



GET BERKSHIRE ACTIVE

SAFEGUARDING ADULTS POLICY

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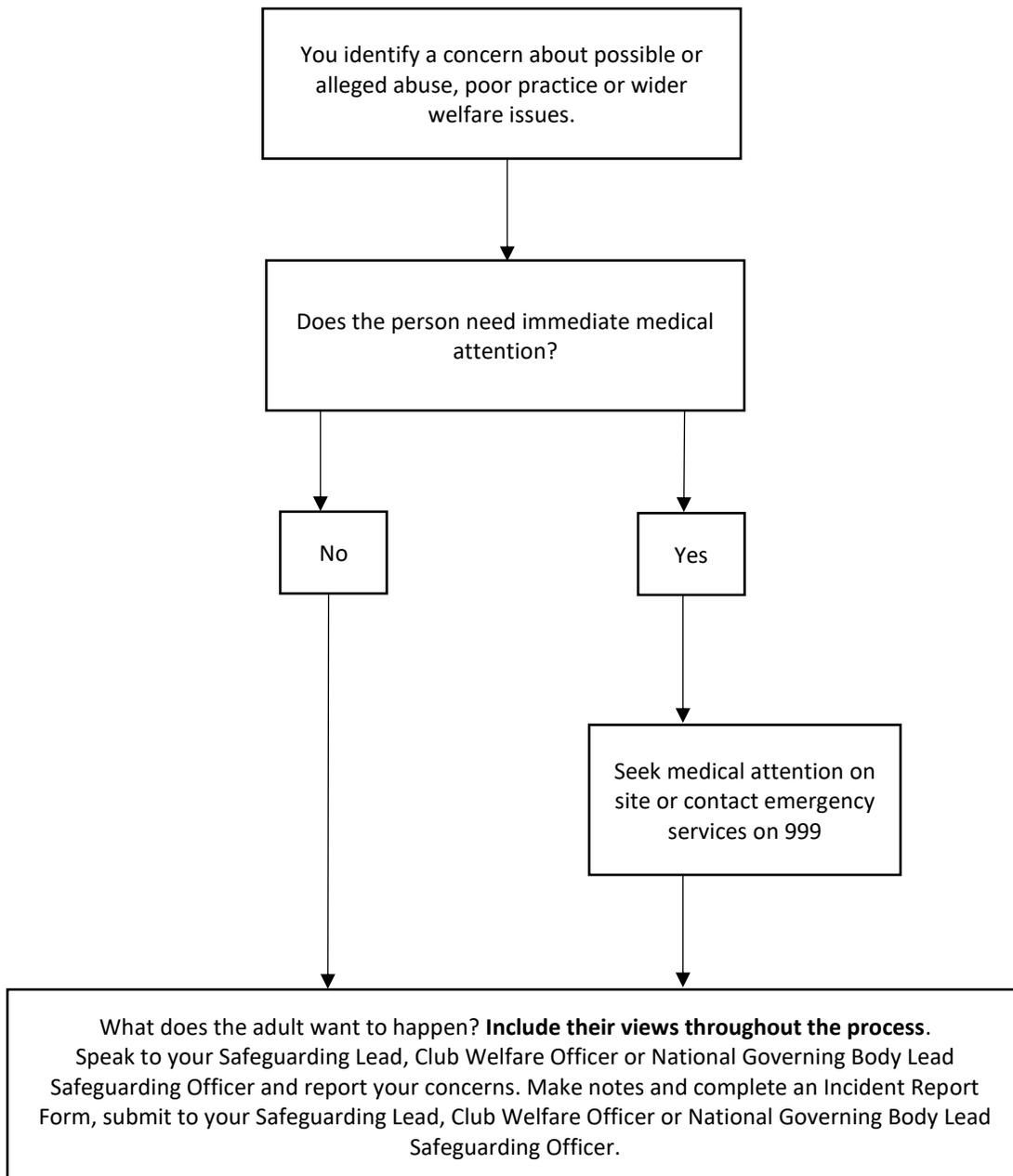
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Do you have concerns about an adult?

Safeguarding is everyone's responsibility

If you have concerns about an adult's safety or wellbeing you must act on these

It is not your responsibility to decide whether or not an adult has been abused. It is however your responsibility to act on any concerns.



Scope & Policy Statement

Get Berkshire Active (GBA) is the Active Partnership for Berkshire.

GBA is committed to working in partnership with organisations delivering sport and physical activity within the County, to promote and deliver best practice when working with children, young people and adults. All children and adults are entitled to protection from harm and have the right to take part in sport and physical activity in a safe, positive and enjoyable environment. GBA and its partners have a duty of care to safeguard all children and adults involved in sport and physical activity from harm. All children, adults and others who may be particularly vulnerable must be taken into account.

GBA recognises that it is not appropriate to operate combined policies regarding the safeguarding of children and of adults, due to the vast differences in legal and statutory requirements. Therefore, the information in this document only applies to GBA's work with adults and relates to all staff and volunteers employed or deployed by GBA for the programmes over which it has supervision and control.

For information regarding GBA's policies and procedures regarding its work with children, please refer to the GBA Safeguarding and Protecting Children Policy and Procedures via our website: <https://getberkshireactive.org/safeguarding-children-and-young>, or contact the Head of Sport England Programmes (see Appendix A for Contacts).

This policy aims to ensure that safeguards are put in place to keep adults safe and to prevent harm from occurring when participating in sport and physical activity. Safeguarding adults is an important responsibility for GBA and its partnering organisations and if done effectively will create wider participation in sport and physical activity and will ensure safe access for everyone. It is recognised that the sphere of influence is limited to specific partners (see page 7), but efforts will be made to encourage other local sports organisations and agencies to use this document as a model upon which to develop their own policies and procedures.

The policy and procedures take effect from July 2016, it was reviewed in August 2019 and will be reviewed annually or in light of significant organisational change or legislation, or in the event of a serious incident. This work will be led by the Health Communities Leads who act as the Adult Safeguarding Leads within the GBA.

Guidance and Legislation

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

- Data Protection Act 2018
- 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
- Freedom of Information Act 2000
- The Human Rights Act 1998

Terminology/definitions

Abuse & Neglect

Abuse and neglect are forms of maltreatment to an individual. These terms refer to a violation of an individual's human and civil rights by any other person(s) and include serious physical and sexual assaults as well as cases where the standard of care does not adequately support the individual's health or development. Abuse to adults may consist of a single act or repeated acts and may be an act of neglect, or omission or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not consented or cannot consent. Adults may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in any relationship or in an institution or community setting and may result in significant harm to or exploitation of the individual

Abuse can also take place using electronic communication. Abuse can occur within all social groups regardless of religion, culture, social class or financial position. Adults may be abused by those known to them or, more rarely, by a stranger. They may be abused by adults, children, peers, paid or voluntary workers, health or social care workers. Often people do not realise they are abusing and sometimes the stress of caring can cause a carer to act out of character.

For information on types of abuse see pages 9-12.

Adult at risk (formerly known as Vulnerable Adult)

A person aged 18 or over who is or may be in need of community care services because of mental or other disability, age or illness **and** is or may be unable to take care of him or herself or take steps to protect themselves from significant harm or exploitation. This could include people with learning disabilities, sensory impairments, mental health needs, older people and people with a physical disability or impairment. The term adult at risk may include any individuals who may be vulnerable as a consequence of their role as a carer in relation to any of the above.

Adults at risk may also include victims of domestic abuse, anti-social abuse behaviour, hate crime, forced marriage and sexual or commercial exploitation (this is not an exhaustive list).

The level of vulnerability may increase or decrease depending on circumstances at the time.

Capacity

Although it is not for individuals to make a decision about whether an adult lacks capacity, it is important that you have an understanding of the 'notion' of capacity when safeguarding adults.

Capacity refers to an individual's ability to make a decision or take a particular action for themselves at a particular time, even if they are able to make other decisions. For example, they may be able to make small decisions about everyday matters such as what to wear for a sports activity, or what a healthy sports diet would be, but they lack capacity to make more complex decisions about financial matters.

Parent

The term 'parents' also refers to carers or guardians of adults, or people with parental responsibilities for an adult.

Poor Practice

Poor practice includes any behaviour that contravenes the organisation's Code of Conduct which is based around:

- **rights** of the; participant, player, parent, coach, official, volunteer
- **responsibilities** for the welfare of the; participant, players, activity, sport, the profession of coaching, and their own development
- **respect** for other players, participants, officials and their decisions, coaches, volunteers, the rules

Safeguarding

The process of protecting children and adults from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables them to have optimum life chances.

Principles

- the welfare and safety of adults is of primary concern
- everyone has the right to be treated as an individual
- all adults have a right to be safe and to be treated with dignity and respect, with a right to privacy
- all adults, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse
- all incidents of suspected poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- confidentiality should be upheld in line with the Data Protection Act (1998), and the Freedom of Information Act (2004)
- this policy will be promoted to all staff and volunteers, partners and customers, and will be available on the GBA website and in additional formats as required
- all GBA staff, volunteers and partnering organisations have a role to play in ensuring that the responsibilities/commitments to safeguarding set out in this policy are upheld and at the forefront of everything they do.

The Care Act sets out the following principles that should underpin safeguarding of adults, including sport and activity organisations.

- **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 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."*

Responsibilities

As GBA is funded to deliver local projects as well as commissioning projects to third party organisations, there are two main areas of responsibility that need to be outlined when looking at safeguarding adults as depending on the situation/programme concerned different levels of responsibility may occur.

These are:

- Operational – this is in relation to GBA employed staff and GBA run projects and is where GBA are directly responsible for the safety of adults in our care
- Strategic – involves work with partners (particularly on the Sport England funded projects/programmes) where GBA can not take overall responsibility but has a commitment to safeguarding and plays a pivotal role in advising and supporting it's partners

Operational Responsibilities

GBA will:

- take a constructive approach to safeguarding adults and accept the moral and legal responsibility to provide a duty of care to protect and safeguard the wellbeing of adults engaged in any activity over which it has supervision and control.
- emphasise that everyone in sport and physical activity delivery has a shared responsibility to ensure the safety of adults.
- respect and promote the rights, wishes and feelings of adults.
- promote an organisational culture openness that ensures that all adults, employees, service users and carers are listened to and respected as individuals and feel they can raise their concerns and know that they will be listened to, without worrying that something bad will happen as a result.
- undertake recruitment procedures that take account of the need to protect adults and include arrangements for appropriate checks on new staff and volunteers, in accordance with GBA recruitment practices.
- train and supervise its employees and volunteers to adopt best practice to safeguard and protect adults from abuse, and reduce the likelihood of allegations of abuse against themselves.
- require all staff and volunteers to adopt and abide by this Policy and Implementation Procedures, and the Code of Ethics and Conduct.
- seek to ensure that sport and physical activity delivery is inclusive and provides a positive experience for all.
- ensure that parents, adults, staff and volunteers are provided with information about this policy, what it does, and what they can expect from GBA.
- ensure that parents, adults, staff and volunteers are provided with clear procedures to voice their concerns or lodge complaints if they feel unsure or unhappy about anything.
- maintain confidentiality and ensure information is shared as appropriate with other agencies in all cases involving safeguarding, in line with current legislation.
- respond to any allegations and concerns appropriately and implement the appropriate disciplinary and appeals procedures, in accordance with GBA disciplinary procedures.

- continually seek ways to improve the safety and wellbeing of all adults who play sport and take part in physical activity.
- commit to and lead on the continuous development, monitoring and review of this policy and the procedures outlined within it.

Strategic Responsibilities

GBA is committed to increasing awareness around the importance of safeguarding adults in sport and will promote this policy to its partners to ensure best practice is adopted throughout the County.

Partners of GBA can be defined as:

- organisations who are awarded funding from GBA
- organisations with whom GBA has a Service Level Agreement or other partnership agreement
- organisations whom GBA commissions to provide a service
- organisations to whom GBA award Clubmark or other accreditation

Partners could include, but are not limited to: Local Authorities, sports clubs, Governing Bodies of Sport, leisure/activity providers, schools, colleges, School Games Organisers, Community Sports Networks, media agencies, event management companies, training providers, youth service, sports facilities.

As part of its commitment to safeguarding adults GBA will:

- ensure partner organisations have adequate policies and procedures in respect of safeguarding
- expect partners to respond to any allegations appropriately and implement their own procedures
- ensure that the inclusion of adequate safeguarding arrangements is a key element of all commissioning, funding and partnership agreements
- encourage, support and assist organisations to develop and implement safeguarding policy and procedures.

Our Safeguarding implementation plan outlines how these responsibilities will be achieved and monitored. This implementation plan can be viewed [here](#).

PROCEDURES

Abuse and how it can be recognised

All staff and volunteers should have an understanding of abuse and neglect and know how and when to take action. GBA with its partners will put in place training and support programmes to ensure that all personnel are able to effectively deal with any suspicions of poor practice, abuse or neglect.

Types of abuse

The following categories of abuse are not mutually exclusive and a vulnerable adult may be subjected to more than one type of abuse at the same time, whatever the setting. It is important to recognise that some adults may reveal abuse themselves by talking about or drawing attention to physical signs or displaying certain actions/gestures. This may be their only means of communication and it is therefore important for carers to be alert to these signs and to consider what they might mean.

Physical

- Hitting, slapping, scratching
- Pushing or rough handling
- Assault and battery
- Restraining without justifiable reasons
- Inappropriate and unauthorised use of medication
- Using medication as a chemical form of restraint
- Inappropriate sanctions including deprivation of food, clothing, warmth and health care needs

In a sport/physical activity situation indicators could include:

- any unwanted physical contact
- a coach disregarding the individual requirements of each vulnerable person's needs when setting a training programme e.g. allowing those who are limited by a physical impairment to undertake long, continuous ergo training

Sexual

- Sexual activity which an adult cannot or has not consented to or has been pressured into
- Sexual activity which takes place when the adult client is unaware of the consequences or risks involved
- Rape or attempted rape
- Sexual assault and harassment
- Non contact abuse e.g. voyeurism, pornography.

In a sport/physical activity situation indicators could include:

- Either direct or indirect involvement in sexual activity or a relationship whereby consent has not occurred, there is a lack of capacity to give consent or that someone has been coerced into a relationship due to another person's position of trust
- a coach engaging in unnecessary and inappropriate physical contact
- a coach making suggestive comments to their participants
- an individual spending an unnecessary amount of time in the changing area where adults at risk are present

Psychological/Mental/Emotional

- Emotional abuse
- Verbal abuse
- Humiliation and ridicule
- Threats of punishment, abandonment, intimidation or exclusion from services
- Isolation or withdrawal from services or supportive networks
- Deliberate denial of religious or cultural needs
- Failure to provide access to appropriate social skills and educational development training

In sport/physical activity, emotional abuse can include: threats, humiliation, intimidation, blame, control, coercion, bullying and cyber-bullying. It is often where a person's emotional health and development is harmed and results in distress, denial of self-

expression, privacy or dignity, isolation or over dependence. Emotional and psychological harm rarely occur in isolation and is usually present with each other type of abuse.

In a sport/physical activity situation indicators could include:

- a carer or coach subjecting an adult to constant criticism, shouting, name-calling, sarcasm, bullying or discriminatory behaviours or prejudicial attitudes
- a carer or coach putting an adult under unrealistic pressure in order to perform to high expectations

Financial

- Misuse or theft of money
- Fraud and/or extortion of material assets
- Misuse or misappropriation of property, possessions or benefits
- Exploitation, pressure in connection with wills, property or inheritance

In a sport/physical activity situation indicators could include:

- blackmailing an adult by requiring financial or material payment in return for certain benefits such as sports awards or complements
- charging adults more than the standard fee for participation in sports activities

Neglect and acts of omission

- Ignoring medical or physical care needs
- Failure to access care or equipment for functional independence
- Failure to give prescribed medication
- Failure to provide access to appropriate health, social care or educational services
- Neglect of accommodation, heating, lighting etc
- Failure to give privacy and dignity

In a sport/physical activity situation indicators could include:

- a coach not keeping an adult safe by exposing them to undue cold, heat or the unnecessary risk of injury
- a parent, guardian or carer consistently leaving an adult without adequate provisions e.g. food, water, clothing, sun block where they are unable to provide themselves with these provisions
- coaches not taking a players injury seriously and asking them to continue playing
- situations where medication is given to ease the pain from injury so play can continue when rest would actually be more appropriate

Discriminatory

- Discrimination demonstrated on any grounds including sex, race, colour, language,
- Culture, religion, politics or sexual orientation.
- Discrimination that is based on a person's disability or age.
- Harassment and slurs which are degrading.
- Hate crime. (see policy section 4.13)

In a sport/physical activity situation indicators could include:

- a referee refusing to umpire female events
- females not being give 'prime court or facility time'
- using sexist or discriminatory language towards others for example male players using language such as 'you hit like a girl', or other saying 'that was gay'

Institutional - Neglect and poor standards of care in hospitals, day centres and care homes

Domestic – Adults may be the victims of domestic abuse themselves or be affected by it occurring in their household. Domestic abuse is likely to have a serious effect on a vulnerable adult's physical and mental wellbeing.

Who may be an abuser?

- A family member, parent, child, spouse other relative
- Friend or neighbour
- Paid or volunteer carer
- Visitor
- Professional member of staff, health worker, social carer or other worker
- Visitor of contact
- Another adult at risk

Recognising abuse

Factors described below are frequently found in cases of abuse and/or neglect. Their presence is not proof abuse has occurred but must be regarded as indicators of possible significant harm. Such indications justify the need for careful assessment and discussion with the designated officer and may require consultation with and/or referral to Local Adult Services.

Indications that an adult may be experiencing abuse include the following:

- the adult appears frightened of the parent/s/peers/adults
- the adult acts in a way that is inappropriate to her/his age
- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which the explanation seems inconsistent
- unexplained changes in behaviour
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adults, particularly those with whom a close relationship would normally be expected
- has difficulty in making friends
- is prevented from socialising with other adults/young people
- displays variations in eating patterns including overeating or loss of appetite
- loses weight for no apparent reason
- becomes increasingly dirty or unkempt

Abuse can also occur through social media and this is often harder to detect. It is important to remember that the type of abuse that can occur through social media always includes emotional and psychological abuse and can include sexual and financial abuse. Social media includes (but is not limited to): networking sites such as Facebook, Twitter, Instagram and LinkedIn, email, text messages, Skype and instant messaging services.

Some examples of abuse that can occur through social media include:

- Unwanted sexual text messages (sexual abuse)
- Unwanted communication or stalking/harassment (emotional abuse)
- Inappropriate messaging; with kisses attached (emotional and sexual abuse)
- Requests for money (financial abuse)
- Intimidation (emotional abuse)
- Sexual coercion (sexual abuse)
- Cyber-bullying (emotional abuse)

It is not the responsibility of those working in sport and physical activity to decide that abuse to an adult is occurring, but it is their responsibility to act on any concerns.

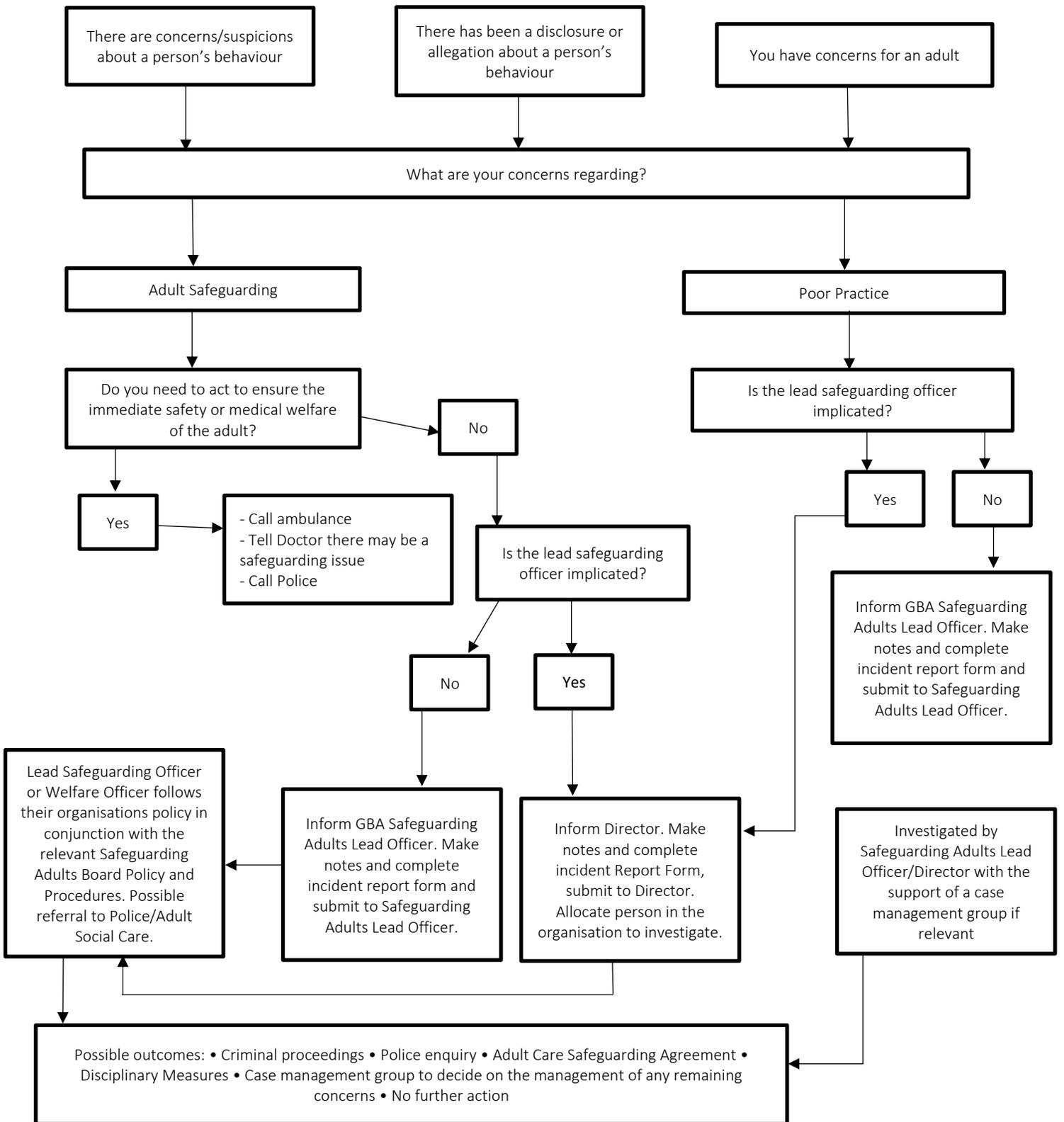
Reporting procedure

Any safeguarding concerns regarding a child or young person under the age of 18 should be dealt with using the Get Berkshire Active Safeguarding and Protecting Children in Sport - Policy

As soon as any form of abuse becomes apparent it should be reported to the relevant organisation. Remember to follow the principle of making safeguarding personal and include the adult throughout the process.

Organisation		Contact
Get Berkshire Active	Adult Safeguarding Lead	Kirsty Heath (Mon, Tues, Fri) – 01628 472851/07394 564540
	Deputy Adult Safeguarding Lead	Cathy Carr (Mon, Tues, Weds, Thurs) – 01628 472851/07912 178652
	Children and Young People Safeguarding Lead	James Craggs – 01628 472851/07725654781
	Deputy Children and Young People Safeguarding Lead	Chelsea Piggott – 01628 472851
Berkshire Police	08458 505505	
In an emergency dial 999		
Adult Safeguarding Local Authority Contacts		
Bracknell – 01344 351500. Adult Safeguarding concerns can also be reported via an online form here .		
Reading – 0118 937 3747 (01344 786543 out of hours). Concerns can also be reported via an online form here .		
Slough – 01753 475111 (option 1) (01344 786543 if it's out of hours) or email and online form options can be used to report concerns, details here .		
West Berkshire - 01635 519056 or safeguardingadults@westberks.gov.uk . You can report concerns online here .		
Windsor and Maidenhead - 01628 683744 (out of hours - 01344 786543).		
Wokingham – 0300 365 1234 (out of hours – 01344 786543) Concerns can also be reported via an online form here .		
Berkshire Safeguarding Adults website - https://www.berkshiresafeguardingadults.co.uk/ features policies and procedures for all six unitaries.		
Safeguarding Adults Boards		
Bracknell Forest Safeguarding Adults Partnership Board - https://bfrbwm.safeguardingadultsboard.org.uk/sab		
RBWM Safeguarding Partnership – The Royal Borough Windsor & Maidenhead Safeguarding Partnership website (rbwmsafeguardingpartnership.org.uk)		
Slough Safeguarding Adults Board - https://www.sloughsafeguardingboards.org.uk/sab		
West of Berkshire Safeguarding Adults Board (covers Reading, West Berkshire and Wokingham) - http://www.sabberkshirewest.co.uk/		
National Governing body contacts		
Safeguarding contact details for NGB's can be found here .		

Get Berkshire Active Reporting Process Flowchart



Remember to involve the adult at risk throughout the process where possible and gain consent for any referrals to social care if the person has capacity.

Assessing capacity

A person's capacity must be assessed at the point at which a decision is needed, taking into account relevant and immediate circumstances as well as possible long-term issues.

Adults are assumed to be competent to give consent in making decisions, unless otherwise demonstrated by their capacity being affected by things such as; medication, substances and some untreated mental health issues. For adults, this means that they have the capacity to choose how they live and make decisions about their safety, even if we do not agree with certain decisions.

If you are unsure or concerned that the person may not have the mental capacity to make an informed choice about their safety or evaluate the risk of abuse with their situation, you can report this to the Welfare Officer, NGB Safeguarding team or the Safeguarding Officer at GBA without consent.

Confidentiality

Protection of adults raises issues of confidentiality which must be clearly understood by all. The following guidelines should be adopted when concerns around adult protection arise to ensure that the referral procedure complies with the Data Protection Act (1998) and the Freedom of Information Act (2004).

- Staff, volunteers and trustees have a professional responsibility to share relevant information about the protection of adults with other professionals, particularly investigative agencies and adult social services
- Clear boundaries of confidentiality will be communicated to all
- All personal information regarding adults will be kept confidential. All written records will be kept in a secure area for a specific time as identified in data protection guidelines. Records will only record details required in the initial contact form
- If an adult confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the adult sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies
- Within that context, the adult must, however, be assured that the matter will be disclosed only to people who need to know about it
- Where possible, consent must be obtained from the adult before sharing personal information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the **safety and welfare of the adult is the priority**
- Where a disclosure has been made, staff must let the adult know the position regarding their role and what action they will have to take as a result
- Staff must assure the adult that they will keep them informed of any action to be taken and why. The adults' involvement in the process of sharing information must be fully considered and their wishes and feelings taken into account

Information Sharing

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

1. Is the adult placing themselves at further risk of harm?
2. Is someone else likely to get hurt?
3. 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.
4. 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 with your Welfare Officer, NGB Safeguarding team, Safeguarding Officer at GBA and Police or Adult Social Care.

When sharing information there are 7 Golden Rules that should always be followed.

1. Seek advice if in any doubt - Without disclosing the identity of the person where possible, consult with your Welfare Officer, NGB Safeguarding team or the Safeguarding Officer at GBA.
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 well-being 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) - The 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.

Appendix A - Contacts

Organisation		Contact
Action on Elder Abuse	National organisation who aim to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.	080 8808 8141 (UK helpline) enquiries@elderabuse.org.uk
Ann Craft Trust (ACT)	ACT is a national organisation working with staff in the statutory, independent and voluntary sectors in the interests of people with learning disabilities who may be at risk from abuse. 01159 515400 - ann-craft-trust@nottingham.ac.uk	Nicola Dean - Safeguarding Adults in Sport Manager – 01159 515400 n.dean@nottingham.ac.uk
Carers Direct	If you are a carer, the helpline advisers can give you information to help make decisions about your personal support needs and the needs of the person you're looking after. This information includes assessments, benefits, direct payments, individual budgets, time off and maintaining, leaving or going back to work or education. The Carers Direct helpline advisers can put you in touch with specialist national or local sources of help, including social care, healthcare and self-help networks and resources.	0300 123 1053 The helpline is open from 9am-8pm Monday to Friday, and from 11am-4pm at weekends. The helpline is closed on bank holidays. The cost of the call is the same as a call to a number beginning 01 or 02 (known as "geographic numbers").
Mental Health Teams (Adult Community)	Information regarding Mental Health Teams (Adult Community) for Berkshire	https://www.berkshirehealthcare.nhs.uk/our-services/adult-healthcare/community-mental-health-team-cmht/
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.	0808 8080700 (Freephone Helpline) 02073 830700 – London Office admin@respond.org.uk

Appendix B – Incident Report Form

Incident Report Form	
Date of Incident:	Location of incident:
Time of Incident:	
Details of individuals involved in incident:	Name of all individuals that dealt with the incident:
Name _____	
Date of Birth _____ Male Female	
Any known disability _____ Ethnic Background _____	
Individuals address and contact number:	
Details of incident:	
Circumstances or nature of suspected/alleged incident:	
Individuals disclosure: (in own words where possible. Do not lead the adult and record facts)	
Continue on a separate sheet if necessary	
Witness observations:	
Continue on a separate sheet if necessary	
Consent of individual	
I am happy for the information on this form to be shared as necessary.	
Signed _____ Print Name: _____	
Details of suspected/alleged abuser	
Name: _____	
Address (if known): _____ _____	
Contact number (if known): _____	
If you are passing on someone else's concerns, record their:	
Name: _____ Contact number: _____	
Position: _____ Organisation: _____	
Action taken	
Detail what action has been taken so far.	

Appendix C –

The following links may be of use when understanding or reporting safeguarding adult's issues:

[Berkshire Safeguarding Adults Policies and Procedures](#)

Equality and Diversity

[Get Berkshire Active's Equality and Diversity Statement](#)

DBS checks in sport – working with adults

[Criteria and decision-making process behind the eligibility of generic roles](#)

Domestic Abuse

[Advice and information \(including how to report domestic abuse\) from Thames Valley Police](#)

Mental Capacity & Deprivation of Liberty Safeguards (DoLS)

[Mental Capacity principles, DoLS info and coordinator contacts for Berkshire West](#)

[Deprivation of Liberty Safeguards – Slough Borough Council](#)

[Deprivation of Liberty Safeguards procedure | Bracknell Forest Council \(bracknell-forest.gov.uk\)](#)

[Deprivation of Liberty Safeguarding \(DoLS\) | Optalis \(Windsor & Maidenhead\)](#)

Female Genital Mutilation

[Mandatory reporting of Female Genital Mutilation - procedural information](#)

Forced Marriage

[Handling cases of forced marriage](#)

Sexual Exploitation, modern slavery and human trafficking

[Modern Slavery information and advice \(including how to report a concern\) from Thames Valley Police](#)

Information Sharing and Confidentially

[A guide to support implementation of the adult safeguarding aspects of the Care Act 2014](#)

Working with care and support agencies

[A six step process for raising and processing concerns – the process is the same for all 6 unitaries](#)

People in positions of trust

[Framework for the management of allegations against people in positions of trust \(Berkshire wide\)](#)