



Exeter City Korfball Club

Safeguarding Policy & Procedure

Note: Exeter City Korfball Club only permits membership of the club to those over 18, as per the Club Constitution. Therefore, this policy relates only to the safeguarding of adults at risk. If the Constitution is amended in the future to include under 18s, this policy will need to be amended to encompass the safeguarding of children as well.

Mission Statement

Exeter City Korfball Club is committed to making Korfball enjoyable and safe. The Club has a moral and legal obligation to ensure that, when given responsibility for adults at risk, coaches and volunteers provide them with the highest possible standard of care.

Exeter City Korfball Club is committed to devising and implementing policies so that everyone in sport accepts their responsibilities to safeguard adults at risk from harm and abuse. This means to follow procedures to protect adults at risk and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing adults at risk with appropriate safety/protection whilst in the care of Exeter City Korfball club and to allow volunteers to make informed and confident responses to specific safeguarding issues.

Principles of safeguarding

- All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- Exeter City Korfball Club will seek to ensure that our sport is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of all adults will always be respected.
- We recognize that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.
- We recognize that a disabled adult may or may not identify themselves or be identified as an adult 'at risk'.
- We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within our Club, for example inappropriate behaviour of a coach, or in the wider community.
- All allegations will be taken seriously and responded to quickly.
- Exeter City Korfball Club recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

Definitions

Adult at Risk is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

Abuse is a violation of an individual's human and civil rights by another person or persons.

Adult is anyone aged 18 or over.

Adult safeguarding is protecting a person's right to live in safety, free from abuse and neglect.

Capacity refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity.

Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the club who a member comes into contact with. Or club members, workers, volunteers or coaches may suspect that a member is being abused or neglected outside of the club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present
- Person has belongings or money going missing
- Person is not attending / no longer enjoying their sessions
- Someone losing or gaining weight / an unkempt appearance
- A change in the behaviour or confidence of a person
- They may self-harm
- They may have a fear of a particular group or individual
- They may tell you / another person they are being abused – i.e. a disclosure

Good practice when working with adults at risk

Exeter City Korfball Club Coaches and those working directly with adults at risk should:

- Respect the developmental stage of the adult at risk and not risk sacrificing their welfare in a desire for team or personal achievement
- Ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the adult at risk.
- Work with the adult at risk, their medical advisers and carers (where appropriate) to develop realistic training and competition schedules which are suited to the needs and lifestyle of the adult concerned, not the ambitions of others such as coaches, team members, parents or carers
- Build relationships based on mutual trust and respect, encouraging adults at risk to take responsibility for their own development and decision-making
- Always be publicly open when working with adults at risk:
 - avoid coaching sessions, meetings or changing room situations where a coach or club member and an adult at risk are completely unobserved
- Avoid unnecessary physical contact with members. Physical contact (touching) can be appropriate so long as:
 - It is neither intrusive nor disturbing
 - The member's permission has been openly given
 - It is delivered in an open environment

- It is needed to demonstrate during a coaching session
- Be an excellent role model by maintaining appropriate standards of behaviour
- Gain the adult at risk's written consent and, where appropriate, the written consent of their carer(s), to administer emergency first aid or other medical treatment if the need arises
- Be aware of medical conditions, disabilities, existing injuries and medicines being taken and keep written records of any injury or accident that occurs, together with details of treatments provided
- Gain written consent from the adult at risk's carer(s) (where appropriate) before making travel arrangements and trips

Distinguishing poor practice from abuse

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental. It is not the responsibility of any individual involved in Exeter City Korfball Club to make judgements regarding whether or not abuse is taking place, however, all Club personnel have the responsibility to recognise and identify poor practice and *potential* abuse, and act on this if they have concerns.

The following are regarded as poor practice and should be avoided:

- Unnecessarily spending excessive amounts of time alone with an individual adult
- 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 and which may be hurtful or disrespectful
- Making sexually suggestive comments, even in jest
- Reducing an adult to tears as a form of control
- Letting allegations made by an adult go uninvestigated, unrecorded, or not acted upon
- Taking an adult at risk alone in a car on journeys, however short
- Inviting or taking an adult at risk to your home or other place where they will be alone with you
- Sharing a room with an adult at risk
- Doing things of a personal nature that adults at risk can do for themselves

***Note:** At times it may be acceptable to do some of the above. In these cases, to protect both the adult at risk and yourself, seek written consent from the adult at risk and, where appropriate, their carer(s) and ensure that the Club Welfare Officer is aware of the situation and gives their approval.*

Reporting incidents and recording a disclosure

If, during your care, an adult at risk suffers any injury, seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands/misinterprets something you have done, make a brief written note of it and report the incident as soon as possible to the Club Welfare Officer or the Club Chairperson. The Club Welfare Officer (or the Club Chairperson) will then discuss this with the adult at risk and their carer(s) where appropriate to ensure that all parties agree that no abuse has occurred and any support needed for the adult at risk and/or the club member involved can be put in place if necessary.

If an adult at risk discloses to you they are being abused or tells you something that makes you believe potential abuse may be taking place:

- Make a note of what the person has said using his or her own words as soon as practicable.
- Describe the circumstances in which the disclosure came about. Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Submit your report to the Club Welfare Officer (or Club Chairperson if the Club Welfare Officer is unavailable or implicated in the disclosure)
- Be mindful of the need to be confidential at all times, this information must only be shared with the Club Welfare Officer/Chairperson and others on a need to know basis.
- If the matter is urgent and relates to the immediate safety of an adult at risk, contact the police immediately.

Role of the Club Welfare Officer/ Club Chairperson when receiving a disclosure


The Club Welfare Officer or the Club Chairperson should consider the information provided and if they feel the matter relates to the immediate safety of an adult at risk, they should contact the police immediately.

If they feel the matter is of a serious nature but there are no immediate safety issues, they should contact the Devon Safeguarding Adults Board to report their concerns (<https://new.devon.gov.uk/devonsafeguardingadultsboard/reporting-concern>).

Where an official referral to an outside agency takes place, the Club Welfare Officer/Club Chairperson should also inform the South West Korfball Association Chairperson and the England Korfball Association Safeguarding Officer.

Disclosure and Barring Service (DBS) Checks

The definition of those in regulated activity with adults is around providing health care, personal care, social work and assistance with a person's personal affairs, eg household, financial or driving. Consequently, there is no eligibility for DBS Enhanced with Barred List checks for Coaches and other roles in a sports club although clubs can consider asking for Enhanced checks, to assist with their recruitment decisions. With this in mind, Exeter City Korfball Club does not currently require volunteer coaches or other volunteers to undertake DBS checks. The Club will however seek advice from the England Korfball Association if an individual identified Adult at Risk joins the club or if the club develops in the future to offer korfball to specified groups of identified Adults at Risk.

Signed:  (Club Chair)

Date: 12 January 2017

Signed:  (Club Welfare Officer)

Date: 12 January 2017