



ADULT SAFEGUARDING POLICY

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1. COMMITMENT TO SAFEGUARDING

Valor Combat Systems is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in Martial Arts in accordance with the Care Act 2014.

2. PRINCIPLES

The guidance given in the policy and procedures is based on the following principles: -

- **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.**
- **Valor Combat Systems 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.**
- **All adults will be respected for their rights, dignity and value whilst recognising any evolving changes which may lead to increased abuse e.g. those in care or with extra support needs.**
- **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 Valor Combat Systems e.g inappropriate behaviour of a Coach, or in the wider community.**
- **All allegations will be taken seriously and responded to quickly in line with Valor Combat Systems Adult Safeguarding Policy. Valor Combat Systems 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.**

3. THE SIX PRINCIPLES OF ADULT SAFEGUARDING

The Care Act 2014 sets out the following principles that should underpin safeguarding of adults: -

- 1. Empowerment – Adults being supported and encouraged to make their own decisions and informed consent.**
- 2. Prevention – Taking action is advisable before harm occurs.**
- 3. Proportionality – The most diplomatic response is to address the reported risk.**
- 4. Protection – Support and representation for those in greatest need.**
- 5. Partnership – Local solutions via Community services. These services play a significant part in preventing, detecting and reporting neglect and abuse.**
- 6. Accountability – Accountability and transparency in delivering safeguarding.**



4. MAKING SAFEGUARDING PERSONAL

Listening to the individual is essential to actively reassuring them with regards to their safety and distress. Seek their consent prior to sharing any information with another party, if applicable.

There has been a cultural shift towards 'Making Safeguarding Personal' within the safeguarding process. This is a move from prioritising outcomes demanded by bureaucratic systems. The safeguarding process used to involve gathering a detailed account of what happened and determining who did what to whom. Now the outcomes are defined by the person at the centre of the safeguarding process.

The safeguarding process places a stronger emphasis on achieving satisfactory outcomes which takes into account the individual choices and requirements of everyone involved.

"What good is it making someone safer if it merely makes them miserable?" – Lord Justice Mundy, "What Price Dignity?" (2010)

What this means in practice is that adults should be more involved in the safeguarding process.

Their views, wishes, feelings and beliefs must be considered when decisions are made.

The Care Act 2014 builds on the concept, stating that "We all have different preferences, histories, circumstances and lifestyles so it is unhelpful to prescribe a process which must be followed whenever a concern is raised." However, the Act is also clear with key issues that should be considered when abuse or neglect are suspected. There should be clear guidelines regarding this: -

<https://www.local.gov.uk/topics/social-care-health-and-integration/adult-social-care/makingsafeguarding-personal>

5. WELLBEING PRINCIPLE

The concept of wellbeing throughout the Care Act is relevant to adult safeguarding in Martial Arts. Wellbeing is different for each individual, although the Act sets out broad categories that contribute to our sense of wellbeing.

- **Personal dignity (including treatment of the individual with respect)**
- **Physical and mental health and emotional wellbeing**
- **Protection from abuse and neglect**
- **Control by the individual over their day-to-day life (including over care and support provided and the way they are provided)**
- **Participation in work, education, training or recreation**
- **Social and economic wellbeing**
- **Domestic, family and personal domains**
- **Suitability of the individual's living accommodation**
- **The individual's contribution to society.**



6. LEGISLATION AND STATUTORY GUIDANCE

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy and procedures. They take the following into consideration: -

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 2018

7. DEFINITIONS

To understand this policy, key definitions are as follows: -

- Adult aged 18 or over.
- Adult at Risk: -
 1. Needs care and support (irrespective whether or not the local authority is meeting their needs); and;
 2. Is experiencing, or is at risk of, abuse or neglect; and;
 3. 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.
- Adult in need of care and support includes personal characteristics, factors associated with their situation or environment and socially. A person's disability or frailty does not mean that they will inevitably experience harm or abuse. In context with safeguarding adults in need of care and support due to harm or abuse, consideration could be given to social, environmental and clinical factors.
- Abuse is a violation of an individual's human and civil rights by another person or persons.
- 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 (Mental Capacity Act 2005).



8. TYPES OF ABUSE AND NEGLECT

There are many types of formats of abuse or neglect and different circumstances in which they may take place. The Care Act 2014 illustrates the following as a guide of examples, however it is not an exhaustive list: -

- **Self-neglect – e.g. neglecting personal hygiene, health or surroundings and includes behaviour such as hoarding.**
- **Modern Slavery – e.g. 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, Domestic Abuse and Coercive Control – including psychological, physical, sexual, financial and emotional abuse. This also includes so called 'honour' based violence and can occur between any family members.**
- **Discriminatory Abuse – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.**
- **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.**
- **Physical Abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.**
- **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.**
- **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.**
- **Neglect – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.**
- **Emotional or Psychological Abuse – 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.**



Not included in the Care Act 2014 but also relevant: -

- **Cyber Bullying** – cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.
- **Forced Marriage** – forced marriage 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 make it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.
- **Mate Crime** – a ‘mate crime’ as defined by the Safety Net Project as ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. This may not be an illegal act but still has a negative effect on the individual.’ Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.
- **Radicalisation** – the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

6. 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 school/club who a participant comes into contact with. Or school/club members, workers, volunteers or instructors may suspect that a participant is being abused or neglected outside of the school/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.** This could be a student whose appearance becomes unkempt, does not wear suitable uniform and deterioration in hygiene.
- **A change in the behaviour or confidence of a person.** For example, a participant may be looking quiet and withdrawn when a family member comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.
- **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.
- **Harassing of a club member because they are or are perceived to have protected characteristics.**
- **Not meeting the needs of the participant, e.g. this could be training without a necessary break.**
- **A coach intentionally striking a student.**
- **This could be a fellow student who sends unwanted sexually explicit text messages to a learning disabled adult they are training alongside.**
- **This could be a student threatening another student with physical harm and persistently blaming them for poor performance.**



7. WHAT TO DO IF YOU HAVE A CONCERN OR SOMEONE RAISES CONCERNS WITH YOU?

- **You are not responsible in deciding whether or not an adult has been abused. However everyone's responsibility at Valor Combat Systems is to respond and report concerns.**
- **If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.**
- **If you have concerns and/or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to the Valor Combat Systems Designated Safeguarding Lead or Deputy Safeguarding Lead.**
- **When raising your concern with the Designated Safeguard Lead/Deputy Safeguarding Lead remember 'Making Safeguarding Personal'. Ask the adult's opinion on how they wish to proceed and inform them you will be passing on your concern. Ensure that you keep the person up-to-date with all future decisions and actions.**

8. HOW TO RESPOND TO A CONCERN?

It is always difficult to hear about or witness harm or abuse. The following points will be helpful for both you and the adult should they choose to disclose abuse to you: -

- **Stay calm.**
- **Listen carefully to what is said and try not to interrupt.**
- **Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns to your Designated Safeguarding Lead.**
- **Allow them to continue at their own pace.**
- **Ask questions for clarification only, and avoid asking questions that suggest an answer (leading questions).**
- **Reassure them that they are not to blame and have done the right thing in telling you. If the concern is serious explain that you will need to get support from other trained people to help keep them safe.**
- **Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials e.g. bedding or clothing.**
- **Contact the Valor Combat Systems Designated Safeguarding Lead.**
- **Where you are unable to contact your Designated Person, advice can be sought from statutory agencies or the Local Authority Designated Lead.**
- **All serious concerns must be referred to statutory agencies.**

Where the concern or allegation is about a member of staff or a volunteer, this must, like all other concerns, be reported to the Designated Safeguarding Lead (DSL) or Deputy. The DSL if they consider the concern to be serious, for example potential abuse or a crime, they must report the incident to the Local Authority Designated Officer or the Police.



9. RECORDING

Should a student make a disclosure, a record in writing must be made as soon as possible, using their words as closely as possible. Note the date, time, any names mentioned, names and addresses to whom the information was given and who else is aware of the allegation. Describe clearly any visible injury. Take care to distinguish between fact, observation, allegation and opinion. Make sure all the information is accurate.

Recording of any incident, including possible abuse or poor practice incidents, should also follow this procedure. In all situations, including those in which the cause of concern arises either from a disclosure 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.

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. Accurate records should be made and maintained throughout the process of any safeguarding cases.

10. CONSENT AND INFORMATION SHARING

Valor Combat Systems is aware this area, albeit it has similarities, is different from Safeguarding Children. A full explanation of the duties around consent and information sharing can be found in further guidance provided.

11. CODES OF CONDUCT

The codes of conduct for all those involved at Valor Combat Systems can be found as a separate guidance sheet on our Policies page: - www.valorcombatsystems.co.uk/policies. These need to be followed so that the highest possible standards of behaviour and conduct in Martial Arts activities are maintained. The principles must be adhered to at all times so that Martial Arts can be enjoyed by all. All those involved at Valor Combat Systems will show their understanding and commitment to the codes of conduct by signing their Membership Licence form.

12. SAFER RECRUITING

At Valor Combat Systems we take all reasonable steps to ensure unsuitable people are prevented from working with students. Whilst there may be some reservations that volunteers could be put off by having to go through a recruitment process, it is important to ensure reasonable steps have been taken to identify unsuitable individuals.



13. SUPERVISION, SUPPORT AND TRAINING

Once recruited, all staff and volunteers at Valor Combat Systems will be well informed, trained, supervised and supported to ensure that they effectively safeguard children and know how to respond to any concerns.

Valor Combat Systems will ensure that training and resources are available to encourage the development of staff and volunteers. This will include: -

- An induction to the each Club.
- A trial period in which to develop skills whilst supervised.
- Ongoing support and monitoring.

There are currently no formal qualifications specifically for safeguarding and protecting in Martial Arts. However, training developed by UK Coaching provides certification in Safeguarding which strengthens the skills and knowledge of safeguarding people. Training plays an important role in equipping staff and volunteers to do their job safely and effectively. Different safeguarding training is available depending on the person's role.

14. WHISTLEBLOWING

It is important that people within Valor Combat Systems have the confidence to come forward to speak or act if they are unhappy with anything. Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong doing within their organisation.

14. COMPLAINTS

In order to ensure we develop an open culture where everyone at Valor Combat Systems feels able to express any concerns we have a procedure for dealing with complaints from a child, parent, carer, guardian, adult at risk, coach or volunteer. This can be found on our website policies page: - www.valorcombatsystems.co.uk/policies.



15. GOOD PRACTICE AND POOR PRACTICE

Good practice

A Code of Conduct is provided to allow those involved at various levels to signify their understanding and agreement to follow good practice. Valor Combat Systems expects their Coaches: -

- **Adopt and endorse the Valor Combat Systems Code of Conduct for Coaches.**
- **Have completed a Adult Safeguarding course through UK Coaching.**

Poor practice

To distinguish poor practice from abuse, whether intentional or accidental is difficult. The individual involved in Valor Combat Systems is not responsible to make judgements whether or not abuse is taking place. All Valor Combat Systems personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

Everyone should: -

- **Aim to make the experience of Valor Combat Systems fun and enjoyable.**
- **Promote fairness and playing by the rules.**
- **Not tolerate the use of prohibited or illegal substances.**
- **Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.**



16. CAPACITY – GUIDANCE ON MAKING DECISIONS

The issue of capacity or decision making is a key one in safeguarding adults and is useful for Organisations to have an overview of the concept of capacity. We make many decisions every day, often without realising. However some people are only able to make a few decisions and a small number of people cannot make any decisions. Being unable to make a decision is called 'lacking capacity'.

To make a decision we need to: -

- **Understand information**
- **Remember it for long enough**
- **Think about the information**
- **Communicate our decision**

A person's ability to do this may be affected by things like learning disability, dementia, mental health needs, acquired brain injury, and physical ill health.

The Mental Capacity Act 2005 (MCA) states that every individual has the right to make their own decisions and provides the framework for this to happen.

The MCA is about making sure that people over the age of 16 have the support they need to make as many decisions as possible. The MCA also protects people who need family, friends, or paid support staff to make decisions for them because they lack capacity to make specific decisions. Our ability to make decisions can change over the course of a day.

Some examples that demonstrate how the timing of a question can affect the response: -

- **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. In each of these examples, it may appear as though the person cannot make a decision. But later in the day, presented with the same decision, they may be able to at least be involved.**

The MCA recognises that capacity is decision-specific, so no one will be labelled as entirely lacking capacity. The MCA also recognises that decisions can be about big life-changing events, such as where to live, but equally about small events, such as what to wear on a cold day.



To help you to understand the MCA, consider the following five points: -

- 1. Assume that people are able to make decisions, unless it is shown that they are not. If you have concerns about a person's level of understanding, you should check this with them, and if applicable, with the people supporting them.**
- 2. Give people as much support as they need to make decisions. You may be involved in this – you might need to think about the way you communicate or provide information, and you may be asked your opinion.**
- 3. People have the right to make unwise decisions. The important thing is that they understand the implications, to help consider how risks might be minimised.**
- 4. If someone is not able to make a decision, then the person helping them must only make decisions in their 'best interests'. This means that the decision must be what is best for the person, not for anyone else. If someone was making a decision on your behalf, you would want it to reflect the decision you would make if you were able to.**
- 5. Find the least restrictive way of doing what needs to be done.**

Remember: -

- You should not discriminate or make assumptions about someone's ability to make decisions, and you should not pre-empt a best-interest's decision merely on the basis of a person's age, appearance, condition, or behaviour.**
- When it comes to decision-making, you could be involved in a minor way, or asked to provide more detail. The way you provide information might influence a person's ultimate decision. A person may be receiving support that is not in-line with the MCA, so you must be prepared to address this.**



17. CONSENT AND INFORMATION SHARING

Workers and volunteers within sports and physical activity organisations should always share safeguarding concerns in line with their organisation's policy, usually with their safeguarding lead in the first instance, except in emergency situations. As long as it does not increase the risk to the individual, the worker or volunteer should explain to them that it is their duty to share their concern with their Safeguarding Lead or Safeguarding Deputy.

The safeguarding Lead or Safeguarding Deputy will then consider the situation and plan the actions that need to be taken, in conjunction with the adult at risk and in line with the organisation's policy and procedures and local safeguarding adult's board policy and procedures.

To make an adult safeguarding referral you need to call the local safeguarding adults team. This may be part of a MASH (Multi-Agency Safeguarding Hub). A conversation can be had with the Safeguarding Adults team without disclosing the identity of the person in the first instance. If it is thought that a referral needs to be made to the Safeguarding Adults team, consent should be sought where possible from the adult at risk.

Individuals may not give their consent to the sharing of safeguarding information with the Safeguarding adult's team for a number of reasons. Reassurance, appropriate support and revisiting the issues at another time may help to change their view on whether it is best to share information. If they still do not consent, then their wishes should usually be respected. However, there are circumstances where information can be shared without consent such as when the adult does not have the capacity to consent, it is in the public interest because it may affect other people or a serious crime has been committed. This should always be discussed with your Safeguarding Lead and the local authority Safeguarding Adults team.

If someone does not want you to share information outside of the organisation or you do not have consent to share the information, ask yourself the following questions: -

- Is the adult placing themselves at further risk of harm?**
- Is someone else likely to get hurt?**
- Has a criminal offence occurred? This includes: theft or burglary of items, physical abuse, sexual abuse, forced to give extra money for lessons (financial abuse) or harassment.**
- Is there suspicion that a crime has occurred?**

If the answer to any of the questions above is 'yes' - then you can share without consent and need to share the information.



When sharing information there are seven rules that should always be followed: -

- 1. Seek advice if in any doubt.**
- 2. Be transparent - The Data Protection Act (DPA) is not a barrier to sharing information but to ensure that personal information is shared appropriately; except in circumstances where by doing so places the person at significant risk of harm.**
- 3. Consider the public interest - Base all decisions to share information on the safety and wellbeing of that person or others that may be affected by their actions.**
- 4. Share with consent where appropriate - Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if this is in the public interest.**
- 5. Keep a record - Record your decision and reasons to share or not share information.**
- 6. Accurate, necessary, proportionate, relevant and secure - Ensure all information shared is accurate, up-to-date; necessary and share with only those who need to have it.**
- 7. Remember the purpose of the Data Protection Act (DPA) is to ensure personal information is shared appropriately, except in circumstances where by doing so may place the person or others at significant harm.**

ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT

If an adult has a physical injury or symptom of neglect, the Club Safeguarding Lead/Deputy Club Safeguarding Lead will: -

- **Contact Local Authority Safeguarding Lead for advice in cases of deliberate injury, if concerned about a adult's safety or if an adult is afraid to return home.**
- **Will not tell the parent(s)/guardian(s)/carer(s) unless advised to do so having contacted Local Authority Safeguarding Lead .**
- **Seek medical help if needed urgently, informing the doctor of any suspicions.**
- **For lesser concerns, advice of the Local Authority Safeguarding Lead should be sought, but not if this places the adult at risk of injury.**

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Club Safeguarding Lead/Deputy Club Safeguarding Lead will: -

- **Contact the Local Authority Safeguarding Lead or Police direct. They will not speak to the parent/guardian/carers or anyone else.**



SAFEGUARDING REPORT PROCEDURE

- 1. Behaviour of a Valor Combat Systems coach, staff member or volunteer (e.g. allegation about a coach's behaviour towards an adult).**

Concerns regarding the behaviour of a coach, staff member, or volunteer towards an adult (e.g. suspicions or allegations of poor practice or possible abuse).

Any individual concerns needs to be reported to Valor Combat Systems Safeguarding Lead completes the Safeguarding Incident Report Form.

Safeguarding Lead determines if further action is required. Advice from Local Authority Safeguarding Lead or the Police may be sort, if needed.

Poor Practice/Breach of Code of Conduct.

Investigate possible misconduct issues following complaints procedures as advised.

Disciplinary hearing held after full investigation.

Outcome: - no case to answer, guidance or warning given, retraining/support required, other sanctions, or dismissal). Possible referral to DBS.

Disciplinary appeals process.

Possible Adult Abuse/Criminal Offence.

Safeguarding Lead communicates with supporting services and Lead Authority Designated Officer (LADO) to commence disciplinary action. Resulting in immediate temporary suspension.

Collection of evidence may delay the disciplinary outcome.

Investigation completed, possible appeal hearing awaiting

Safeguarding Lead communicates with Local Authority Safeguarding Lead and Police. All to be written up within 24 hours.

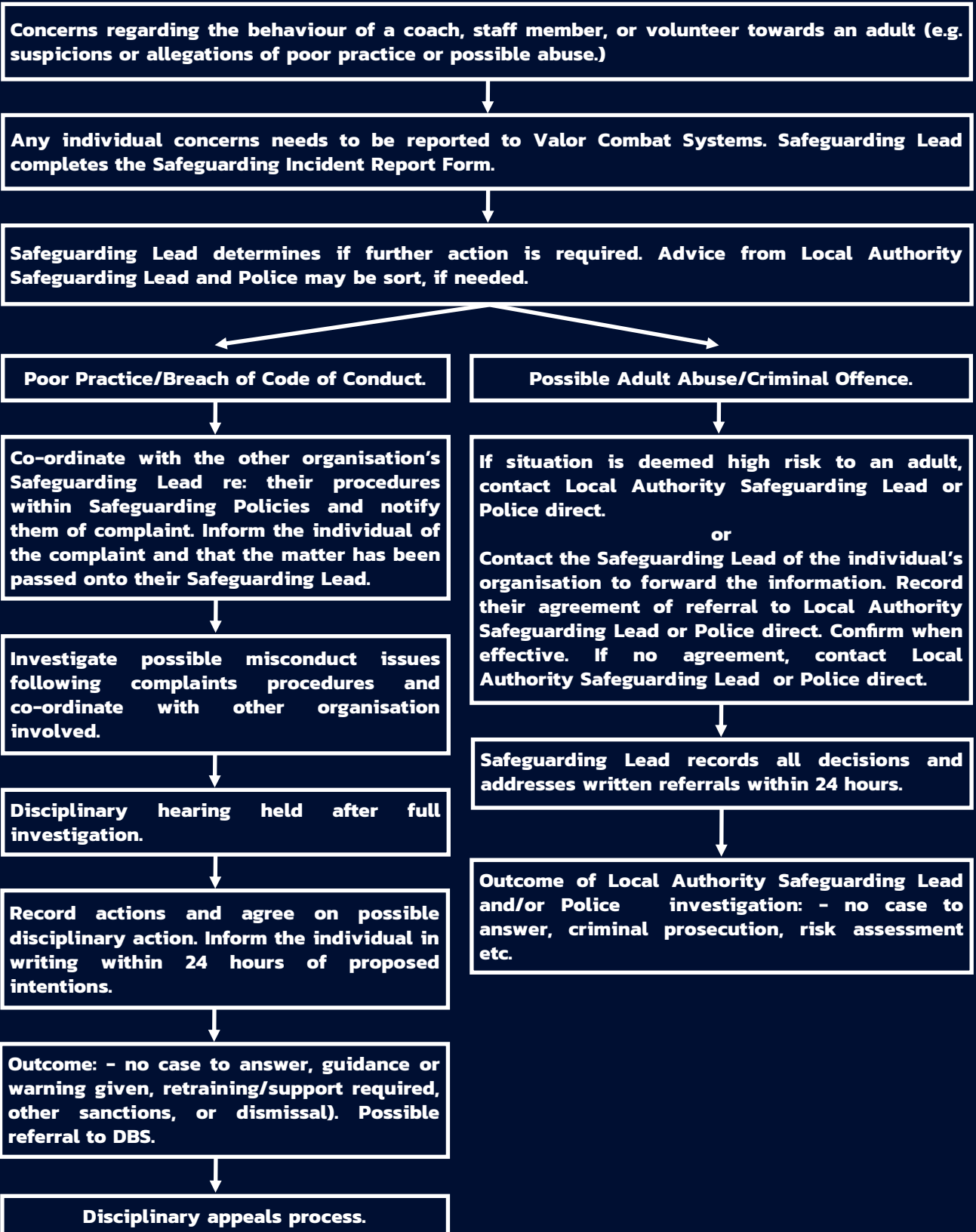
All official representatives meet to agree the investigation process.

Outcome of Local Authority Safeguarding Lead and/or Police investigation: - no case to answer, criminal prosecution, risk assessment etc.



SAFEGUARDING REPORT PROCEDURE

2. **Behaviour of another organisation's coach, staff member or volunteer (e.g. allegation a coach's behaviour towards an adult).**





SAFEGUARDING REPORT PROCEDURE

3. About adults outside of the Dojo (e.g. at home, school, or in the community).

Coach, member of staff, or volunteer informed of concerns about an adult's welfare or safety (e.g. bullying or family abuse etc).



If there is evidence of physical harm, contact the Police to investigate further.



Any individual concerns needs to be reported to Valor Combat Systems. Safeguarding Lead completes the Safeguarding Incident Report Form.



Safeguarding Lead needs to send the written Safeguarding Incident Report Form within 24 hours of verbal contact to Local Authority Safeguarding Lead or Police.



RESPONDING TO ALLEGATIONS OR SUSPICIONS OF ABUSE FORM

The person in receipt of allegations or suspicions of abuse will do the following: -

Concerns must be reported as soon as possible to (Name) _____ (hereafter the Club Safeguarding Lead telephone no: _____ who is nominated by the (Organisation) _____ to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

The Club Safeguarding Lead may also be required by conditions of the Insurance Policy to immediately inform the Insurance Company. They may also be required as part of their policy to inform strategic personnel within their Organisation (Name) _____, telephone no: _____.

In the absence of the Club Safeguarding Lead, or if the suspicions in any way involve the Club Safeguarding Lead, then the report should be made to (Name) _____ (hereafter the Deputy Club Safeguarding Lead), telephone no: _____.

The Local Authority Safeguarding Lead telephone number between 9.00am and 5.00pm is _____.

The out of hours emergency number is _____.

The local Police telephone number is _____.

Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance within Valor Combat Systems procedures and kept in a secure place.

Whilst allegations or suspicions of abuse will normally be reported to the Club Safeguarding Lead, the absence of the Club Safeguarding Lead or Deputy Club Safeguarding Lead should not delay referral to the Local Authority Safeguarding Lead.

Valor Combat Systems will support the Club Safeguarding Lead/Deputy Club Safeguarding Lead in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

It is, of course, the right of any individual as a citizen to make a direct referral to the Local Authority Safeguarding Lead or Police, although Valor Combat Systems hope that staff will use this procedure. If, however, the individual with the concern feels that the Club Safeguarding Lead/Deputy Club Safeguarding Lead has not responded appropriately, or where they have a disagreement with the Club Safeguarding Lead, as to the appropriateness of a referral, they are free to contact an outside agency direct. We hope by making this statement that Valor Combat Systems demonstrates its commitment to effective adult safeguarding.

The role of the Club Safeguarding Lead/Deputy Club Safeguarding Lead is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Local Authority Safeguarding Lead.



INFORMATION FOR THE LOCAL AUTHORITY SAFEGUARDING LEAD AND/OR THE POLICE ABOUT SUSPECTED ABUSE

ADULT'S NAME:	
AGE:	
DATE OF BIRTH:	
HOME ADDRESS:	
TELEPHONE NUMBER:	
PERSON MAKING THE REPORT:	
PERSON EXPRESSING THE CONCERN:	
THE NATURE OF THE ALLEGATION(S):	
DATE(S) OF ALLEGATION(S):	
TIME(S):	
SPECIAL FACTORS OR OTHER RELEVANT INFORMATION:	
DESCRIPTION OF ANY VISIBLE INJURIES:	
DETAILS OF WITNESSES:	
THE ADULT'S ACCOUNT, IF IT CAN BE GIVEN, OF WHAT HAS HAPPENED AND HOW ANY BRUISING OR OTHER INJURIES OCCURRED:	



INFORMATION FOR THE LOCAL AUTHORITY SAFEGUARDING LEAD AND/OR THE POLICE ABOUT SUSPECTED ABUSE

HAVE THE PARENTS/GUARDIANS BEEN CONTACTED?	
IS SO, WHAT HAS BEEN SAID?	
HAS ANYONE ELSE BEEN CONSULTED?	
WHO IS ALLEGED TO BE THE ABUSER?	
NAME OF PERSON TO WHOM REPORTED (I.E. CLUB SAFEGUARDING LEAD, LOCAL AUTHORITY SAFEGUARDING LEAD AND/OR POLICE), INCLUDE DATE AND TIME OF REFERRAL:	



SAMPLE CONSENT FORM FOR THE RECORDING OF IMAGES/VIDEO

SAFEGUARDING	
Valor Combat Systems recognises the need to ensure the welfare and safety of all our students, irrespective of age.	
In accordance with our Safeguarding Policies, photographs/videos will not be permitted to be taken without the Student's/Parent(s)/Guardian (s) consent. Do you consent for Valor Combat Systems to take photographs, or videos for promotional purposes?	(YES/NO)
Valor Combat Systems will endeavour to ensure they are used solely for the purposes they are intended. Any inappropriate usage should be reported to Valor Combat Systems immediately.	
SIGNATURE: (Signature of Parent/Guardian required if student is under the age of 18, please state relationship)	
PARENT/GUARDIAN:	
DATE:	



USEFUL CONTACTS

- **Valor Combat Systems Safeguarding Lead**
Name: Mr Reece Sutton Phillips
Telephone: 07794577797
Email: reecephillips@valorcombatsystems.co.uk
Website: www.valorcombatsystems.co.uk

- **Valor Combat Systems Deputy Safeguarding Lead**
Name: Mr Steven Mascarenhas
Telephone: 07421883960
Email: mascarenhassteve@hotmail.com
Website: www.valorcombatsystems.co.uk

- **Local Authority Safeguarding Lead**
Telephone: 0345 678 9044
Email: firstpointofcontact@shropshire.gov.uk
Website: <https://shropshire.gov.uk/shropshire-choices/i-need-help/keeping-adults-safe/>

- **Police contact**
Name: West Mercia Police
Telephone: 111 or in an Emergency 999
Email: via www.police.uk/contact-us

- **Ann Craft Trust — Safeguarding Adults in Sport and Activity.**
Telephone: 0115 951 5400
Email: ann-craft-trust@nottingham.ac.uk
Website: www.anncrafttrust.org