

## Safeguarding Policy

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<b>Communication</b>	To all clients, customers, associates and staff		

Version	Date	Status	Comment
1	28 <sup>th</sup> April 2023	Live	Document relating to the safeguarding of vulnerable adults

## Policy Statement

The Activation Project (TAP) believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

We are committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

We acknowledge that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved.

We recognise that health, well-being, ability, disability and need for considered support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. These factors can vary at different points in people's lives.

We recognise that there is a clear governance framework within which organisations working within health and wellbeing, and, sports and physical activity need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Our actions will strive to be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

### Purpose

The purpose of this policy is to demonstrate the commitment of TAP to safeguarding adults and to ensure that everyone involved in the delivery of our services, like Leader Line, is aware of:

- The legislation, policy and procedures for safeguarding adults.
- Their role and responsibility for safeguarding adults.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation.

### Scope

This safeguarding adult policy apply to all individuals involved in the delivery of our services and duties as a development, training and business-to-business support organisation. This includes the Directors, Staff, Coaches and our Associates.

In respect of our services, we define 'at risk adults' as those over 18, who are often employed or volunteering in another organisation, who may be engaged in or have accessed funding to receive our support or services. We recognise that these adults may have a range of different needs and also experience different forms of permanent or temporary vulnerability, which may be due to situation, circumstance or role.

We also expect our partner organisations, those we collaborate closely with, for example Sport England, Sport Wales, the NHS, other system or development agencies, to uphold, support and demonstrate their commitment to the principles of safeguarding adults in their policies and procedures too.

If required, we will strive to follow their safeguarding policy or practices in the advent of being a contributor to the delivery of one or more of their services.

## **Commitments**

In order to implement this policy, TAP will ensure that:

- Everyone involved with TAP is aware of the safeguarding adult policy and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of an adult they are providing support to or in the capacity of an active bystander.
- Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with this Policy.
- The well-being of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to.
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Information Security and Data Protection Policy
- We will always strive to act in accordance with best practice advice, for example, from UK Sport, Sport England, Sport Wales, Sport Scotland, Sport Northern Ireland, Other development organisations like CIMSPA and UKCoaching, the NHS...
- We will cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.
- All Directors, Staff, Coaches and Associates understand their role and responsibility for safeguarding will have learning opportunities appropriate for their role.
- We utilise appropriate recruitment practices to prevent the employment or contracting of unsuitable individuals in the fulfilment of our services.
- Actions taken under this policy are reviewed by the Board and senior management team on an annual basis.

This policy will be reviewed no less than on a two yearly basis and whenever there are changes in relevant legislation and/or government guidance as required or as a result of any other significant change or event.

### **Implementation**

We are committed to developing and maintaining our safeguarding capability through the implementation this policy. This includes:

- A clear line of accountability within the organisation for the safety and welfare of all adults.
- A process for forming a Case Management Group on a case by case basis, within clear terms of reference and a declared framework to working within.
- Where necessary, access to relevant legal and professional advice.
- Arrangements to work effectively with collaborating or relevant organisations, to safeguard and promote the welfare of adults, including clearly defined arrangements for the sharing information where appropriate.
- Codes of conduct for Board members, Staff, Coaches, Associates and other relevant individuals that specify zero tolerance of abuse in any form.
- Where necessary, risk assessments that specifically include the safeguarding of adults.

Policies and/or procedures that address the following areas and which are consistent with this Safeguarding Adults policy include:

- Organisational governance, structures and procedures
- The TAP People Policies, which includes
  - Bullying and harassment
  - Social Media
  - Whistleblowing
  - Discipline and grievance
- Information security, data protection and information sharing
- Equality, Diversity and Inclusion
- LeaderLine coaching supervision
- Recruitment practices and procedures
- Concerns, Complaints and Compliments practices and procedures