

Get Berkshire Active

Safeguarding Adults Policy

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Staff Handbook
Safeguarding Children and Young People
Equity, Equality, Diversity and Inclusion
Data Protection
Recruitment and Selection

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Document Distribution

This document will be distributed to:

Name	Job Title	Email Address
All Staff		

Contents

Page 3	Foreword
Page 3	Policy Statement
Page 3-4	Scope
Page 4	Purpose
Page 4-5	Legislation—What is Adult Safeguarding?
Page 5-8	Implementation and Responsibilities
Page 8	Receiving and Managing Concerns (Overview)
Page 9	Whistleblowing

Appendices

Page 10	A – Safeguarding Principles
Page 11	B – Making Safeguarding Personal
Page 12	C – Definition and Types of Abuse
Page 14	D – Recognising Abuse and Indicators of Abuse
Page 16	E – A Breach of a Position of Trust with an Adult at Risk
Page 17	F – Get Berkshire Active Reporting Process Flowchart, Mental Capacity, Confidentiality and Information Sharing
Page 20	G – Incident & Concern Reporting Form
Page 22	H – Key Contacts

Foreword

Physical activity is powerful, be that simply moving or playing sport.

As individuals, being active is probably the most important lifestyle change we can make to benefit our physical and mental wellbeing. There is overwhelming evidence that being active has a preventative and therapeutic effective on more than 23 physical and mental health conditions. It can improve such things as confidence, communication and cooperation.

Sport and Physical Activity can deliver individual and community change such as supporting positive life choices, tackling crime, improving employability and reducing loneliness and isolation.

For society, increasing the numbers of people becoming active will reduce the significant and unsustainable burden on our health and social care system.

Our Vision: Inspired people and communities creating a happier, healthier more resilient Berkshire.

Our Mission: Our Mission is to be passionate about the value and benefit of Physical Activity. We will collaborate across all sectors, locally and nationally, using our skills, knowledge and resource to ensure equitable provision and participation in physical activity to address wider social outcomes and inequalities.

Policy Statement

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.

Get Berkshire Active believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religions, ethnic ordinal, sexual orientation, marital or gender status. Everyone is entitled to protection from harm and has 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.

Scope

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 Safeguarding Lead for Children and Young People (see Appendix H 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, 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 went through a major revision in November 2023 (resulting in Version 3 of the policy) 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 Strategic Leads for Living Well & Ageing Well who act as the Adult Safeguarding Leads within GBA. The same individuals function as lead and deputy for Equality and Diversity. Get Berkshire Active is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, gender identity, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief. The principles outlined in this policy will inform other, relevant policies and procedures including (but not limited to) GBA's Equality, Equity, Diversity and Inclusion (EEDI) policy and our Diversity & Inclusion Action Plan (DIAP).

Purpose

This policy aims to cover:

- The legislation, our commitment and procedures for safeguarding adults
- Our role and responsibility for safeguarding adults
- What to do or who to speak to if someone has a concern relating to the welfare of wellbeing of an adult.

Legislation – what is adult safeguarding?

“Adult safeguarding” is working with adults with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities.

The Care Act 2014

The practices and procedures within this policy are based on the principles contained within the UK

legislation and Government Guidance and take the following into consideration:

- UK General Data Protection Regulation (2021)
- 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

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) and;
- Is experiencing, or is at risk of, abuse or neglect; and;
- 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.

Please refer to the Appendices (pages 10-16) for Safeguarding Principles (Appendix A), Making Safeguarding Personal (Appendix B), Definitions and Types of Abuse (Appendix C), Recognising abuse and indicators of abuse (Appendix D) and what abuse and poor practice might look like (Appendix E).

Implementation and Responsibilities

Get Berkshire Active has a duty to ensure that the welfare of all adults is ensured. As part of this Get Berkshire Active needs to understand when to implement their safeguarding adults reporting procedures.

GBA has two main areas of responsibility regarding safeguarding adults and, 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 cannot take overall responsibility but has a commitment to safeguarding and plays a pivotal role in advising and supporting its 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. Any violation of a position of trust with an adult at risk will be deemed a breach of this policy and therefore subject to disciplinary procedures.
- 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 of 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.
- Nominate a lead and deputy to ensure that safeguarding policies and procedures are followed and reviewed accordingly.
- 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 Conduct, as part of their induction.
- seek to ensure that sport and physical activity delivery is inclusive and provides a positive experience for all, GBA is committed to advancing equality of opportunity between people; fostering relations between different communities; eliminating discrimination, harassment and victimisation. Everyone is expected to share our commitment including people, organisations, and companies we work in partnership with and those who provide services on our behalf.
- ensure that parents, adults, staff and volunteers are provided with information about this policy, what it does, and what they can expect from GBA. Links to our policy, procedures and

additional resources will be hosted on our website.

- 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, accurately and appropriately record information and share, 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.
- Ensure that adult safety is included in risk assessments.
- 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 & PA 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 GBA support to achieve Clubmark or other accreditation

Partners could include, but are not limited to: Local Authorities, Health Trusts, 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.

In addition to this GBA provides a supporting role to a broad range of organisations where a formal agreement or similar is not required, for example, through our forums, website and newsletter. Where appropriate, GBA will champion good practice to all organisations that are connected to us.

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

Receiving and Managing Concerns (Overview)

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.

What to do if you have a concern or someone raises a concern with you

1. **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.**
2. 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 Get Berkshire Active Lead Safeguarding Officer, or, if the Lead Safeguarding Officer is implicated then report to the Get Berkshire Active CEO and, if the CEO is implicated, contact the Board Champion and Chair of the board. All contact details can be found in Appendix H.
3. Record details of the concern
 - Names and details of people involved.
 - Any additional information known about the people involved.
 - Details of the concern and who raised it - make a note of what the person has said using his or her own words as soon as practicable, take care to distinguish between fact, observation, allegation and opinion.
 - Views and wishes of the adult affected (remember to make safeguarding personal) and inform them it's your duty to pass on your concerns to your lead safeguarding officer.
 - Any reasons for not discussing with the adult affected.
 - Any information known about potential risk to others.
 - Details of anyone else consulted or concern discussed with - be mindful of the need to be confidential at all times, this information must only be shared with your Lead Safeguarding Officer and others on a need-to-know basis.

- Details of any action already taken
4. Use the information collected to complete an Incident & Concern Form (Appendix G) and submit to the Get Berkshire Active Lead Safeguarding Officer who will then continue with the process from this point on.

Find the full process flow chart in Appendix F (p17)

Following the disclosure of a safeguarding concern a one-to-one meeting will be held with the relevant line manager to determine if any support for the member/s of staff involved is required.

Whistleblowing

Full Whistleblowing Policy and Procedures can be found in the Get Berkshire Active Staff Handbook [here](#) (page 26).

Appendix A; Safeguarding Principles

The Care Act sets out the following 6 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.”

Appendix B – Making Safeguarding Personal

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 that take 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 taken into account 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 that must be followed whenever a concern is raised.”

However, the Act is also clear that there are key issues that should be taken into account when abuse or neglect are suspected, and that there should be clear guidelines regarding this.

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

Appendix C – Definition and Types of Abuse

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

There are different types and patterns of abuse and neglect and different circumstances in which they may take place. The Care Act 2014 identifies the following as an illustrative guide and is not intended to be exhaustive list as to the sort of behaviour which could give rise to a safeguarding concern.

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.

Modern Slavery

This encompasses slavery, human trafficking, forced labour and domestic servitude.

Domestic Abuse

This includes psychological, physical, sexual, financial and emotional abuse perpetrated by anyone within a person's family. It also includes so called 'honour' based violence.

Discriminatory

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

This includes 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 because of the structure, policies, processes and practices within an organisation.

Physical

This includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Financial or material

This includes 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/Acts of omission

This includes ignoring medical or physical care needs, failing 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

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 to safeguarding adults in sport and physical activity:

Cyber Bullying

Cyberbullying 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

This is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

Mate Crime

A 'mate crime' is when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them (Safety Network Project, ARC). It may not be an illegal act but still has a negative effect on the individual. Mate Crime is carried out by someone the adult knows and often happens in private.

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.

Appendix D - Recognising Abuse and Indicators of Abuse

Recognising abuse - 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

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.

Appendix E – A Breach of a Position of Trust with an Adult at Risk

Here are some common elements that might constitute a breach of trust:

Abuse or Neglect: Any form of physical, emotional, or financial abuse or neglect that causes harm or distress to the adult at risk.

Exploitation: Taking advantage of the vulnerable adult for personal gain, which could include financial exploitation, manipulation, or coercion.

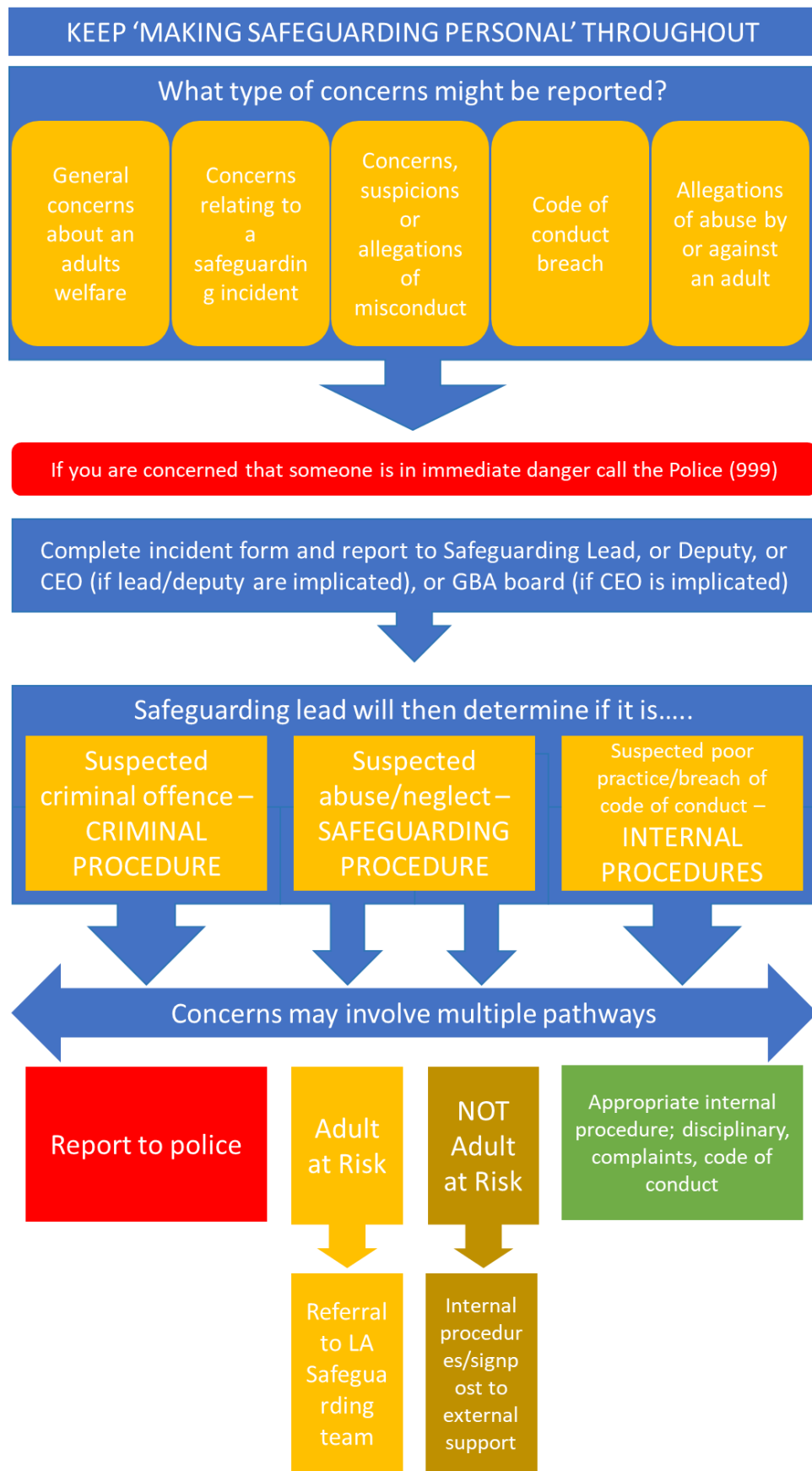
Failure to Provide Care: Neglecting to provide necessary care or assistance, especially if the person in a position of trust has a duty to do so.

Violation of Confidentiality: Sharing sensitive information about the adult at risk without proper authorization or in a way that could lead to harm.

Conflict of Interest: Engaging in activities or behaviours that create a conflict between the interests of the person in a position of trust and the well-being of the adult at risk.

Failure to Report: Not reporting suspected abuse or neglect when required by law, professional standards, or organizational policies.

Appendix F: Get Berkshire Active Reporting Process Flow Chart



When going through this process also consider

1. Mental Capacity
2. Confidentiality
3. Information Sharing

Mental 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 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 UK General Data Protection Regulation (2018) 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 considered.

Information Sharing

As a general principle, no action should be taken for, or on behalf of, an adult without obtaining their consent. However, there are occasions where you may need to raise a concern without the persons consent, 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?
5. Does the person lack capacity to consent?

If the answer to any of the questions above is 'yes' - then you can share without consent and need to share the information with the 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 Safeguarding Officer at GBA.
2. Be transparent - UK General Data Protection Regulation (2021) is not a barrier to sharing information but to ensure that personal information is shared appropriately; except in circumstances whereby 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 UK General Data Protection Regulation (2021)- The UKGDPR is to ensure personal information is shared appropriately, except in circumstances whereby doing so may place the person or others at significant harm.

Appendix G – Incident & Concern Reporting Form

Incident & Concern Report Form	
Today's Date:	
Details of person completing this form Name: Email: Contact Number:	Details of person reporting incident/concern Name: Email: Contact Number
Date of Incident/concern:	Location of incident/concern:
Time of Incident/concern:	
Details of individual involved (for the person that there is a concern about):	
Name: Age: Male Female Any known disability/long term health condition: Does this adult have care and support needs? Address and contact number: Which GBA programme is this individual connected with?	
Details of incident/concern:	
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			
Has consent been provided by this individual to share this concern? YES NO (delete as appropriate)			
(If applicable) Details of suspected/alleged abuser			
Name:			
Address (if known):			
Contact number (if known):			
Action taken			
Due to immediate danger were the police contacted? YES NO (delete as appropriate)			
Has consent been provided by the individual concerned to take action to support their safety and wellbeing? YES NO (delete as appropriate)			
If it is believed that the adult does not have the capacity to consent, have the parents/carers been informed that action is going to be taken to support their safety and wellbeing? YES NO (delete as appropriate)			
Detail what <u>immediate action</u> has been taken so far. <i>Has first aid been administered? Have any other partners/organisations been contacted and any advice given (Police, Local Authority, NGB, ACT)? Include names and contact details where applicable.</i>			
Provide details on planned next steps and who will action these; <i>Is a referral to the Local Authority required? Should this individual be signposted to other organisations for support?</i>			
ACTION	LEAD	BY WHEN (DEADLINE)	PROGRESS/WHAT HAPPENED
Details of Safeguarding Lead/Deputy/CEO leading on this incident/concern			
Name:		Date:	

Appendix H – Key Contacts

Organisation		Contact
Get Berkshire Active	Adult Safeguarding Lead	Kirsty Heath (Mon, Tues, Weds) – 07394 564540
	Deputy Adult Safeguarding Lead	Cathy Carr (Mon, Tues, Weds, Thurs) – 07912 178652
	Children and Young People Safeguarding Lead	James Craggs – 07725654781
	Deputy Children and Young People Safeguarding Lead	Callum Kwasnik - 07596 886105
	CEO	Brett Nicholls - 07912 178654
	GBA Board	Email info@getberkshireactive.org and mark as 'Confidential and Urgent' and 'FAO of GBA Board Safeguarding Champion'
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). Concerns can be reporting via an online form here .		
Wokingham – Contact: Adult Safeguarding Hub on 0118 974 6371 or email: adultsafeguardinghub@wokingham.gov.uk .		
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 - Bracknell Forest Safeguarding Board		
RBWM Safeguarding Partnership – The Royal Borough Windsor & Maidenhead Safeguarding Partnership website (rbwmsafeguardingpartnership.org.uk)		
Slough Safeguarding Partnership - https://www.sloughsafeguardingpartnership.org.uk/		
West of Berkshire Safeguarding Adults Board (covers Reading, West Berkshire and Wokingham) - http://www.sabberkshirewest.co.uk/		
National Organisations		
Safeguarding contact details for NGB's can be found here .		
Ann Craft Trust – www.anncrafttrust.org 01159 515400 - ann-craft-trust@nottingham.ac.uk		
Hourglass – www.wearehourglass.org 0808 808 8141		

Organisation		Contact
Age UK Berkshire	Age UK Berkshire provides health & wellbeing support services for older people across Berkshire to help everyone love later life	0118 948 1894 info@ageukberkshire.org.uk
Carers UK	We're here for unpaid carers with expert information, advice and support, and also campaign to make life better for carers.	0808 808 7777 advice@carersuk.org
Homestart	Home-Start is a local community network of trained volunteers and expert support helping families with young children through their challenging times. We are there for parents when they need us the most because childhood can't wait.	Bracknell: 01344 860 025, office@hsbf.org.uk Reading: 0118 956 0050, office@home-start-reading.org.uk Slough: 01753 572958, office@hsslough.co.uk West Berks: 01635 760310, office@home-startwb.org.uk Wokingham: 07742 012962, admin@home-startwd.org.uk
Mental Health Teams (Adult Community)	Information regarding Mental Health Teams (Adult Community) for Berkshire	https://www.berkshirehealthcare.nhs.uk/our-services/mental-health-and-wellbeing/community-mental-health-team-cmht/
Mind	We provide advice and support to empower anyone experiencing a mental health problem. We campaign to improve services, raise awareness and promote understanding.	Mind Info Line: 0300 1233393 Need Urgent Help - https://www.mind.org.uk/need-urgent-help/using-this-tool/
PANDAS Foundation UK	We are here, whatever the weather, to offer hope, empathy and support for every parent or network affected by perinatal mental illness	FREE helpline number 0808 1961 776 info@pandasfoundation.org.uk
Respond	Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.	0808 8080700 (Freephone Helpline) 02073 830700 – London Office admin@respond.org.uk
Samaritans	Whatever you're going through, a Samaritan will face it with you. We're here 24 hours a day, 365 days a year.	Phone: 116 123 Other ways to get in touch: https://www.samaritans.org/how-we-can-help/contact-samaritan/

