contact** with the adult to consult with them, keep them informed and make sure they are receiving the support they need.

Unless advised not to by the Police or Local Authority, and only if there is a safe way to do so, contact the adult to let them know about the actions you have taken and the outcomes so far. Find out if the actions taken are working, what matters to them, what they would like to happen next and what outcomes they want to achieve.

If the report does not fall within the scope of CIMSPA's Safeguarding Adults Policy, and is not serious enough to need reporting to the police or Local Authority, provide appropriate signposting information to the person making the report and / or the adult whom the report is about.

**11.** If statutory agencies are involved, **work together** with them to agree the next steps, e.g. the Police may need to interview an employee before a disciplinary investigation is conducted.

Attend and contribute to any safeguarding adults strategy or case meetings that are called by the Local Authority.

If statutory agencies say that they will not be taking any action in relation to a referral this should not stop CIMSPA taking internal steps to safeguard the adult, e.g. the Police may decide not to pursue a criminal investigation where there is an allegation against an employee, but CIMSPA should still follow its disciplinary procedure.

- **12.** Convene a **Case Management Group** meeting to coordinate actions internally to your organisation:
  - share information about what has happened with those within CIMSPA who have a role in safeguarding the adult.
  - share the views of the adult.
  - share any actions being taken by the Police/Local Authority.
  - agree who will coordinate between CIMSPA and other agencies.
  - decide what actions CIMSPA will take place and coordinate.

#### These actions can include:

- Use of internal procedures such as breach of code of conduct/disciplinary procedures to address any behaviour that may have caused harm.
- Reporting any employee or volunteer found to have caused harm to the Disclosure and Barring Service.
- Communication with the adult about the safeguarding process, offering support to the adult and making any arrangements needed for them to continue their involvement with the organisation/sport.
- Offering support to staff, volunteers and members affected by the circumstances.
- Ensuring senior managers are updated as needed.
- **13.** Minutes from Case Management Group meetings must be **recorded** so that decision making is transparent, and actions agreed are followed. **Follow up meetings** should be held as necessary until the actions needed are complete.
- **14.** Ensure **records are complete and stored securely**. Collate monitoring information, including feedback from the person who was at risk of harm and **report to the Senior Leadership Team** / **the Board as requested**.

## 3 Further Information

For CIMSPA employees, policies, procedures and supporting information are available on CIMSPA's intranet. This also lists the current Safeguarding Leads.

For members, partners and members of the public, policies, procedures and supporting information are available on the CIMSPA website.

## 4 Appendices

#### **Appendix 1: Safeguarding Adults Report Form**

If you have concerns about an individual, please complete this form and submit it without delay to one of CIMSPA's Safeguarding Leads. <u>An online version of this form is available</u>. Please note that the online version is for reporting concerns about children and young people as well as adults.

Please complete the form with as much detail as you can, but do not worry if you are not able to complete all the sections or if some are not relevant.

Where it is practical and safe to do so, engage with the individual and explain who you intend to share information with, what information you will be sharing and why.

| Section 1 – Your details (the person completing the form) |                                                            |  |  |
|-----------------------------------------------------------|------------------------------------------------------------|--|--|
| Your name                                                 |                                                            |  |  |
| Your contact phone number(s)                              |                                                            |  |  |
| Your email address                                        |                                                            |  |  |
| Name of organisation if working                           |                                                            |  |  |
| in a paid or voluntary capacity                           |                                                            |  |  |
| Your role in organisation                                 |                                                            |  |  |
| Are you completing the form on                            | Yes □                                                      |  |  |
| behalf of someone else?                                   |                                                            |  |  |
|                                                           | No □                                                       |  |  |
| If Yes, please complete the follow                        | ving details for the person you are completing the form on |  |  |
| behalf of                                                 |                                                            |  |  |
| Their name                                                |                                                            |  |  |
| Their contact phone number(s)                             |                                                            |  |  |
| Their email address                                       |                                                            |  |  |
| Name of organisation if working                           |                                                            |  |  |
| in a paid or voluntary capacity                           |                                                            |  |  |
| Their role in organisation                                |                                                            |  |  |

| Section 2 – Details of the adult that you have concerns about                                                                                                                                                                                                                                                |                |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--|
| Name                                                                                                                                                                                                                                                                                                         |                |  |
| Gender                                                                                                                                                                                                                                                                                                       |                |  |
| Address                                                                                                                                                                                                                                                                                                      |                |  |
| Contact number                                                                                                                                                                                                                                                                                               |                |  |
| Date of Birth / Age (please give approximate age if date of birth or actual age is not known)                                                                                                                                                                                                                |                |  |
| Any other information about the adult which it would be useful for us to consider                                                                                                                                                                                                                            |                |  |
| Emergency contact name and number                                                                                                                                                                                                                                                                            |                |  |
| Has the adult given their consent for information to be                                                                                                                                                                                                                                                      | Yes □          |  |
| shared with their emergency contact?                                                                                                                                                                                                                                                                         | No 🗆           |  |
|                                                                                                                                                                                                                                                                                                              |                |  |
| Section 3 – Details of the conc                                                                                                                                                                                                                                                                              | ern / incident |  |
| Date(s) and time(s) of incident(s)                                                                                                                                                                                                                                                                           |                |  |
| Please explain why you are concerned about the individual. Please include any details you feel may be relevant, such as exactly what happened, a description of any injuries, and state whether you witnessed anything yourself or whether you were given the information by the individual or someone else. |                |  |
| If the individual has given you an account of what happened, outline it here                                                                                                                                                                                                                                 |                |  |
| If anyone else has given you an account of what happened, outline it here                                                                                                                                                                                                                                    |                |  |

| Section 3 – Details of the concern / incident |                                          |  |
|-----------------------------------------------|------------------------------------------|--|
| Name of witness(es)                           |                                          |  |
| Contact number of witness(es)                 |                                          |  |
| Role or relationship to the                   |                                          |  |
| individual                                    |                                          |  |
|                                               |                                          |  |
| Section 4 - Details of the pers               | on thought to be causing harm (if known) |  |
| Name                                          |                                          |  |
|                                               |                                          |  |
| Gender                                        |                                          |  |
| Address                                       |                                          |  |
|                                               |                                          |  |
| Contact number(s)                             |                                          |  |
| Date of Birth / Age (please give              |                                          |  |
| approximate age if date of birth              |                                          |  |
| or actual age is not known)                   |                                          |  |
| Relationship / connection to the              |                                          |  |
| child or young person                         |                                          |  |
| Role in organisation                          |                                          |  |
| Details of any contact they                   |                                          |  |
| have with any children, young                 |                                          |  |
| people or adults at risk in                   |                                          |  |
| another capacity (e.g. in their               |                                          |  |
| work / family / as a volunteer)               |                                          |  |
| Any other information about the               |                                          |  |
| person thought to be causing                  |                                          |  |
| harm which it would be useful                 |                                          |  |
| for us to consider                            |                                          |  |
|                                               |                                          |  |
| Section 5 – The views of the a                | dult you have concerns about             |  |
|                                               | •                                        |  |
| Have you discussed your                       | Yes □                                    |  |
| concerns with the adult?                      |                                          |  |
|                                               | No □                                     |  |
| If <b>YES</b> , what have they stated         |                                          |  |
| about what they want to                       |                                          |  |
| happen and what outcomes                      |                                          |  |
| they want?                                    |                                          |  |
| If <b>YES</b> , what actions (if any)         |                                          |  |
| have you taken / agreed with                  |                                          |  |
| the adult to reduce the risks?                |                                          |  |

| Section 5 – The views of the adult you have concerns about |                              |                       |                  |
|------------------------------------------------------------|------------------------------|-----------------------|------------------|
| If <b>NO</b> , what are your reasons                       | Discussion                   | n would put the adult | Please explain:  |
| for not discussion with the                                | or others at risk □          |                       |                  |
| adult?                                                     | Adult appears to lack mental |                       | Please explain:  |
|                                                            | capacity [                   |                       |                  |
|                                                            | Adult unable to communicate  |                       | Please explain:  |
|                                                            | their views                  | <b>s</b> 🗆            | ·                |
|                                                            |                              |                       |                  |
|                                                            |                              |                       |                  |
| Section 6 – External Agencies                              |                              | Γ                     |                  |
| Has this incident / concern                                | Yes □                        | Please provide furthe | er details below |
| been reported to any external agencies (e.g. the police)?  | No □                         |                       |                  |
|                                                            |                              |                       |                  |
| Name of organisation / agency                              |                              |                       |                  |
| Contact person                                             |                              |                       |                  |
| Role in organisation                                       |                              |                       |                  |
| Contact number(s)                                          |                              |                       |                  |
| Contact email                                              |                              |                       |                  |
| Agreed action or advice given                              |                              |                       |                  |
|                                                            |                              |                       |                  |
| Section 7 – Other Actions                                  |                              |                       |                  |
| Details of any other actions                               |                              |                       |                  |
| taken to date                                              |                              |                       |                  |
| Details of any other relevant                              |                              |                       |                  |
| individuals or organisations                               |                              |                       |                  |
| who have been informed of the                              |                              |                       |                  |
| issue                                                      |                              |                       |                  |
| Details of what information was                            |                              |                       |                  |
| shared                                                     |                              |                       |                  |
| Reasons for sharing this                                   |                              |                       |                  |
| information                                                |                              |                       |                  |
|                                                            |                              |                       |                  |
| Section 8 – Additional Evidence                            | e                            |                       |                  |
| If you have any additional                                 |                              |                       |                  |
| evidence such as emails, texts                             |                              |                       |                  |
| etc. please attach them to this                            |                              |                       |                  |
| form and list them here                                    |                              |                       |                  |

| Signed: |  |
|---------|--|
| Date:   |  |

The information provided on this form will only be used to enable CIMSPA to follow its safeguarding procedures. We may need to share this information with other organisations as part of these procedures. We will only share information with individuals or organisations that have a role in safeguarding the adult concerned and/or providing their family with support, and will only share the information they need to support the provision of their services.

Any personal information provided on this form will be used and stored by CIMSPA in line with our Privacy Notice and Data Retention Schedule, which can be found here: <a href="https://www.cimspa.co.uk/footer/privacy-notice/">https://www.cimspa.co.uk/footer/privacy-notice/</a>

☐ I give my consent for my personal information to be used by CIMSPA for the purposes of following its safeguarding procedures and for no other purpose.

#### **Appendix 2: Sources of Information and Support**

#### **Action on Elder Abuse**

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

#### **Ann Craft Trust (ACT)**

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

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

www.anncrafttrust.org

#### Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

#### **National LGBT+ Domestic Abuse Helpline**

Tel: 0800 999 5428

#### **National 24 Hour Freephone Domestic Abuse Helplines**

| Home Nation      | Contact Details                                                                                                                         |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| England          | Tel: 0808 2000 247 www.nationaldahelpline.org.uk/Contact-us                                                                             |
| Scotland         | Tel: 0800 027 1234 Email: helpline@sdafmh.org.uk Web chat: sdafmh.org.uk                                                                |
| Wales            | Llinell Gymorth Byw HebOfn/ Live free from fear helpline<br>Tel: 0808 8010 800<br>Type Talk: 18001 0808 801 0800<br>Text: 078600 77 333 |
| Northern Ireland | Tel: 0808 802 1414 www.dsahelpline.org Twitter: www.twitter.com/dsahelpline Facebook: www.facebook.com/dsahelpline                      |

#### Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: <a href="mailto:info@rapecrisis.co.uk">info@rapecrisis.co.uk</a> www.rapecrisis.co.uk



#### Refuge

Refuge is the largest domestic abuse organisation in the UK. On any given day their services support thousands of women and their children, helping them to overcome the physical, emotional, financial and logistical impacts of abuse and rebuild their lives — free from fear.

Tel: 0808 2000 247 or 020 7395 7700 Email: supportercare@refuge.org.uk

www.refuge.org.uk

#### Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or 0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

#### **Stop Hate Crime**

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

Email: talk@stophateuk.org

Text: 07717 989 025

Text relay: 18001 0800 138 1625 By post: PO Box 851, Leeds LS1 9QS

#### **Susy Lamplugh Trust**

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839

Fax: 020 8392 1830 Email: info@suzylamplugh.org

www.suzylamplugh.org

#### **Victim Support**

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111 www.victimsupport.com

#### Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support



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