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Safeguarding Adults at Risk Policy

1. Policy Statement

The United Kingdom Boccia Federation (BOCCIA UK) is responsible for the selection, preparation and performance of boccia athletes in competitions at the GB level (Paralympics and World Championships). This document is BOCCIA UK's policy for safeguarding and protecting adults at risk who are involved in GB Boccia. BOCCIA UK have the legal duty of care, as well as a moral responsibility, to ensure that we provide a safe and secure environment for those taking part. This policy applies to all players, coaches, volunteers, employees and anyone involved in BOCCIA UK activities run by or under BOCCIA UK including, but not limited to - squads, selection events, academy weeks, team management of GB teams at home and abroad, travel, and GB personnel. It will also apply where BOCCIA UK is running an event e.g. a GB hosted international match. The home countries are each responsible for their jurisdictions. Where boccia activities are run by the home country sports councils (HCSCs), their respective policies will apply.

Due to the significant differences in issues, legislation and procedures, BOCCIA UK have a separate policy entitled 'Safeguarding and Protecting Children & Young People' which should be used whenever safeguarding issues arise in relation to an individual who is under 18 years of age.

The primary difference in addressing Adult and Child Abuse relates to the Adult's right to self-determination. Adults may choose not to act at all to protect themselves and only in extreme circumstances will the law intervene. This is not the case for Children because they are minors under the *Children Act 1989* and this legislation can be used quickly and effectively to ensure protection from abuse once it has been recognised.

The provisions in the *Mental Capacity Act 2005* should be considered in relation to Adults at Risk and decision-making. Those without the capacity to make decisions under this legislation will be more dependent on their Carer or responsible adult in the decision making process.

The BOCCIA UK encourages the individual's development of independence, confidence and self-esteem on a personal level and in their sporting activities. Hence it is important that everyone involved with the BOCCIA UK is aware of the need to balance the involvement of Carers and the needs and wishes of individual Athletes in cases where Adults at Risk are concerned.

The following policy document draws from and includes relevant legislation and government guidance such as the *Safeguarding Vulnerable Groups Act 2006* and the *No Secrets* guidance (2000) regarding vulnerable adults.

The safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)

- is experiencing, or is at risk of, abuse or neglect
- is unable to protect themselves from either the risk of, or the experience of, abuse or neglect, as a result of those care and support needs

Adults who fulfil this criteria are 'adults at risk'.

2. Definitions of Abuse

How does abuse occur?

The Care Act 2014 provides the following as classifications of abuse:

Types of Abuse or Neglect

- Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. 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.
- Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- 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 an organisation
- Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. Pressure sores (also known as bedsores or pressure ulcers) may also be reportable as abuse if in the opinion of a medical practitioner they are caused by neglect.
- Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Other matters of concern

Bullying

“Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves”. Bullying can be emotional, physical, racist, sexual, homophobic or verbal.

Discriminatory Abuse can occur in the shape of psychological, emotional and physical abuse and is based on the grounds of; racism, sexism and any form of abuse targeting a person’s ability/disability, age, sexual identity or religious belief.

Cyberbullying

This is a form of bullying which uses technology to deliberately harm or upset others. This type of bullying can happen in many ways, using mobile phones, Twitter, Facebook or the internet and could include:

- Sending hurtful messages or using images
- Leaving malicious voicemails
- A series of silent calls
- Creating a website about other people to humiliate them
- Exclude them from chat/messaging rooms/areas
- ‘Happy slapping’ - sending video/images of people being bullied, so others can see
- Bullies might be using this form of bullying because it's very difficult to trace the senders.

The key principles (from the Care Act 2014 Statutory Guidance) that underpin all adult safeguarding work are;

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

“Making safeguarding personal means it should be person-led and outcome-focused. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety” (Care Act 2014 Statutory Guidance).

3. Good Practice and Poor Practice

Good Practice

It can be difficult to distinguish poor practice from Abuse, whether intentional or accidental. It is not the responsibility of an individual involved in sport to make judgments regarding whether or not abuse is taking place, however all BOCCIA UK Personnel have the responsibility to:

- Recognise and identify poor practice and potential abuse
- Act on this if they have concerns

BOCCIA UK strongly advises that all those working with Adults at Risk:

- hold a recognised coaching qualification
- have completed a recognised Safeguarding Basic Awareness course as a minimum standard.
- fully accept the UK Coaching Code of Conduct or an equivalent sports-specific code of behaviour
- have appropriate membership to a relevant professional body

Everyone should:

- conduct appropriate risk assessments before carrying out any sports-related activity
- aim to make participation in sport fun and enjoyable
- promote fairness and playing by the rules
- not tolerate the use of prohibited or illegal substances
- treat all Athletes equally and preserve their dignity; this includes giving attention, time and respect to all Athletes regardless of their level of ability

Coaches and those working with Adult at Risks should:

- respect the developmental stage of each Athlete and not risk sacrificing their welfare in a desire for club, national or personal achievement
- ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the Athlete
- work with Adult at Risks and their Carers (where appropriate) to develop realistic training and competition schedules which are suited to the needs and lifestyle of the athlete, not the ambitions of others such as coaches, team members, Carers or the NGB
- build relationships based on mutual trust and respect, encouraging Adult at Risks to take responsibility for their own development and decision-making

Always be publicly open when working with Adult at Risks, for example:

- Avoid coaching sessions or meetings where a coach and an individual Athlete are completely unobserved.
- maintain an appropriate and open environment with no secrets
- avoid unnecessary physical contact with Adult at Risks. Physical contact may be appropriate where:
- it is neither intrusive or disturbing

- the athlete has provided permission openly
- it is delivered in an open environment
- maintain a safe and appropriate relationship with Athletes and avoid forming intimate relationships with athletes you are working with as this may threaten the position of trust and respect present between Athlete and coach
- be an excellent role model by maintaining appropriate standards of behaviour
- gain the Adult at Risk's consent and, where appropriate, the consent of relevant Carers, in writing, to administer emergency first aid or other medical treatment if the need arises
- be aware of medical conditions, impairments, existing injuries and medicines being taken and keep written records of any injury or accident that occurs, together with details of treatments provided
- arrange that someone with current knowledge of emergency first aid is available at all times
- gain written consent from the correct people and fill out relevant checklists and information forms for travel arrangements and trips.
 - Adhering to BOCCIA UK's Codes of Conduct;
 - Making sport fun, enjoyable and promoting fair play.
 - Keeping up to date with technical skills, qualifications and insurance in sport.
 - Giving enthusiastic and constructive feedback rather than negative criticism.

Poor practice

The following is regarded as being poor practice and should be avoided as far as is reasonable.

- Unnecessarily spending excessive amounts of time alone with an Individual Adult at Risk away from others;
- Engaging in rough, physical or sexually provocative games including horseplay;
- Allowing or engaging in inappropriate touching of any form;
- Using language that might be regarded as inappropriate by the Adult at Risk, especially comments regarding disability which may be hurtful and disrespectful
- Making sexually suggestive comments, even in fun
- Reducing an Adult at Risk to tears as a form of control;
- Letting allegations made by an Adult at Risk go uninvestigated, unrecorded or not acted upon;
- Taking an Adult at Risk alone on a car journey or taking an Adult at Risk to your home or office where they will be alone with you
- Doing things of a personal nature that an Adult at Risk can do for themselves.
- Sharing a room with an Adult at Risk

At times it may be impractical to avoid some of these particular examples of poor practice. In this case, to protect both Adult at Risks and yourself, seek written consent from the Adult at Risk and where appropriate, their Carer, and ensure that the Designated Safeguarding Officer for the team or event is aware of the situation and gives their approval. You should always record the situation with reasons for the action taken.

Physical contact

Boccia, by its nature, can require a degree of physical contact between young athletes and adults. Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aims of guidelines relating to physical contact are to provide Adults at Risk with appropriate types and contexts of physical contact.

Physical contact between BOCCIA UK staff, volunteers and any other person working under the auspices of BOCCIA UK, and Adults at Risk should only be used when the aim is to:

- Develop sport skills or techniques
- Treat an injury

- Prevent an injury
- Meet the requirements of the sport

Physical contact should:

- NOT involve touching genital areas, buttocks or breasts
- Meet the need of the Adult at Risk
- Be fully explained to the Adult at Risk, and except in the context of an emergency, permission should always be sought before any physical contact takes place.
- Not take place in secret or out of the sight of others

Potential Vulnerability

BOCCIA UK understands that the same standards should be met in order to prevent abuse regardless of the needs and background of an individual. However, some Adults at Risk are disadvantaged by their additional vulnerabilities or experiences.

4. Indicators of Abuse

Recognising abuse is not always easy. **It is not the responsibility of those working with young people in our sport to decide whether or not an individual is being abused; however it is their responsibility to share concerns.**

Those with roles and responsibilities for supporting the delivery of activities, and therefore also for safeguarding and protecting Adult at Risk (staff, coaches, volunteers, officials and carers), may be the only people in a position to notice these signs. In order to create a better picture of whether abuse is taking/has taken place, it may mean collating information from previous sessions and observations.

Please use the table on the following pages as a guide to some possible physical and behavioural signs of abuse. If you are unsure, speak to the Safeguarding Officer at BOCCIA UK who will be able to provide advice, guidance and support.

5. Responding to Disclosure, Suspicions and Allegations

Introduction

Abuse can and does occur in sport.

- It essential that all allegations are taken seriously and appropriate action is taken.
- It is not your responsibility to decide if abuse of a vulnerable person is taking place.
- It is your responsibility to report your concerns to the appropriate agencies (see below).
- Not acting is not an option.

Receiving evidence of possible abuse/poor practice

You may have concerns about abuse and /or poor practice because:

- you see it happening
- you recognise signs
- someone reports it to you
- an Adult at Risk approaches you directly

Recording information: confidentiality and information sharing

All concerns that you may have or receive should be recorded, ideally using the BOCCIA UK Incident Report Form at Appendix 1.

You are recording this information for:

- yourself, so you have a record of what happened
- the BOCCIA UK Designated Safeguarding Officer (DSO) or other designated welfare person within your sport, who will co-ordinate any action that needs to be taken
- the BOCCIA UK Lead Safeguarding Officer (LSO) so that they can advise you

- the Police/Social Care Services if appropriate

It is not appropriate to share sensitive and confidential information with other people, e.g.

- colleagues
- your fellow team members
- other acquaintances outside the sport or organisation.

Any information relating to Adults at Risk disclosures or concerns should be held under secure conditions and made available on a need-to-know basis.

When recording information you should:

- Stick to the facts – what you have seen, heard or had reported to you
- Distinguish between what is your personal knowledge and what you have been told by others
- Do not give your own opinions

Reporting the concern

The discovery that someone you know may be abusing an Adult at Risk will raise feelings and concerns. Although it can be difficult to report such matters, you must remember that:

- the welfare of the Adult at Risk is paramount
- being vigilant helps to protect the individual.
- do not undertake to keep any disclosure of abuse confidential. It is important to explain to the vulnerable person BEFORE a disclosure that you may have to discuss the information they give with a person in a more responsible position than yourself
- always ensure you have discussed with the vulnerable individual the official action you are going to take regarding the concern including when the the level of abuse is very serious and necessitates criminal investigation. Ensure the vulnerable individual feels in control of their information and seek to encourage the individual to report the abuse themselves. They should have the opportunity to contribute to any decision that is being made about appropriate action

Reporting concerns outside of an event

With agreement if possible, concerns should be passed to the BOCCIA UK LSO, if however the LSO is not contactable and it is urgent, or you are concerned that an Adult at Risk may be in immediate danger then you should report your concerns to a statutory agency and ensure that you follow this up in writing and forward a copy of the BOCCIA UK report form to the LSO as soon as possible or within 24 hours.

Reporting concerns at a Camp/Games

With agreement, concerns should be passed to the BOCCIA UK LSO or DSO, if however the LSO/DSOs are not contactable and it is urgent, or you are concerned that a vulnerable may be in immediate danger then you should report your concerns to a statutory agency and ensure that you follow this up in writing and forward a copy of the BOCCIA UK report form to the LSO as soon as possible or within 24 hours. Contact details will be provided in the Games/Camps welfare plan.

BOCCIA UK's Whistleblowing Policy assures all members, staff, and volunteers that it will fully support and protect anyone who, in good faith, reports a concern that a colleague is or may be abusing a vulnerable individual. This policy is available on the BOCCIA UK website.

A template flowchart for reporting concerns can also be found in Appendix One.

Involving Carers

BOCCIA UK is committed to working in partnership with Carers where appropriate. In most situations, it is important that the Designated Safeguarding Officer involves carers to clarify any initial concerns e.g. if an Adult at Risk seems withdrawn, it may be that they have experienced a recent bereavement. Consulting Carers or parents must be considered in light of the Adult at Risk's right to confidentiality and the *Mental Capacity Act 2005* and ideally should be undertaken with the full consent of the vulnerable individual. Where there is doubt as to the vulnerable individual's mental capacity to make decisions then advice must be sought from the BOCCIA UK LSO.

Where it is considered that a Carer may be the perpetrator of (responsible for) the abuse or is colluding with it, or may not be able to respond to the situation appropriately, they should not be involved, as it may place the vulnerable individual at greater risk.

Involving other agencies

The LSO must be informed of all allegations of abuse and persistent poor practice as soon as possible in order to decide the following:

- what further action should be taken by the BOCCIA UK and whether or not they should involve any other agencies
- whether the Adult at Risk should consider taking further action or advice
- whether further action, advice or investigation is needed by/from the Police or Social Care Services.

Passing on this information is important because the matter may be just one of a series of other instances which together cause concern. To contact the BPA LSO write to Lead Safeguarding Officer, 60, Charlotte Street, London W1T 2NU, always mark the envelope 'Private and Confidential'. Or telephone **07747163127**; or e-mail safeguarding@paralympics.org.uk

Involving statutory agencies

It should be noted that physical and sexual abuse is illegal. Consequently there is an obligation that allegations and concerns are reported to the police who will decide whether to take criminal action or not. In some instances, other types of may also be considered to be criminal and these should also be reported. In any case of physical or sexual abuse or where an Adult at Risk's safety is at risk, the Adult at Risk must be encouraged to contact or consent to another person contacting one of the following statutory agencies:

- the local police station or in an emergency, dial **999**. The police should be involved if the abuse is thought to be of a criminal nature. A record should be made of the details of the referral and the crime reference number
- Adult Social Care Services (formerly Social Services). This body has a statutory duty to ensure the welfare of adults in vulnerable positions and investigate allegations of abuse.

In an emergency, Social Care services contact details can be found on your area's County Council website or from the Samaritans (**08457 909090**) who will hold the Duty Officer's contact number. All telephone referrals made to the statutory agencies must be confirmed in writing within 24 hours detailing the following information:

- the name and title of the member of staff to whom the concerns were passed and the date this happened
- any action that has been taken
- a summary of the information shared and the response received
- the time and date of the referral call to the statutory agency

Allegations of previous abuse

Allegations are sometimes made some time after the incident. Where such an allegation is made, you should follow the procedures given above relating to the involvement of statutory agencies. This is because other Adults at Risk, either within sport or in other environments, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse should automatically be excluded from working with vulnerable groups.

Support to deal with the aftermath of abuse

Consideration should be given to the kind of support that Adult at Risks and members of staff may need in the aftermath of an abuse case. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling Tel: 01788 550899.

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator. Whilst the investigation is on-going the alleged perpetrator should have a point of contact within the organisation.

They can also be directed towards The British Association for Counselling Directory (details above) or The Samaritans 08457 90 9090.

Suspension

If a case is judged to be potentially serious poor practice or abuse, the CMT may decide to take the neutral act of temporarily suspending the individual pending further investigations. Where a local authority investigation does take place, the BOCCIA UK investigation will be placed on hold until the outcome of the external investigation. Following an Adult Social Care or Police investigation, BOCCIA UK will assess the available information to decide whether the individual can be reinstated to their role in

boccia. The CMT may decide an individual should undertake certain actions such as further training or completing a new DBS disclosure.

Appeals

The appeals procedure is available to anyone under investigation. Anyone wishing to appeal against decisions by the Case Management Team must do so in writing to the Appeals Committee within the specified period (usually 14 days unless stated differently) of the original decision being made.

6. Roles, Responsibilities and Definitions

It is never easy to respond to an Adult at Risk who tells you that they are being abused and you may feel upset and worried yourself. Where serious concerns exist over an individual's contact with Adults at Risk or a Police investigation is being conducted, 'Strategy meetings' may be held. Membership of this might include the Police, Adult Social Care, health workers and the person's employers. If the allegations of abuse involve boccia or someone who could have contact with young people through boccia, it is possible that a representative of BOCCIA UK would be invited to attend.

GB Boccia's Safeguarding Officer

Every sports organisation should designate a person to promote the welfare of Adults at Risk within the sport. The role includes managing the DBS process, co-ordinating the dissemination of relevant policy, procedures & resources as well as supporting other staff in their roles. The Safeguarding Officer is also the central point of contact for enquiries.

GB Boccia Case Management Team

The purpose of the Case Management Team is to ensure all decisions relating to safeguarding Adult at Risk are reached following a fair open and transparent process.

Whistle Blowing

BOCCIA UK is committed to developing and promoting an environment that is; open for people to voice their concerns, honest to its membership and those involved in the sport, and is supportive and accountable. As part of this commitment, individuals are encouraged to voice any serious concerns they may have regarding any aspect of safety and welfare within a boccia setting. ALL those involved in activity carried out under the jurisdiction of BOCCIA UK are covered by this policy.

The separate Whistle Blowing policy should only be followed if the person raising the concern feels unable to follow the standard reporting procedures as set out in this policy.

The welfare of the Adult at Risk will always remain paramount.

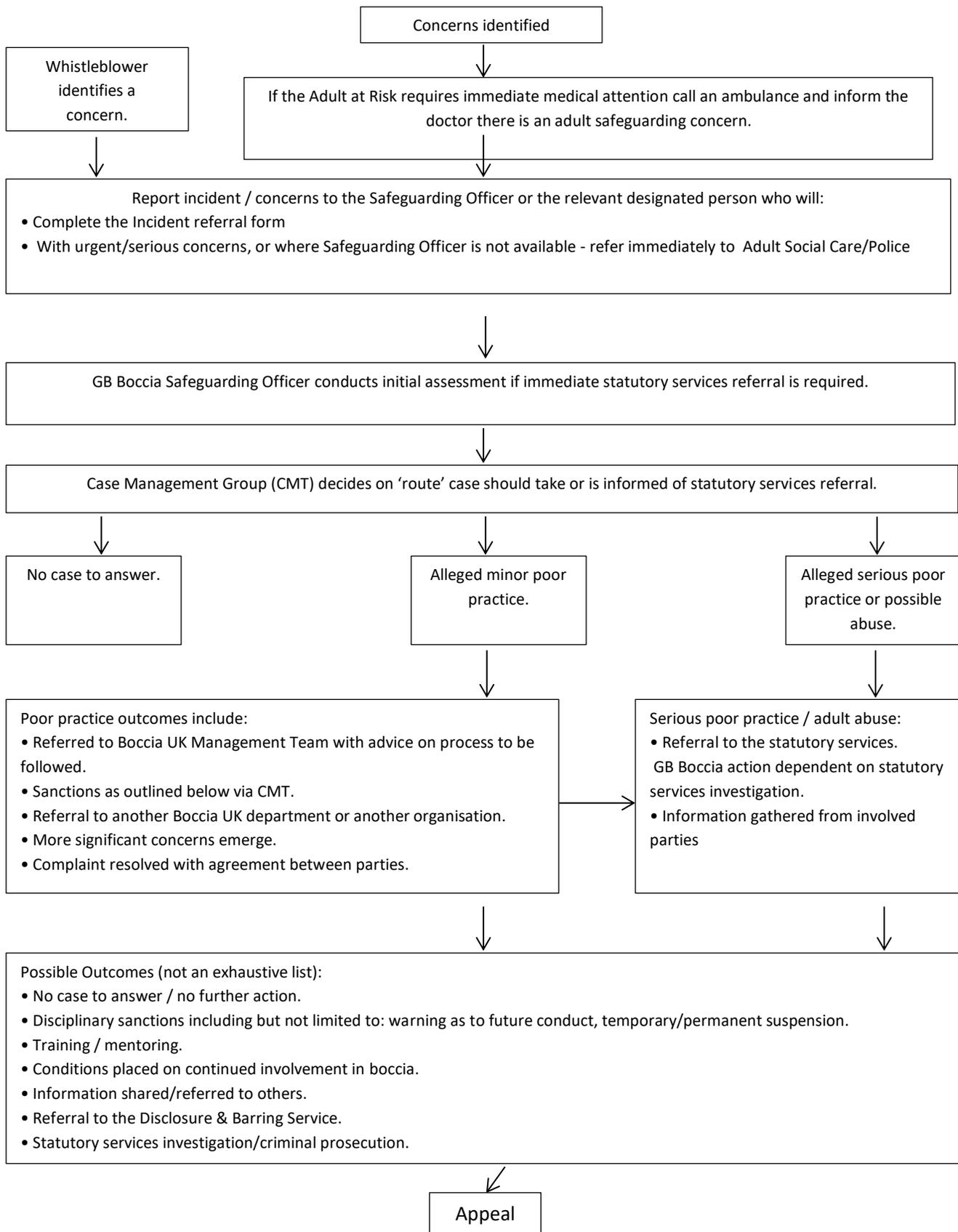
7. Training

BOCCIA UK is committed to the Continual Professional Development (CPD) of its workforce. In order to ensure that our staff and volunteers can be responsible for the planning, development and evaluation of delivery and report cases of poor practice and/or concerns of possible abuse, BOCCIA UK strongly recommends:

- Recognised Safeguarding and Adult at Risk Protection basic awareness training be attended and refreshed at least every three years (e.g. Ann Craft Trust (ACT) training, UK Coaching 'Safeguarding and Protecting Adults at Risk workshop or equivalent)
- Club for All (Running Sports)
- Relevant equality training

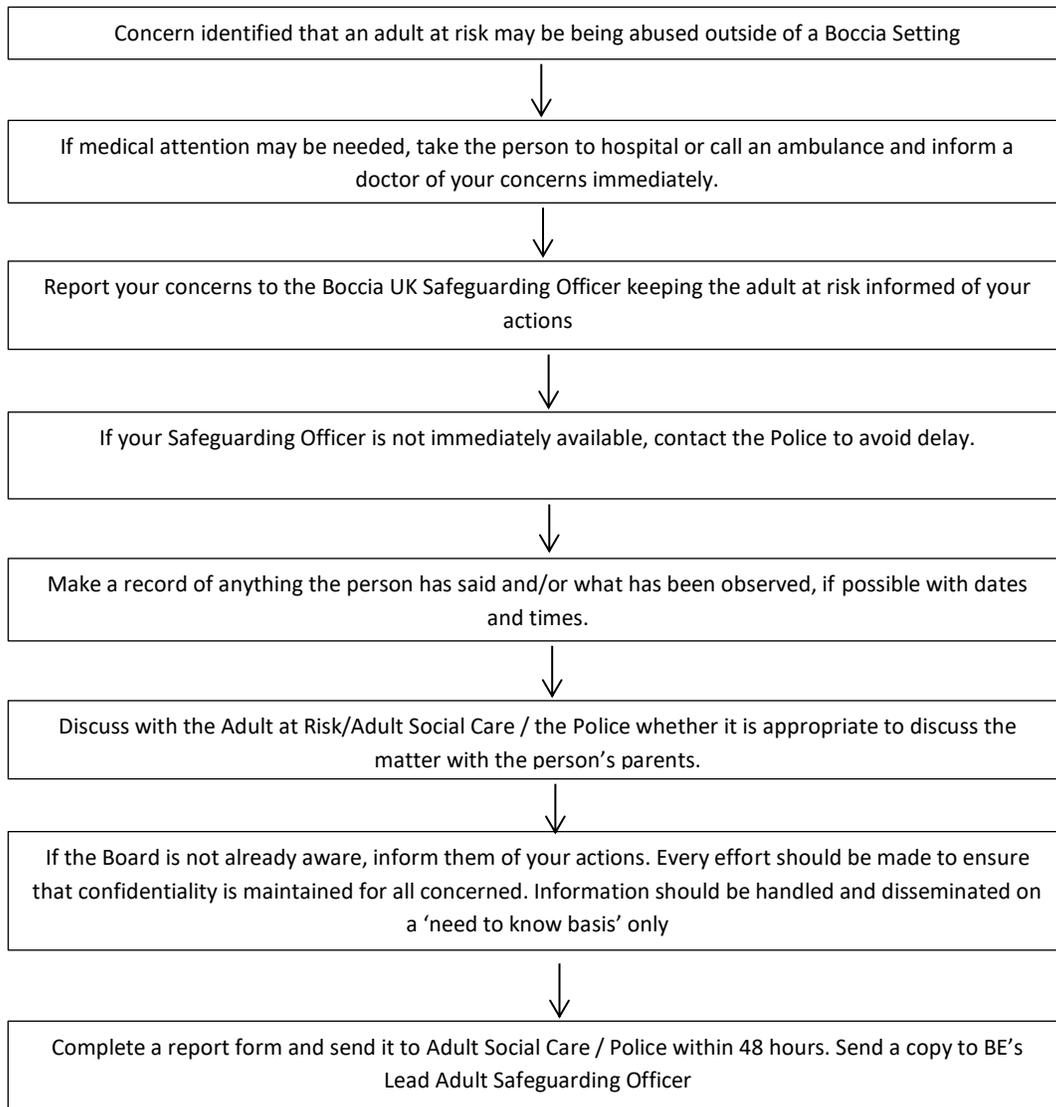
BOCCIA UK will revise and extend its policy for developing the volunteer workforce, including a programme of training opportunities, on a continuing basis.

Appendix 1 - Flow Charts for the referral process



Action to take regarding allegations outside of a Boccia Setting

Flow chart for responding to possible abuse outside a Boccia setting



If at any time you are uncertain as to what to do, please contact the BOCCIA UK Safeguarding Officer in the first instance or the BOCCIA UK Performance Manager or the Ann Craft Trust on 0115 9515400.

Appendix 2 - Incident or Concern Report Form

Discuss all concerns with: Safeguarding Officer

Boccia UK, c/o British Paralympic Association, 60 Charlotte Street, London, W1T 2NU

Tel: 0207 211 5124

If unavailable, please contact the BPA LSO. Write to Lead Safeguarding Officer, 60, Charlotte Street, London W1T 2NU, always mark the envelope 'Private and Confidential'. Or telephone **07747163127**; or e-mail safeguarding@paralympics.org.uk

Please refer to the following notes before completing:

- Keep questions to a minimum – obtain sufficient information to only understand what is being said
- Distinguish between conjecture, fact and opinion
- State the exact nature of the allegation – e.g. physical, emotional, sexual or a combination
- Include a description of any physical marks, and state the location of any injury or bruising
- Include the person's account of how these occurred. Let the person tell it in his or her own way
- Ensure relevant dates, times and frequencies are included
- Note any other organisations spoken to, e.g. police, social services etc
- Ensure the information remains confidential
- Use additional paper if necessary

YOUR NAME:			
YOUR POSITION:			
YOUR CONTACT NUMBER:			
ADULT AT RISKS/ ALLEGED VICTIM'S NAME:			
ADULT AT RISK/ ALLEGED VICTIM'S ADDRESS:			
PARENT/CARER/ADVOCATE'S NAME, ADDRESS and CONTACT NUMBER:			
ETHNIC GROUP - <i>Please choose the category that best describes the Adult at Risks ethnic group from the following list</i> And tick the appropriate box			
A1. British	A2. Irish	A.3 Any other White background (please write in)	
B1. White and Black Caribbean	B2. White and Black African	B3. White and Asian	B4. Any other Mixed background (please write in)

C1. Indian	C2. Pakistani	C3. Bangladeshi	C4. Any other Asian background (please write in)
D1. Caribbean	D2. African	D3. Any other Black background (please write in)	
E1. Chinese	E2. Any Other background (please write in)		

DISABILITY - *The Disability Discrimination Act 1995 defines a disabled person as anyone with a “physical or mental impairment that has a substantial and long term adverse effect upon his/her ability to carry out normal Day-to-day activities.*

Please choose the description that best describes the nature of the Adult at Risks disability and tick the appropriate box.

A. Visually Impaired	B. Hearing Impaired	C. Physical Disability
D. Learning Disability	E. Multiple Disability	F. Other (please write in)

ADULT AT RISK/ ALLEGED VICTIM’S DOB:

DATE AND TIME OF ANY INCIDENT:

YOUR OBSERVATIONS:

State exactly what the Adult at Risk/ alleged victim said and what you said:
(Remember - do not lead them - record actual details. Continue on separate sheet if necessary).

Action taken so far:

Statement of concerns (section to be completed where no allegations have been made but you have concerns to record. Details of any alleged perpetrator including name, role and contact details)

Please state the nature of your concerns and any other relevant information:

External agencies contacted:

Details

POLICE Yes/No	If yes - which: Name and contact number: Details of advice received:
ADULT SOCIAL CARE. Yes/No	If yes - which: Name and contact number: Details of advice received:
GB Boccia Safeguarding Officer Yes/No	Name and contact number: Details of advice received:
Already referred to above – adult social care	
OTHER (e.g. NSPCC)	Which: Name and contact number: Details of advice received:

Signature:	
Print Name:	
Date:	

When Complete, please post this form, marking the envelope “Private and Confidential” to:

**Safeguarding Officer
GB Boccia
C/o British Paralympic Association
60 Charlotte Street
London**

Appendix 3 - Legislative context

BOCCIA UK's approach to the safeguarding of adults at risk is based on the principles recognised within UK and international legislation and guidance including;

- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Sexual Offences Act 2003
- Domestic Violence Crime and Victims Act 2004
- Human Rights Act 1998
- Data Protection Act 1998
- Public Interest Disclosure Act 1998
- Speaking up for Justice 1998 and the Youth Justice and Criminal Evidence Act 1999
- Achieving Best Evidence 2002/2006
- Law Commission Report on Adult Social Care 2011 White Paper 'Caring for our future: reforming care and support' 2012
- Care Act 2014
- Protection of Freedoms Act 2012

Appendix 4 - Away Trips and Hosting

Away Trips

Safeguarding Checklist

Communication

- Destination and venue details are established and communicated to parents/carers/participants
- Provide details of fixtures such as match/training details
- Kit required
- Drop off/collection times

Transport

When a person associated with BOCCIA UK is providing transport for other people within the club, it is essential to follow the guidelines below;

- Qualified driver
- Insurance cover
- Suitable, accessible and appropriate vehicle (i.e.MOT, Road Taxation License)
- Supervision en route
- Journey times and stopping points
- Adults consent or their parent/carer consent in writing where appropriate
- One-to-one working in cases where an adult is responsible for an individual **should be avoided. If this happens for unavoidable reasons, e.g. in an emergency, the parent/carer must be advised if appropriate**

Late collection

It is important to note that it is not the responsibility of BOCCIA UK to transport individuals in the event of late collection.

Examples of good practice include:

- Parent/carer contact details available
- Minimum of two BOCCIA UK staff/employees present when waiting for individuals
- Additional contacts available in the event of failure to contact parent/carer.
- Remind parents/carers of the guidelines and any issues this may cause for BOCCIA UK.

What staff should not do:

- Take the individual home or to any other location
- Wait alone with the individual
- Send the person home with another person without their agreement or the consent of the parent where appropriate
- Leave the person unattended.

Overnight Stays

When planning overnight stays it is important to allow sufficient time for the requirements to be completed. The following action plan needs to be fulfilled and completed:

- Establish the purpose of the trip
- Confirm the dates of the trip (departure and return)
- Confirm the location of the trip
- Confirm travel requirements i.e. passports, visa's, vaccinations and or pre-trip medications etc.
- Identify suitable venues and facilities for wheelchair basketball and accommodation
- Identify who will be going? – staff, players, support workers etc.

- Consider the cost
- How much spending money is required?
- Complete the necessary risk assessments
- What insurance is required? (public liability, employers liability, equipment, travel)
- Supervision of players both playing and non-playing
- Catering for all food requirements
- Hold group meetings to review the programme and rules prior to travel
- Hold regular group meetings during the trip to provide an opportunity to discuss any issues or problems and solve them
- Communication with individual and /or Parents/carers as appropriate
- Clarification of carers' roles if they are accompanying athletes on the trip.
- Remember to check the cultural traditions of both the players and the country. This may have an implication on clothing
- Consider implications of communication barriers where countries are not English speaking

Accommodation

Groups may use different types of accommodation, including hotels, guest houses, university accommodation, hostels, sports complexes or host families.

Arrangements may vary from full board, timed to suit the activities, to self-catering. Accommodation may consist of single rooms, shared rooms, or en-suite or shared facilities.

Each type of accommodation will place different demands on supervision requirements. Consideration also needs to be made to ensure that disabled athletes can access the building, rooms and facilities and to make sure that the needs of players with disabilities are met.

In all cases however it is not acceptable for:

- Athletes to share a bed
- For male and female athletes to share a room
- For an adult to share a room with an Adult at Risk unless they are a parent and Adult at Risk or carer supervisor.
- Coaches to share a room with an athlete

Adults should not share a room with an Adult at Risk. Where the presence of an adult is needed there should be more than one Adult at Risk in the room with the adult. If Adults at Risk are sharing a room, it should be with those of the same age and sex.

Risk Assessment

In order to prevent and reduce possible risks, planning is paramount. Conducting a risk assessment is an important part of planning a trip.

- People must not be placed in situations which expose them to an unacceptable level of risk
- Consider the following:
 - What are the hazards?
 - Who might be at risk?
 - What safety measures can be put in place to help reduce the risk?
 - What steps will be in place in an emergency?