



# Safeguarding Procedures - Adults

| BWB Document Control Procedure |                                  |
|--------------------------------|----------------------------------|
| Policy Name                    | Safeguarding Procedures - Adults |
| Version                        | 2.3                              |
| Date Updated                   | July 2025                        |

## **1. Embedding British Wheelchair Basketball's Mission and Values**

British Wheelchair Basketball is committed to enabling a safe, inclusive and welcoming environment across our sport. Our ambition is to make Wheelchair Basketball an everyday sport and this thread runs through all aspects of participation, from training to competition, supporters to players, from domestic to international competition.

Our values symbolise our unique DNA and the culture of British Wheelchair Basketball and drive the execution and interpretation of all policies and governance.

British Wheelchair Basketball's policies support the delivery of world-class governance across the sport and enable the realisation of our commitment to safely and inclusively engage with all participants and deliver both the mission and values of this outstanding sport.

## **2. Data Notice**

Personal Data will be handled during the implementation of British Wheelchair Basketball's policies. This Personal Data will be managed in line with British Wheelchair Basketball's Privacy Notice.

Please note that there will also be instances where personal data will be shared with third parties outside of British Wheelchair Basketball, either in carrying out our legal responsibilities or in retaining professional support.

Where the implementation of the Policy concludes in the imposition of sanctions, the individuals name, violation and sanction will be shared with interested parties (inside and outside of the sport) and via the British Wheelchair Basketball website.

### 3. Introduction

This document details how to recognise, respond, record, report and refer safeguarding concerns where the victim is an adult and should be read in conjunction with the following policies, statements and guidance which can be accessed via [www.britishwheelchairbasketball.co.uk](http://www.britishwheelchairbasketball.co.uk)

- [Safeguarding Policy](#)
- [Safeguarding Procedures - Children](#)
- [Codes of Conduct](#)
- [Disciplinary Policy](#)
- [Closed Training Session Policy](#)
- [Safer Recruitment Guidance](#)
- [Away Trips and Hosting Guidance](#)
- [Safe Use of Changing Facilities Guidance](#)
- [Photography and Livestream Guidance](#)
- [Physical Contact in Sport Guidance](#)
- [Personal Care Guidance](#)
- [Responding to Allergies Guidance](#)

Breaches of the documents listed above may result in disciplinary action from BWB.

### 4. Our Safeguarding Officers

We have a dedicated Lead Safeguarding Officer at BWB to help respond to safeguarding concerns which arise. Our Lead Safeguarding Officer's contact details are:

**Name:** Samantha Rock

**Email:** [safeguarding@britishwheelchairbasketball.co.uk](mailto:safeguarding@britishwheelchairbasketball.co.uk)

**Phone number:** 01509 279900

If you have a Safeguarding concern you can also contact:

**Name:** Justine Baynes

**Role:** Senior Safeguarding Lead/CEO

**Email:** [safeguarding@britishwheelchairbasketball.co.uk](mailto:safeguarding@britishwheelchairbasketball.co.uk)

**Phone number:** 01509 279900

Safeguarding concerns can be disclosed to any member of BWB staff.

## 5. Definition of an Adult at Risk

Safeguarding adults' legislation creates specific responsibilities on Local and Authorities, Health and the Police to provide additional protection from abuse and neglect to Adults at Risk.

An Adult at risk is:

| England (Care Act 2014)                                                                                                                                                                                                                                                                                                                                                                                                                                               | Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>An <b>adult at risk</b> is an individual aged 18 years and over who:</p> <ul style="list-style-type: none"> <li>(a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;</li> <li>(b) is experiencing, or at risk of, abuse or neglect, AND;</li> <li>(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.</li> </ul> | <p>An <b>adult at risk of harm</b> 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> <p><b>Personal characteristics</b> 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.</p>                                                                                                                                                                                                |
| <p><b>Scotland (Adult Support and Protection Act 2007)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>An <b>adult at risk</b> is an individual aged 16 years and over who:</p> <ul style="list-style-type: none"> <li>(a) is unable to safeguard their own wellbeing, property, rights or other interests,</li> <li>(b) is at risk of harm, and 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.</li> </ul>                                    | <p><b>Life circumstances</b> may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.</p> <p>An <b>adult in need of protection</b> is a person aged 18 and over, whose exposure to harm through abuse, exploitation or neglect <u>may</u> be increased by their:</p> <p>Personal characteristics AND/OR life circumstances AND;</p> <ul style="list-style-type: none"> <li>(c) who is unable to protect their wellbeing, property, assets, rights or other interests; AND</li> <li>(d) where the action or inaction of another person or persons is causing or is likely to cause, them to be harmed.</li> </ul> |
| <p><b>Wales (Social Services and Well Being Act 2014)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>An <b>adult at risk</b> is an individual aged 18 years and over who:</p> <ul style="list-style-type: none"> <li>(a) is experiencing or is at risk of abuse or neglect, AND;</li> <li>(b) has needs for care and support (whether or not the authority is meeting any of those needs) AND'</li> <li>(c) as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.</li> </ul>                                       | <p>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).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

## 6. Reporting Concerns About Yourself

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

Contact the [Lead Safeguarding Officer](#). If you would prefer, please contact another member of staff who will help you raise the issue to the Lead Safeguarding Officer.

If the Lead Safeguarding Officer or Welfare Officer is implicated or you think has a conflict of interest, then report to the [Senior Safeguarding Lead](#).

You can also contact the Police, Social Services, your doctor or other organisations that can provide information and give support (See Appendix 3 Other sources of support).

British Wheelchair Basketball will follow the procedure set out in the Safeguarding Policy. If you do not think your concerns are being addressed in the way that they should be please contact the Chief Executive.

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.

It is of the upmost importance to British Wheelchair Basketball that you can take part in our activities safely and we will take every step to support you to do that.

## 7. Responding to Safeguarding Concerns

It is always difficult to hear about or witness harm or abuse experienced by an adult at risk of harm or abuse. The following points will be helpful for both you and the individual should a concern be raised.

### Do

- Take it seriously.
- Stay calm. Don't rush so as not to frighten the individual, as this may lead to the withholding of information.
- Ensure the safety of the individual. If urgent medical attention is required, then call an ambulance, inform the doctors of concerns and ensure that they are aware of the safeguarding/protection issue.
- 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 the Club Welfare Officer or Safeguarding Lead Officer.
- Ask for their consent for the information to be shared outside of the organisation.
- Make an arrangement as to how you/the Safeguarding Lead Officer can contact them safely.
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse helpline, Victim Support – see appendix 3).

In order to ensure that your wellbeing is not hindered during a safeguarding issue be aware that there are support mechanisms for you (the respondent) to access. Speak to your Line Manager, Head Coach, Club Welfare Officer or BWB Lead Safeguarding Officer for advice.

### **Don't**

- 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.

Be aware of the possibility of forensic evidence if the concern relates to a recent incident of physical harm or injury and try to protect any supporting materials.

## **8. Recording Safeguarding Concerns**

The recording of **any** incident should follow this procedure. In all situations, including those in which the cause of concern arises either from an allegation of abuse or from suspicion of abuse, it is vitally important to record the details, regardless of whether they are shared with a statutory agency, as soon as possible using the Incident Reporting Template at Appendix 1.

An accurate note should be made at the time, or as soon as actually possible after the report or incident including the following information:

- Name of person reporting the incident.
- Date, time and location of the concern, allegation, incident, suspicious conversation or observation.
- Name, age and any impairment of the individual about whom there are concerns.
- Parties who were involved, including witnesses.
- What was said, seen or done and by whom.
- Name of the designated person, whether they have been contacted, and when.
- Immediate actions taken.
- Who else has been informed or should be informed?
- Whether a staff member or volunteer is involved in the allegation and any further action, e.g. suspension.
- Where relevant, reasons why there is no referral to a statutory agency.
- What support is required and has been offered to the child or adult at risk, the volunteer or member of staff involved.

The record should be clear and factual as it may be needed by adult protection agencies and may, in the future, be used as evidence in court. Records should be kept securely and shared only with those who need to know about the incident. If someone has told you about the harm or abuse, use the words of the person.

Throughout the process of any safeguarding cases, accurate records should be made and maintained.

## 9. Recognising Safeguarding Concerns

You may become aware of possible harm or abuse to an adult at risk in a number of ways:

- An adult at risk may disclose present or historical abuse to you or a colleague
- A member of staff or coach may become suspicious that an adult at risk is being abused
- You may become suspicious about the behaviour of a colleague or adult
- An adult at risk may allege that they are being abused by someone

### Forms of Abuse

The Safeguarding Adults Legislation in each Home Country defines categories of adult abuse and harm as follows.

| <b>England (Care Act 2014)</b>                                                                                                                                                                                                                                | <b>Northern Ireland (Adults Safeguarding Prevention and Protection in Partnership 2015)</b>                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Physical<br>Sexual<br>Emotional / psychological / mental<br>Neglects and acts of omission<br>Financial or material abuse<br>Discriminatory<br>Organisational / Institutional<br>Self-neglect<br>Domestic abuse (including coercive control)<br>Modern slavery | Physical<br>Sexual Violence<br>Psychological / emotional<br>Financial<br>Institutional<br>Neglect<br>Exploitation<br>Domestic violence<br>Human trafficking<br>Hate crime |
| <b>Scotland (Adult Support and Protection Act 2007)</b>                                                                                                                                                                                                       | <b>Wales (Social Services and Well Being Act 2014)</b>                                                                                                                    |
| Physical<br>Psychological<br>Financial<br>Sexual<br>Neglect                                                                                                                                                                                                   | Physical<br>Sexual<br>Psychological<br>Neglect<br>Financial                                                                                                               |

See appendix 2 for definitions.

In addition to the above categories, there are other forms of harm or abuse that should involve the police and other organisations working together to intervene under safeguarding policies and procedures to ensure a robust and timely response. These include:

- Sexual exploitation
- Honour based violence
- Forced marriage
- Membership of gangs inclined to use violence.

Many of these areas are addressed in your local multi-agency adults at risk safeguarding procedures.

## Signs and Indicators of Abuse

An adult may confide to a member of staff, coach, volunteer or another participant that they are experiencing abuse inside or outside of the sport setting. Similarly, others may suspect that this is the case.

Some signs to look out for in contact with individuals at risk of harm or abuse include:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- The individual has belongings or money going missing.
- They are not attending/no longer enjoy their sessions.
- Losing or gaining weight/an unkempt appearance.
- A change in their behaviour or confidence.
- Self-harm.
- A fear of a particular group of people or individual.
- A parent/carer always speaks for the individual and doesn't allow them to make their own choices.
- They may tell you/another person they are being abused.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with the adult at risk will help to identify any other concerns that an adult at risk may be experiencing which could cause some of the changes listed above.

**Remember it is not the responsibility of those working in wheelchair basketball to decide if abuse is occurring, but it is their responsibility to act on any concerns by reporting them.**

## 10. Reporting and Referring Safeguarding Concerns

### Mental Capacity and Decision Making

The Mental Capacity Act 2005 sets out five 'statutory principles'

- All people over the age of 16 must be assumed to have capacity unless it has been established that they lack capacity.
- A person is not to be treated as unable to make a decision unless all practicable steps to help them to do so have been taken without success.
- A person is not to be treated as unable to make a decision merely because they make an unwise decision.
- An act done, or decision made, under the Mental Capacity Act 2005 for or on behalf of a person who lacks capacity must be done, or made, in their best interests.
- Before the act is done, or the decision made, regard must be had to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action.

An individual's ability to make decision may be affected by things such as learning disability, dementia, mental health needs, acquired brain injury and physical ill health however having one of these health conditions doesn't necessarily mean they lack the capacity to make a specific decision. Someone can lack capacity to make some decisions but still have the capacity to make other decisions.

For example:

- A person with epilepsy may not be able to make a decision following a seizure.
- Someone who is anxious may not be able to make a decision at that point.

- A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

Mental capacity is important for safeguarding for several reasons.

Not being allowed to make decisions one is capable of making is abuse.

Mental Capacity must also be considered when we believe abuse or neglect might be taking place. It is important to make sure an 'adult at risk' has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adults may not have the mental capacity to understand the choice or to tell you their views.

Each home nation has legislation that describes when and how we can make decisions for people who are unable to make decisions for themselves. The principles are the same.

- We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed.
- If the decision can wait, wait – e.g. to get help to help the person make their decision or until they can make it themselves.
- If we have to make a decision for someone else, then we must make the decision in their best interest (for their benefit) and take into account what we know about their preferences and wishes.
- If the action we are taking to keep people safe will restrict them we must think of the way to do that which restricts to their freedom and rights as little as possible.

## **Referring Concerns**

If concerns arise, consent must be obtained from the adult at risk concerned before a referral is made to adult social care or the police. If the adult at risk refuses to give consent, staff and volunteers should seek advice from our Lead Safeguarding Officer. Information should not be given to carers or other adults involved without the consent of the adult at risk.

There may be times when a decision needs to be made on behalf of an individual in an emergency. Decisions taken in order to safeguard an adult who cannot make the decision for themselves could include:

- Sharing information about safeguarding concerns with people that can help protect them.
- Stopping them being in contact with the person causing harm.
- Emergency or life-threatening situations may warrant the sharing of relevant information with the emergency services without consent.
- Other people are, or may be, at risk, including children and young people.
- Sharing the information could prevent a serious crime or a serious crime has been committed.
- Our Staff or Volunteers are implicated.
- There is a court order or other legal authority for taking action.

## **Confidentiality**

Some adults at risk may seek to speak to club coaches, staff or volunteers in confidence about harm or abuse. Staff must understand that it is not possible to give absolute guarantees of confidentiality because they would be unable to take steps to protect them or others. It is particularly difficult if the coach or staff member has a good relationship with the adult at risk and worries that this might be jeopardised by passing on information.

Personal information acquired in the course of being involved in sport with adults at risk can be regarded as confidential. However, information that relates to potential or actual harm must

be passed on in line with BWB's information sharing and data protection guidance.

Every effort should also be made to ensure that confidentiality is maintained with information shared on a 'need to know basis' only. This includes but is not limited to the following people:

- The Club or Event Welfare Officer;
- The parents/carers of the person who is alleged to have been abused (only following advice from Adult's Social Care);
- Adult's Social Care/police;
- BWB Lead Safeguarding Officer and BWB Chief Executive;
- The alleged abuser **but only** following advice from the LSO and/or Adult's Social Care or Police.

### Information sharing and data protection

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, relevant and secure).

The seven golden rules of information sharing are:

- 1. Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately
- 2. Be open and honest** with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it may put them or someone else at risk or inappropriate to do so.
- 3. Seek advice** if you are in any doubt, without disclosing the identity of the person where possible.
- 4. Share with consent where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- 5. Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- 6. Necessary, proportionate, relevant, accurate, timely and secure:** Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- 7. Keep a record** of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

### Reporting to the Disclosure and Barring Service England, Wales and Northern Ireland

The duty to refer to the DBS is met when an employer (includes those who volunteer) has dismissed or removed a person from regulated activity or would or may have if the person had not left, resigned, retired, been made redundant or moved to another position because the person has:

- Been cautioned or convicted for a 'relevant offence'. A 'relevant offence' for the purposes of referrals to the DBS is an offence that would result in the individual's automatic inclusion in the Children's or Adults' barred list.
- Engaged in 'relevant conduct'. 'Relevant conduct' is that which endangers or is likely to endanger children, young people or adults at risk.

- Satisfied the 'harm test.' The 'harm test' is met when an employer believes that an individual may harm, may cause to be harmed, may put at risk of harm, may attempt to harm or may incite another person to harm a child, young person or adult at risk.

Referrals to the DBS should be made once investigations and disciplinary processes are complete (even if the person has left their role). Referrals must be made even if a significant period has passed between the allegation and the gathering of evidence to support a decision to make a referral.

### **Scotland**

The duty to refer to Disclosure Scotland is met when an individual (staff or volunteer) has engaged in harmful behaviour when working with children, young people or adults at risk and this meant that as a result of that behaviour the person was dismissed, would have been dismissed but they left before they could be or was transferred permanently away from work with children, young people and adults at risk. Reports should be made to Disclosure Scotland within three months of a disciplinary decision being made.

### **Reporting to British Wheelchair Basketball**

All safeguarding concerns and incidents of poor practice should be reported to BWB's Lead Safeguarding Officer within one working day of the incident.

## **11. Monitoring and Evaluation**

BWB will review all cases routinely and report to the BWB Board, to see if changes need to be made to policies/procedures or lessons can be learnt. All involved in a case will have an opportunity to provide feedback so procedures can be continually improved.

***BWB reserves the right to engage a support body in the Triage, Investigation, Hearing, Appeal and Case Management of any BWB Safeguarding/Disciplinary Case. All Case data will be shared with the supporting body for the purposes of case resolution only.***

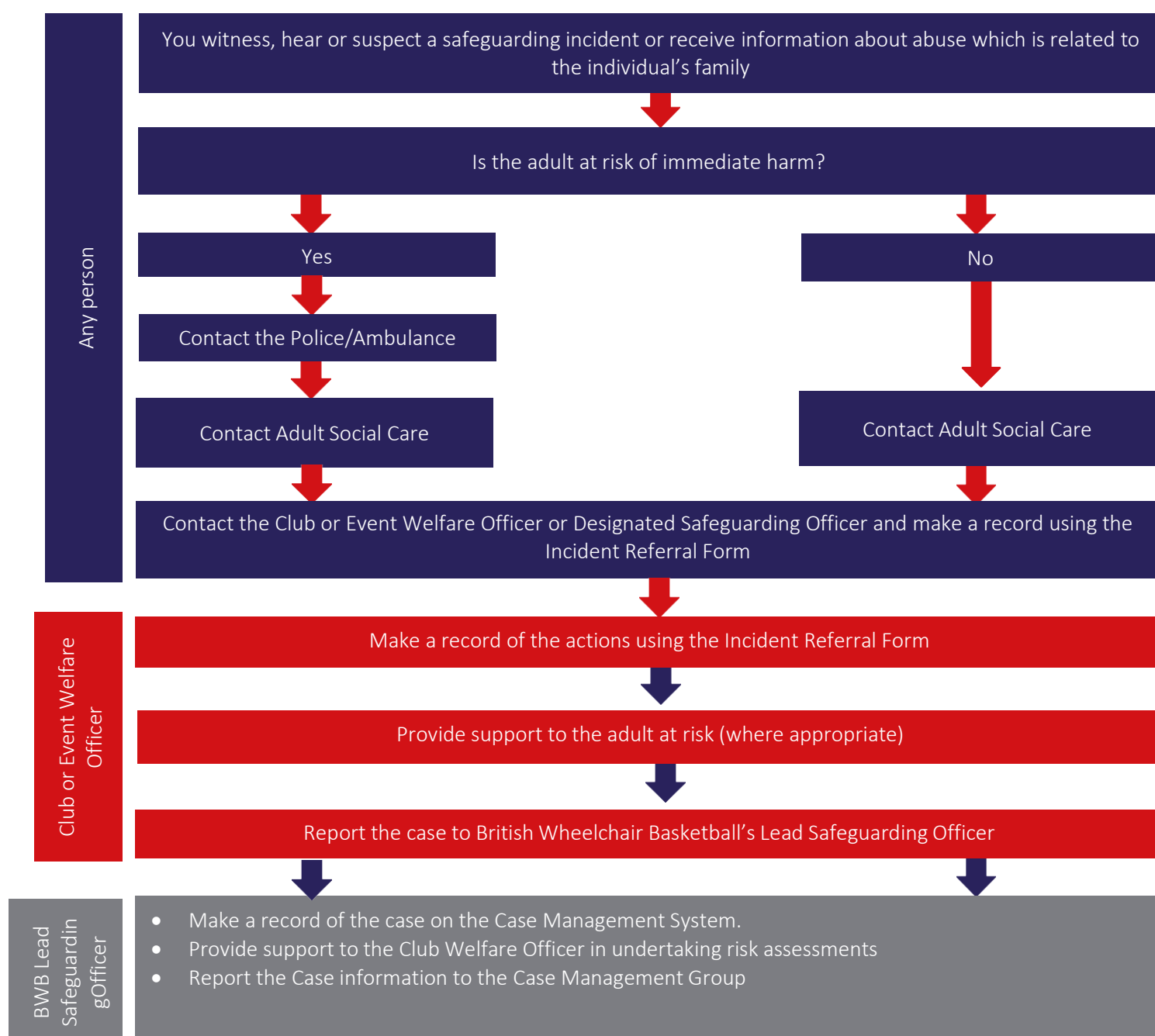
## 12. Safeguarding Procedure

There are three processes for responding to a concern about abuse or neglect:

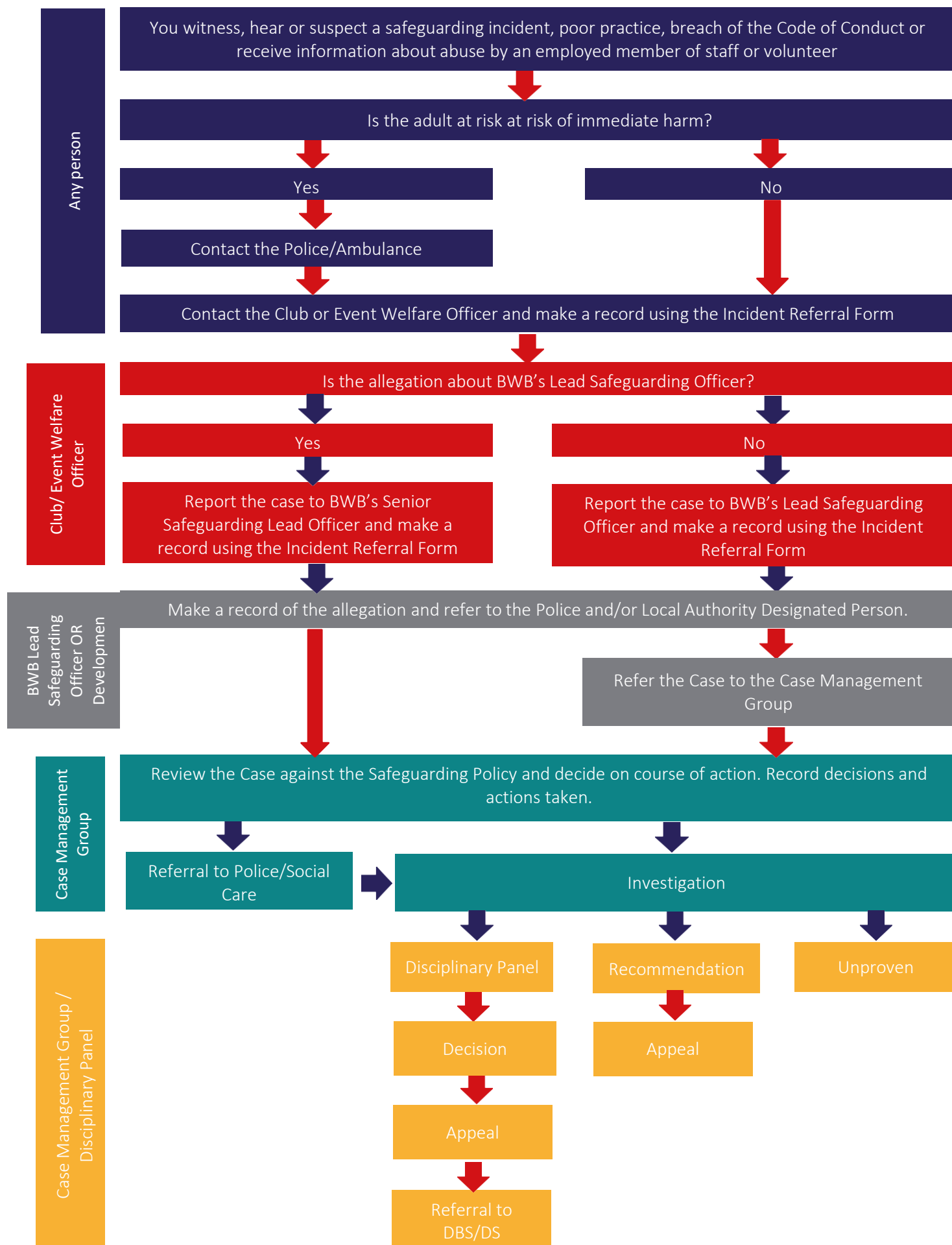
1. Concerns about abuse in or outside of the family setting.
2. Concerns about abuse or poor practice from BWB staff.
3. Concerns about abuse or poor practice from an individual in wheelchair basketball but not employed by BWB (e.g. club coach, committee member, official, volunteer or participant).

Each process has its own simple flowchart for you to follow, however, if at any time you are unsure on what process to follow, please contact our Lead Safeguarding Officer.

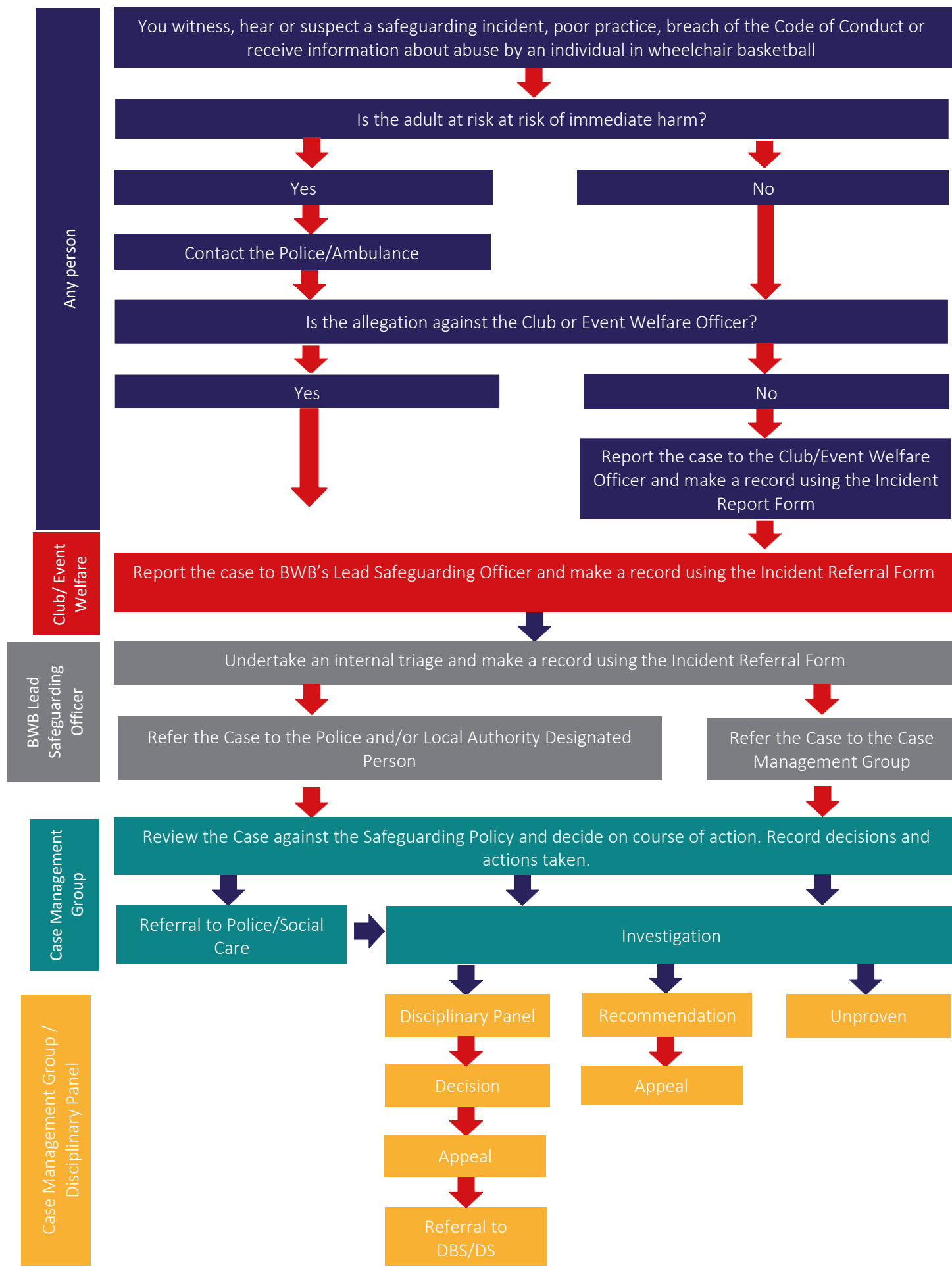
### Concerns about abuse (in or outside of the family setting)



## Concerns about abuse or poor practice from BWB staff, contractors or freelancers



## Concern about the abuse or poor practice from an individual in wheelchair basketball but not employed by us (e.g. a club coach, committee member, official, volunteer or participant)



## Appendices

### Appendix 1: Template incident referral form

This document will be stored securely and processed in line with British Wheelchair Basketball's Data Privacy Notice.

|                                                                                                                                                                                                                   |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Person reporting the incident</b><br>Name:<br>Home Address:<br><br>Club:<br>Contact number:                                                                                                                    |  |
| <b>Person affected/injured</b><br>Name:<br>Home Address:<br><br>Date of birth:<br>Gender:<br>Contact number:<br>Club:                                                                                             |  |
| <b>Parent/carers information</b><br>Name:<br>Home Address:<br><br>Contact number:<br>Email address:                                                                                                               |  |
| Have parents/carers been notified of this incident?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>If YES please provide details of what was said/action agreed:                               |  |
| Are you reporting your own concerns or responding to concerns raised by someone else?<br><input type="checkbox"/> Reporting my own concerns<br><input type="checkbox"/> Reporting concerns raised by someone else |  |
| If reporting concerns raised by some else, please provide further information below:<br>Name:<br>Position within the sport or relationship to child or adult at risk:<br>Contact number:<br>Email address:        |  |
| <b>Accident/Incident</b><br>Date: Time:<br><br>Place:                                                                                                                                                             |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Details of the incident or concerns:</b></p><br><br><br><br><br><br><br><br><br><br><p><b>Action taken:</b></p><br><br><br><br><br><br><br><br><br><br><p><b>Has the incident been reported to any external agencies?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><b>If yes please provide further details:</b></p> <p>Name of organisation or agency:</p><br><p>Contact person:</p> <p>Contact number:</p> <p>Email:</p><br><p>Agreed action or advice given:</p><br><br> | <p><b>Please provide details of any witnesses to the incident:</b></p> <p>Name:</p> <p>Position within the club or relationship to the child or adult at risk:</p> <p>Date of birth (if child):</p> <p>Address:</p><br><p>Contact number:</p> <p>Email address:</p> |
| <p><b>Please provide details of any person involved in this incident or alleged to have caused the incident</b></p> <p>Name:</p> <p>Position within the club or relationship to the child or adult at risk:</p> <p>Date of birth (if child):</p> <p>Address:</p><br><p>Contact number:</p> <p>Email address:</p>                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                     |
| <p>Signed: _____ Date: _____</p> <p>Print Name: _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                     |

**Contact the Lead Safeguarding Officer in line with BWB's reporting procedures.**

## Appendix 2: Definitions of Forms of Abuse

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Self-neglect</b>                 | Neglecting to care for one's personal hygiene, health or surroundings, including behaviour such as hoarding.                                                                                                                                                                                                                                                                                                       |
| <b>Modern slavery</b>               | Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.                                                                                                                                                        |
| <b>Domestic violence</b>            | Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged sixteen or over, who are or have been intimate with partners or family members regardless of gender or sexuality. This can encompass, but is not limited to; psychological, physical, sexual, financial, emotional abuse and so called 'honour' based violence.                       |
| <b>Discriminatory</b>               | Abusive or bullying because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual's ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults and 'banter'. |
| <b>Organisational</b>               | Neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or where care is provided within an Adult at Risk's own home. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.                        |
| <b>Physical</b>                     | This includes hitting, slapping, pushing, kicking, restraint, and misuse of medication. It can also include inappropriate sanctions                                                                                                                                                                                                                                                                                |
| <b>Sexual</b>                       | This includes 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 was pressured into consenting.                                                                                      |
| <b>Financial or material abuse</b>  | Stealing from a vulnerable person, using them for financial gain, putting pressure on them about wills, property, inheritance or financial transactions, misusing or stealing their property, possessions or benefits. It may include depriving a person access to their money, property or assets. This might include inappropriate payments, or mismanagement of funds held or managed on behalf of athletes.    |
| <b>Neglect and Acts of Omission</b> | This includes ignoring medical or physical care needs and failing to provide access to appropriate health social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition and heating.                                                                                                                                                  |

|                                   |                                                                                                                                                                                                                          |
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| <b>Emotional or Psychological</b> | This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Four additional Types of Harm

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cyber Bullying</b> | Cyber bullying occurs when someone repeatedly makes fun or another person online, or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention of harming, damaging, humiliating or isolating another person. It includes various different types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it. |
| <b>Force Marriage</b> | This is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 makes it a criminal offence to force someone to marry.                                                                                                                                                                                          |
| <b>Mate Crime</b>     | A “mate crime” is when “vulnerable people are befriended by members of the community who go on to exploit and take advantage of them” (Safety Network Project, ARC). It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private.                                                                                                                                                                                                                                             |
| <b>Radicalisation</b> | The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.                                                                                                                                                                                                                                                                                                                                                                               |

In addition to the above categories, there are other forms of harm or abuse that should involve the police and other organisations working together to intervene under safeguarding policies and procedures to ensure a robust and timely response. These include:

- Sexual exploitation
- Honour based violence
- Membership of gangs inclined to use violence.

Many of these areas are addressed in your local multi-agency adult at risk safeguarding procedures.

## Appendix 3: Sources of Information and Support

### 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](mailto:Ann-Craft-Trust@nottingham.ac.uk)  
[www.anncrafttrust.org](http://www.anncrafttrust.org)

### Hourglass

Hourglass aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 0808 808 8141

[wearehourglass.org](http://wearehourglass.org)

### Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

### National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

### National 24Hour Freephone Domestic Abuse Helplines

| England                                                                                                                                                                    | Northern Ireland                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tel: 0808 2000 247<br><a href="https://www.nationaldahelpline.org.uk/">https://www.nationaldahelpline.org.uk/</a>                                                          | Tel: 0808 802 1414<br><a href="http://www.dsahelpline.org">www.dsahelpline.org</a><br>Twitter: <a href="https://www.twitter.com/dsahelpline">www.twitter.com/dsahelpline</a><br>Facebook: <a href="https://www.facebook.com/dsahelpline">www.facebook.com/dsahelpline</a> |
| Scotland                                                                                                                                                                   | Wales                                                                                                                                                                                                                                                                     |
| Tel: 0800 027 1234<br>Email: <a href="mailto:helpline@sdaafmh.org.uk">helpline@sdaafmh.org.uk</a><br><a href="https://www.sdaafmh.org.uk/">https://www.sdaafmh.org.uk/</a> | 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                                                                                                                                   |

### 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: [info@rapecrisis.co.uk](mailto:info@rapecrisis.co.uk)  
[www.rapecrisis.co.uk](http://www.rapecrisis.co.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](mailto:services@respond.org.uk)

[www.respond.org.uk](http://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

Email: [talk@stophateuk.org](mailto:talk@stophateuk.org)

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

<https://www.stophateuk.org/>

### **Suzy 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](mailto:info@suzylamplugh.org)

[www.suzylamplugh.org](http://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

<https://www.victimsupport.org.uk/>

### **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](http://www.womensaid.org.uk/information-support)