



**fitmums**<sup>TM</sup>  
and friends

## **Safeguarding Adults Policy (inc prevent duty)**

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<b>Reviewed by</b>	<b>Hannah Horth (Trustee)</b>
<b>Club review dates</b>	<b>n/a</b>

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## 1) **Statement of Intent**

Fitmums and Friends recognises that safeguarding adults is a shared responsibility, which depends upon effective joint working between agencies and professionals. Safeguarding means 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 or neglect. Safeguarding adults and those at greatest risk of social exclusion will need coordinated help from health and social care services. The voluntary sector and other agencies also have an important role in protecting and promoting the adult's wellbeing in their safeguarding arrangements. 'Wellbeing' is a broad concept and is present throughout the **Care Act 2014** and is described as relating to the following areas:

- Personal dignity
- Participation in work, education, training, or recreation
- Physical, economical, mental, emotional, and social well being
- Domestic, family, and personal
- Suitability of living condition
- The individual's contribution to society

Fitmums and Friends' role is to ensure we have appropriate policies and procedures in place, promote good practice, and support staff by providing good quality information, advice, and training. To that end, we will:

- Provide a Designated Person to support members, volunteers, staff, trustees and delivery partners, whereby advice and a clear course of action can be offered in relation to any safeguarding concern.
- Carefully select and vet volunteers and staff using safer recruitment processes, including Disclosure and Barring Service (DBS) checks for those staff with unsupervised access to vulnerable adults.
- Regularly train and update members, volunteers, staff, trustees and delivery partners in relation to safeguarding.
- Have a Safeguarding Policy which is clearly understood, in order that members, volunteers, staff, trustees and delivery partners, have an appreciation of the appropriate advice and courses of action if a person raises a concern with us.
- Review our Safeguarding Policy and procedure annually to ensure it is in line with national and local policy.
- Consider volunteer and staff training needs within appraisals or supervisions. Safeguarding training will be considered for all volunteers

and staff to aid their understanding of issues which may arise in relation to delivery partners.

- Ensure members, volunteers, staff, trustees, delivery partners and other stakeholders know how to report their concerns about a vulnerable adult, volunteer, or staff member.

Fitmums and Friends encourages volunteers, staff, trustees, and delivery partners to consult with us on any safeguarding matter where they are uncertain how to proceed. The advice we offer will always be in consultation with the Single Point of Access team where the delivery partner is working and England Athletics where the case is relating to an athletics environment.

Fitmums and Friends is committed to putting in place safeguards and measures and procedures to reduce the likelihood of abuse taking place within the services it offers and that all those involved will be treated with dignity and respect.

These procedures are cross referenced, (and should be read in conjunction) with the following policies:

- Volunteering Policy
- Health and Safety Policy
- Grievance and Disciplinary Policy
- Equality and Diversity Policy
- Data Protection and Privacy Policy

## 2) Definition of Safeguarding Adults

On the 1st April 2015 a new law, the **Care Act 2014**, made lots of changes to Adult Social Care including safeguarding adults at risk of abuse or neglect.

There are no changes to how, or who to report abuse or neglect. These remain the same as under the old procedures.

The **Care Act 2014** statutory safeguarding guidance, chapter 14 is issued by the Department of Health and Fitmums and Friends new procedures are based around the national guidance.

Adult safeguarding needs to be empowering. It is vital that people have as much control and choice as possible, that their preferred outcomes are addressed and that the pace, meetings and protection plans are guided by their needs and circumstances.

**The Care Act 2014** now places a statutory duty on all local authorities to safeguard any adult who has needs for care and support (whether the local authority is meeting any of those needs) and

- is experiencing, or at risk of, abuse or neglect.
- 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.

An adult with care and support needs may be:

- An older person,
- A person with a physical or learning disability or a sensory impairment,
- Someone with mental health needs, including dementia or a personality disorder,
- A person with a long-term health condition,
- Someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living,
- A carer, providing unpaid care to a family member or friend.

Previously an **alert** and now called a **Section 42 Enquiry**, if the local authority becomes aware of a situation that meets the above criteria, then it must make an enquiry. An enquiry should establish whether any action needs to be taken to prevent or stop abuse or neglect, and if so, by whom.

There are now **six** key national principles which should underpin all adult safeguarding work:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – It is better to act 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 with their communities.
- **Accountability** – and transparency in delivering safeguarding.

### 3) **Preventing & Minimising Abuse**

Fitmums and Friends is committed to safer recruitment policies and safeguarding practices for paid staff, volunteers and trustees. Where appropriate this includes DBS and enhanced DBS disclosures for staff and volunteers, ensuring references are taken up and adequate training on Safeguarding is provided for staff and volunteers.

Fitmums and Friends will work within the current legal framework for reporting staff that are abusers.

All staff, volunteers, and trustees will be provided with training and information to enable them to develop the awareness; skills and abilities appropriate to their role within the organisation and responsibilities regarding safeguarding.

All staff, volunteers, trustees, and beneficiaries will be provided with information regarding the organisation's safeguarding policies and procedures during their induction period.

Staff will be provided with an opportunity to discuss Safeguarding issues during their supervision and appraisal.

### **Making Safeguarding Personal**

Making safeguarding personal (MSP) is about having the right conversations with people about how they might respond in a safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety.

It is about seeing people as the expert in their own lives and working alongside them with the aim of enabling them to reach a better resolution of their circumstances and recovery. The shift is from a process to support a conversation to a series of conversations that support a process.

## **4) Prevent Duty**

From 1<sup>st</sup> July 2015 and as part of the Safeguarding and Prevent Duty members, volunteers, staff, trustees and delivery partners have a duty to demonstrate and help develop values which underpin an awareness of social and moral responsibility in modern Britain.

The **Prevent Strategy** published by the Government in 2011, as part of the overall counter-terrorism strategy, CONTEST, places a duty on certain bodies to give "*due regard to reduce the threat to the UK by preventing people from being drawn into terrorism*".

The Prevent Strategy has three specific objectives:

- **Respond** to the ideological challenge of terrorism
- **Prevent** people from being drawn into terrorism by ensuring they are given appropriate advice and support; and
- **Work in partnership** where there are risks of radicalisation and extremism that needs to be addressed

The inclusion of sector-specific guidance sets out three themes:

- **Leadership** – ensure staff and contract delivery partners implement the duty effectively

- **Working in partnership-** prevent depends of effective collaboration of all concerned parties to demonstrate effective compliance
- **Capabilities-** ensure staff are provided with appropriate training for the implementation of the duty to exemplify British values in their general behaviours, supporting opportunities to learn, educate and challenge extremist ideas

### **What is Extremism?**

Extremism is defined as “*vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.*”

**British values** – therefore are defined as “*democracy*” and refer to everyone being expected to encourage respect to other people, taking particular regard to the protected characteristics set out in the Equality Act 2010.

Further details can be found at:

<http://www.gov.uk/government/publications/prevent-duty-guidance>

Prevent support for Education & Training providers can also be found at:

<http://www.preventforfeandtraining.org.uk/p-useful-links>

### **Risk Assessment**

Robust policies and procedures to identify risk must be in place to ensure that all sub-contractors are made aware of the Prevent Duty and are not inadvertently funding extremist organisations.

#### **1. “Channel” and the Referral Guidance**

Compliance with the duty requires all the concerned parties to undertake Prevent awareness training and any other training to be able to recognise vulnerability of those being potentially drawn into terrorism and be aware of what action to take in response. This will include an understanding of when to make referrals to the “Channel” programme and where to access additional advice and support.

Details can be found at: <https://www.gov.uk/government/publications/channel-guidance>

[Humberside Channel Information](#)

[Humberside Channel Referral Form](#)

[North Yorkshire Channel Information](#)

[North Yorkshire Channel Referral Form](#)

## 2. Recognising the signs and symptoms of abuse

Abuse may be carried out deliberately or unknowingly.

Abuse may be a single act or repeated acts.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, teachers, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

### Types / Indicators of abuse

There are **eight forms** of abuse that should be used to describe the experience of adults at risk. These are listed below alongside possible indicators for each type of abuse.

Indicators are the suspicious signs and symptoms which draw attention to the fact that something is wrong. The presence of one or more indicators does not confirm abuse. However, a cluster of several indicators may indicate possible abuse and a need for further assessment. The lists of indicators are not exhaustive.

Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

**Physical abuse** - including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Possible signs and symptoms include:

- Any injury not fully explained by the history given
- Injuries inconsistent with the lifestyle of the adult at risk
- Bruises and/or welts on face, lips, mouth, torso, arms, back, buttocks, thighs
- Clusters of injuries forming regular patterns or reflecting the shape of an article
- Burns, especially on soles, palms or back; from immersion in hot water, friction burns, rope or electric appliance burns
- Multiple fractures, lacerations or abrasions to mouth, lips, gums, eyes, external genitalia
- Marks on body, including slap marks, finger marks
- Injuries at different stages of healing
- Misuse of medication
- Forced marriage
- Unauthorised deprivation of liberty



**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 to which the adult at risk has not consented, or could not consent or was pressured into consenting.

Possible signs and symptoms include:

- Significant change in sexual behaviour or attitude
- Pregnancy in a woman who is unable to consent to sexual intercourse
- Poor concentration
- The adult at risk appears withdrawn, depressed, stressed
- Unusual difficulty or sensitivity in walking or sitting
- Torn, stained or bloody underclothing
- Bruises, bleeding, pain or itching in genital area
- Bruising to thighs or upper arms
- Self-harming behaviour
- Sexually transmitted diseases, urinary tract or vaginal infection, 'love bites'

**Psychological abuse** - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Possible signs and symptoms include:

- Change in appetite
- Low self-esteem, deference, passivity, and resignation
- Unexplained fear, defensiveness, ambivalence
- Emotional withdrawal
- Sleep disturbance
- Self-harming behaviour
- Forced marriage
- Unauthorised deprivation of liberty

**Financial abuse** - including theft, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. This abuse can occur in isolation, but where there are other forms of abuse there is likely to be financial abuse occurring too.

Possible signs and symptoms include:

- Sudden unexplained inability to pay bills or maintain lifestyle
- Unusual or inappropriate bank account activity
- Lasting power of attorney or enduring power of attorney obtained when the adult at risk lacks the mental capacity to give consent
- Carer withholding money
- Recent change of deeds or title of property
- Unusual interest shown by family or others in the adult at risk's assets

- Evasiveness from the person managing financial affairs

**Neglect and acts of omission** - including ignoring medical 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.

Possible signs and symptoms include:

- Physical condition of the adult at risk, for example, bedsores, unwashed, ulcers
- Clothing in poor condition, for example, unclean, wet, ragged
- Inadequate physical environment
- Inadequate diet
- Untreated injuries or medical problems
- Inconsistent or reluctant contact with health or social care agencies
- Failure to engage in social interaction
- Malnutrition when not living alone
- Inadequate heating
- Failure to give prescribed medication
- Poor personal hygiene
- Failure to respond to an identified risk of harm

**Discriminatory Abuse** - including abuse based on a person's race, sex, disability, faith, sexual orientation, or age; other forms of harassment, slurs or similar treatment or hate crime/hate incident.

Possible signs and symptoms include:

- Lack of respect shown to an individual
- Signs of a sub-standard service offered to an individual
- Repeated exclusion from rights afforded to citizens such as health, education, employment, criminal justice and civic status
- Failure to follow the agreed care plans for discriminatory reasons, which can result in the person being placed at risk

**Organisational Abuse** –including neglect and poor care practice within an institution or specific care setting such as a 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. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within the organisation.

The indicators for other forms of abuse will be relevant. However the service provision context of organisational abuse leads to additional signs and symptoms such as:

- Inappropriate or poor care
- Misuse or inappropriate use of medication
- Neglect of service user(s)
- Misuse of restraint or inappropriate restraint methods
- Sensory deprivation e.g. denial of use of spectacles, hearing aid etc.

- Lack of respect shown to personal dignity
- Restricted access to toilet or bathing facilities
- Restricted access to appropriate medical or social care
- Lack of flexibility and choice, for example, mealtimes and bedtimes
- Lack of personal clothing or possessions
- Denial of visitors or phone calls
- Lack of privacy
- Lack of adequate procedures e.g. for medication, financial management
- Controlling relationships between staff and service users
- Poor professional practice
- High number of complaints, accidents or incidents
- An unauthorised Deprivation of Liberty
- Non-adherence to the Mental Capacity Act

**Self-neglect** – this covers a wide range of behaviour, from neglecting to care for one’s personal hygiene, health or surroundings.

Possible signs include:

- Little or no personal care: poor grooming, dirty or ragged clothes, unclean skin and fingernails
- Refusing medication or refusing to stay on medication schedule, unwilling to accept medical care
- Disoriented or incoherent: unable to focus, carry on normal conversation or answer basic questions about date, place, and time
- Unsafe living conditions: Lack of food or basic utilities in the home, unclean living quarters, rodents or other vermin
- Hoarding animals or trash, inability to get rid of unneeded items
- Inability to manage finances and property: not paying bills, repeatedly borrows money, gives money or property away
- Isolation: Little contact with family or friends, no social support

The **Act** also acknowledges and makes links with other types of abuse ...

- Female genital mutilation (FGM)
- Domestic violence
- Modern Slavery
- Honour based violence
- Forced marriage

## **Increased attention to Internet Abuse and abuse through the wide range of Social Media Platforms – eg Facebook, Instagram.**

Fitmums and Friends acknowledges the raised concerns surrounding the use of internet technologies, as social media platforms have been identified as one of the most likely arenas for abuse.

- Cyber bullying is a term used when someone is bullied through the use of interactive and digital technology such as mobile phones or computers. Different methods involved in the abuse include: text messaging, picture/videoing, phone call, email, chat room, instant messaging and through websites and blogs. This modern form of abuse can make the victim feel like there is no escape because it is not always confined to the classroom. When dealing with adults, children and young people always ensure safe learning practices are adhered to, making sure they follow clear internet safety procedures at all times.

### **Patterns of abuse**

Patterns of abuse vary and reflect very different dynamics. These include:

- Serial abuse in which the perpetrator seeks out and ‘grooms’ vulnerable individuals (sexual abuse usually falls into this pattern as do some forms of financial abuse);
- Long term abuse – may occur in the context of an on-going family relationship such as domestic violence between spouses or generations;
- Opportunistic abuse - such as theft occurring because money has been left around;
- Situational abuse - arises because pressures have built up and/or because of difficult or challenging behaviour;
- Neglect of a person’s needs because those around him or her are not able to be responsible for their care, for example if the carer has difficulties attributable to such issues as debt, alcohol or mental health problems;
- Institutional abuse which features poor care standards, lack of positive responses to complex needs, rigid routines, inadequate staffing and an insufficient knowledge base within the service;
- Unacceptable ‘treatments’ or programmes which include sanctions or punishment such as withholding of food and drink, seclusion, unnecessary and unauthorised use of control and restraint or over-medication;
- Failure of agencies to ensure staff receive appropriate guidance on anti-racist and anti-discriminatory practice;
- Failure to access key services such as health care, dentistry, prostheses;
- Misappropriation of benefits and/or use of the person’s money by other members of the household;
- Fraud or intimidation in connection with a will or property or other assets.

Abuse can take place in any context. It may occur when an adult at risk lives alone or with a relative; it may also occur within nursing, residential or day care settings, within hospitals or other places previously assumed safe, or in public places.

### **3. Fitmums and Friends designated person for safeguarding adults**

Fitmums and Friends has an appointed individual who is responsible for dealing with any Safeguarding concerns. In their absence, a deputy will be available for staff and where required delivery partners to consult with.

The designated persons for Safeguarding Adults within Fitmums and Friends are:

**Wendy Williams (Designated person)**

Email: [welfare@fitmums.org.uk](mailto:welfare@fitmums.org.uk)

Mobile no: 07941498949

**Ruth Oberg (Deputy designated person)**

Email: [welfare@fitmums.org.uk](mailto:welfare@fitmums.org.uk)

Mobile no: 07949875712

The roles and responsibilities of the designated person(s) are:

- To ensure that all staff, volunteers and trustees are aware of what they should do and who they should go to if they have concerns that someone may be experiencing, or has experienced abuse or neglect.
- To ensure that concerns are acted on, clearly recorded and referred to Adult Social Care or the Police, or the out of hours team, using the contact details in Pages 13 & 14, following the Safeguarding Adults Multi-agency Policy and Procedure for their area where necessary.
- To follow up any concerns and ensure the issues raised have been addressed and evidenced in the Accident and Incident Reporting Form
- To report to England Athletics if relating to an athletics environment.
- To reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice with regard to confidentiality and security.
- To co-operate with safeguarding investigations.
- To ensure that disciplinary procedures are co-ordinated with any other enquiries taking place as part of the ongoing management of any allegation against staff.

#### 4. Responding to people who have experienced / experiencing abuse

Fitmums and Friends recognises that it has a duty to act on reports, or suspicions of abuse or neglect. Anyone who has contact with adults and hears disclosures or allegations or has concerns about potential abuse or neglect has a duty to pass them on appropriately.

How to respond if you receive a concern:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't promise to keep it a secret
- Don't start to investigate or ask detailed or probing questions
- Don't confront the alleged abuser
- **Inform the designated person**

If you witness abuse, or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, staff and learners safe
- **To inform the designated person**

All situations of abuse or alleged abuse will be discussed with the designated person. The alleged victim will be told that this will happen.

This stage is called **The Enquiry**

The designated person can then take advice from the adult safeguarding team and if in an athletics environment, England Athletics Welfare dept - contact details below.

If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a concern can be made to the Single point of Access team, referral to Adult Social Care will be made, using the Safeguarding Adults Multi-agency Referral process for their area where necessary.

If the individual experiencing abuse does not have the mental capacity to understand what is happening to them, a concern referral will be made without that person's consent.

## Raising a concern

- Once you have established that you believe there is an allegation of abuse, the **designated person** has a duty to make a concern to the Multi Agency Safeguarding Hub (MASH) team or referral to Adult Social Care in the area concerned.
- Prior to raising a concern, you will need to gather as much information as you can about the allegation. You can complete an online accident and incident form at <https://forms.gle/bZdziDvv5AjFAXLw8>
- Lack of access to the necessary information should **NOT** delay the referral.

**If you are worried about an adult call the Multi Agency Safeguarding Hub (MASH) in your area:**

**Hull and East Riding:** 01482 616092 or 01482 300304 (After 5pm and weekends). Or email [adultsafeguarding@hullcc.gov.uk](mailto:adultsafeguarding@hullcc.gov.uk).

**Harrogate:** 0300 131 2131. Or via the online form at [Contact us - North Yorkshire Council Customer Portal](#)

**South Yorkshire:** 01709 822330 Or via the online form at [Report suspected abuse or neglect of an adult | Instructions – Rotherham Metropolitan Borough Council](#)

**If relating to an Athletic environment:** report to UK Athletics at [SUBMIT A SAFEGUARDING CONCERN | UK Athletics](#)

**For concerns about terrorism activities that don't pose an immediate risk call 0800 1114645.**

**IF AN ADULT IS IN IMMEDIATE DANGER CALL 999**

## 5. Managing allegations made against member of staff or volunteer

Fitmums and Friends will ensure that any allegations made against a member or members of staff, volunteer or trustee will be dealt with swiftly.

Where a member of staff/volunteer/trustee is thought to have committed a criminal offence the police will be informed. If a crime has been witnessed the police should be contacted immediately.

Where the allegation involves alleged abuse of a vulnerable adult, a referral should be made using the referral form for each area.

The safety of the individual(s) concerned is paramount and it should be ensured that they are safe and away from the person(s) who are the alleged perpetrators.

The designated person will liaise with the Senior Management Team to discuss the best course of action and to ensure that the Fitmums and Friends Disciplinary Procedures are coordinated with any other enquiries taking place as part of the ongoing management of the allegation.

## **6. Code of Practice for volunteers, staff, trustees, and delivery partners**

Fitmums and Friends volunteers, staff, trustees, and delivery partners should always:

- Immediately notify the Fitmums and Friends Designated Person (or Deputy Designated Person) when a query, concern, or allegation relating to the safeguarding of adults is raised with Fitmums and Friends.

The Fitmums and Friends Designated / Deputy Designated Person will then:

- Inform the referrer that it is important to take suspicions or concerns about abuse that an adult makes to member organisations seriously and guide the organisation through the procedures they should take
- Work respectfully and professionally with any one reporting concerns

## **Recruitment and Selection of Staff and Volunteers**

It is important when recruiting paid staff and volunteers to adhere to Fitmums and Friends safer recruitment policy.

These will include:

- Staff working with adults will undertake Safeguarding Training.
- All staff to read and understand the Safeguarding Adults Policy and for this to be reviewed to ensure up-to-date knowledge is acquired.
- Application forms for employment and for volunteer work to include details of previous employment, any convictions for criminal offences (including spent convictions), agreement for enhanced DBS checks, permission to contact two referees, including their current or most recent employer (which should be taken up).
- The potential staff member/volunteer will be interviewed for their suitability for any vacant post.
- Staff and volunteers will have an induction where they will complete any relevant training for their role. This is key to understanding roles and responsibilities and awareness of current policies.



## **7. Staff and volunteer self-protection**

Adherence to guidelines on self-protection for staff and volunteers working with adults can avoid vulnerable situations where false allegations can be made.

Fitmums and Friends can assist volunteers, staff, trustees, and delivery partners by advising them that:

- In the event of an injury to an adult, accidental or not ensure that medical attention is sought and that the event is recorded and witnessed by another adult via the organisation's accident and incident reporting form.
- Written records are kept of any allegations an adult makes against staff and volunteers and these are reported in line with the Safeguarding Adults Policy.
- If an adult touches a staff member or volunteer inappropriately, record what happened immediately and inform the designated person.
- Adhere to the group's policy on behaviour management and code of conduct.

## **8. Recording and managing confidential information**

Fitmums and Friends is committed to maintaining confidentiality wherever possible and information around Safeguarding Adults issues should be shared only with those who need to know.

All allegations/disclosures/concerns should be recorded digitally via the accident and incident reporting form. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnesses if appropriate.

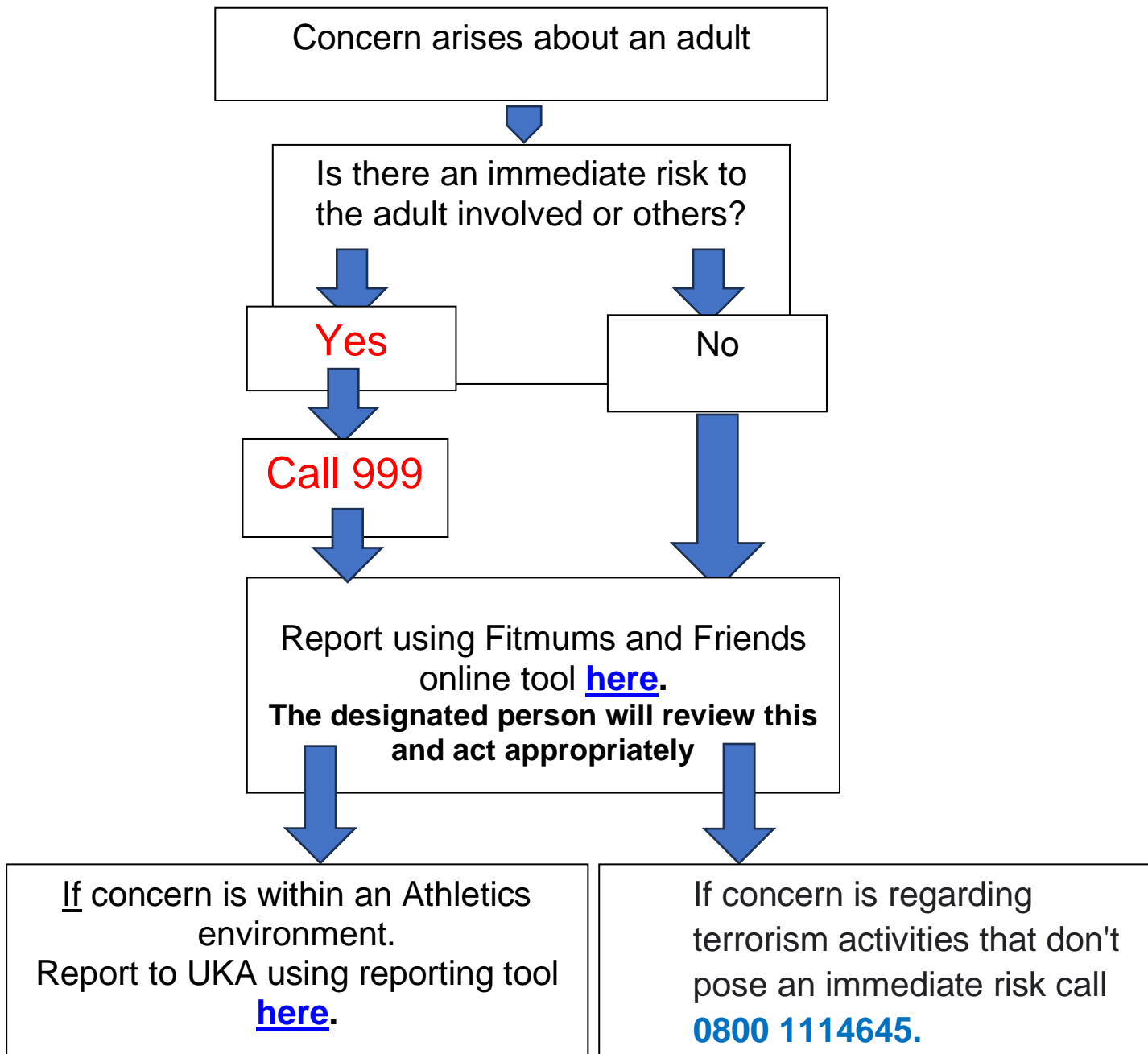
The information that is recorded will be kept secure and will comply with data protection.

## **9. Disseminating/Reviewing policy and procedures**

Fitmums and Friends will ensure that the Board of Trustees reviews the Safeguarding Adults Policy and Procedures annually. The designated person for Safeguarding Adults will be involved in this process and can recommend any changes.

It may be appropriate to involve learners in the review and parents/carers need to be informed of any significant changes. Policy updates will be clearly communicated to staff, volunteers and learners.

**Appendix 1: Flow chart – Reporting adult safeguarding concerns**



## Detail of Policy Reviews

Date	Reviewed by	Reason for review	Equality Impact Assessment	Club review
March 2024	Hannah Horth	Creation of policy	N/A	N/A