



GREENFIELD CRICKET & SOCIAL CLUB



Safeguarding Adults Policy and Procedures

2020 - 2021



Greenfield Cricket & Social Club Safeguarding Adults Policy and Procedures

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Introduction

Greenfield Cricket & Social Club is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in Cricket and Social Activities in accordance with the Care Act 2014.

Greenfield Cricket & Social Club’s safeguarding adult’s policy and procedures apply to all individuals involved in the Club and adheres to Oldham Adult’s Safeguarding Board’s three year Strategy Statement (see below)

Greenfield Cricket & Social Club will encourage and support partner organisations, including clubs, counties, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding adults policy and procedure

OLDHAM ADULT SAFEGUARDING BOARD (OASB) - 3-Year Strategy Statement

The Care Act 2014 requires that a local authority must have a Safeguarding Adults Board.

The Care Act 2014 states that there are three specific duties, which underpin our work:

- We must publish an annual strategic plan detailing the main objectives of the board, who will implement these and how they will be achieved.*
- We must publish an annual report detailing how we have worked towards achieving our objectives and what collectively we and individually member organisations have done to implement strategy. The annual report must also report the findings of any safeguarding adult reviews.*
- We must decide when a Safeguarding adult review is needed, arrange for this to occur, and if it decides implement its findings. If the Safeguarding Adults Board decide not to implement findings the annual report must also cover why this decision was taken.*

The Care Act 2014 also requires that a Safeguarding Adults Board must assure itself that local safeguarding arrangements are in place and help and protect adults in its area who:

- Have needs for care and support (whether or not the local authority is meeting any of those needs), and*
- Are experiencing, or at risk of, abuse or neglect, and*
- As a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect.*

2.1 Principles

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

The six principles of adult safeguarding

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

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, as I see them 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.”

- 2.1.2 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.
- 2.1.3 Greenfield Cricket & Social Club will seek to ensure that our sport is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- 2.1.4 The rights, dignity and worth of all adults will always be respected.
- 2.1.5 We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.
- 2.1.6 We recognise that a disabled adult may or may not identify themselves or be identified as an adult ‘at risk’.
- 2.1.7 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 Greenfield Cricket & Social Club for example inappropriate behaviour of a coach, or in the wider community.
- 2.1.8 All allegations will be taken seriously and responded to quickly in line with Greenfield Cricket & Social Club’s Safeguarding Adults Policy and Procedures.

- 2.1.9 Greenfield Cricket & Social Club recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.
- 2.2.0 Greenfield Cricket & Social Club is committed to ensuring that all members with safeguarding responsibilities undertake training to gain a basic awareness of signs and symptoms of abuse. GCC committee will ensure that all members with safeguarding responsibilities have access to training around Safeguarding Adults.

3 Guidance and Legislation

3.1 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:

- 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 1994 and 1998

4 Definitions

- 4.1 To assist working through and understanding this policy a number of key definitions need to be explained
- 4.1.1 **Adult at Risk** is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.
In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.
- 4.1.2 **Abuse** "Abuse is a violation of an individual's human and civil rights by any other person or persons" (No Secrets: Department of Health, 2000) See section 5 for further explanations.
- 4.1.3 **Adult** is anyone aged 18 or over.
- 4.1.4 **Adult safeguarding** is protecting a person's right to live in safety, free from abuse and neglect.
- 4.1.5 **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 (MCA 2005).

5 Types of Abuse and Neglect - Definitions from the Care Act 2014

- 5.1 This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue, which could give rise to a safeguarding concern.
- 5.1.1 **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. In Cricket This could be a player whose appearance becomes unkempt, does not wear suitable sports kit and deterioration in hygiene.
- 5.1.2 **Modern Slavery** – encompasses 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. In Cricket you may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
- 5.1.3 **Domestic Abuse** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. Sport may notice a power imbalance between a participant and a family member. For example a participant with Downs syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.
- 5.1.4 **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. This could be the harassing of a club member because they are or are perceived to be transgender/Gay
- 5.1.5 **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. In Cricket, this could be training without a necessary break.

- 5.1.6 **Physical Abuse** – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

This could be a coach intentionally striking a player.

- 5.1.7 **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.

This could be a fellow player who sends unwanted sexually explicit text messages to another and/or to a learning disabled adult they are training alongside.

- 5.1.8 **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.

This could be someone taking equipment from a player without consent.

- 5.1.9 **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.

This could be a coach not ensuring players have access to water.

- 5.1.10 **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.

This could be a player threatening another player with physical harm and persistently blaming them for poor performance.

5.2 **Not included in the Care Act 2014 but also relevant:**

- 5.2.1 **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.

- 5.2.2 **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.

- 5.2.3 **Mate Crime** - a ‘mate crime’ as defined by the Safety Net Project is ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. 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. 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.

- 5.2.4 **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.

Abuse may be carried out deliberately or unknowingly. Abuse may be a single act or acts repeated

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, our own members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

6. Signs and indicators of abuse and neglect

- 6.1 Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the club who a player comes into contact with. Or club members, workers, volunteers or coaches may suspect that a player is being abused or neglected outside of the club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:
- 6.1.1 Unexplained bruises or injuries – or lack of medical attention when an injury is present.
 - 6.1.2 Person has belongings or money going missing.
 - 6.1.3 Person is not attending / no longer enjoying their sessions.
 - 6.1.4 Someone losing or gaining weight / an unkempt appearance.
 - 6.1.5 A change in the behaviour or confidence of a person.
 - 6.1.6 They may self-harm.
 - 6.1.7 They may have a fear of a particular group or individual.
 - 6.1.8 They may tell you / another person they are being abused – i.e. a disclosure

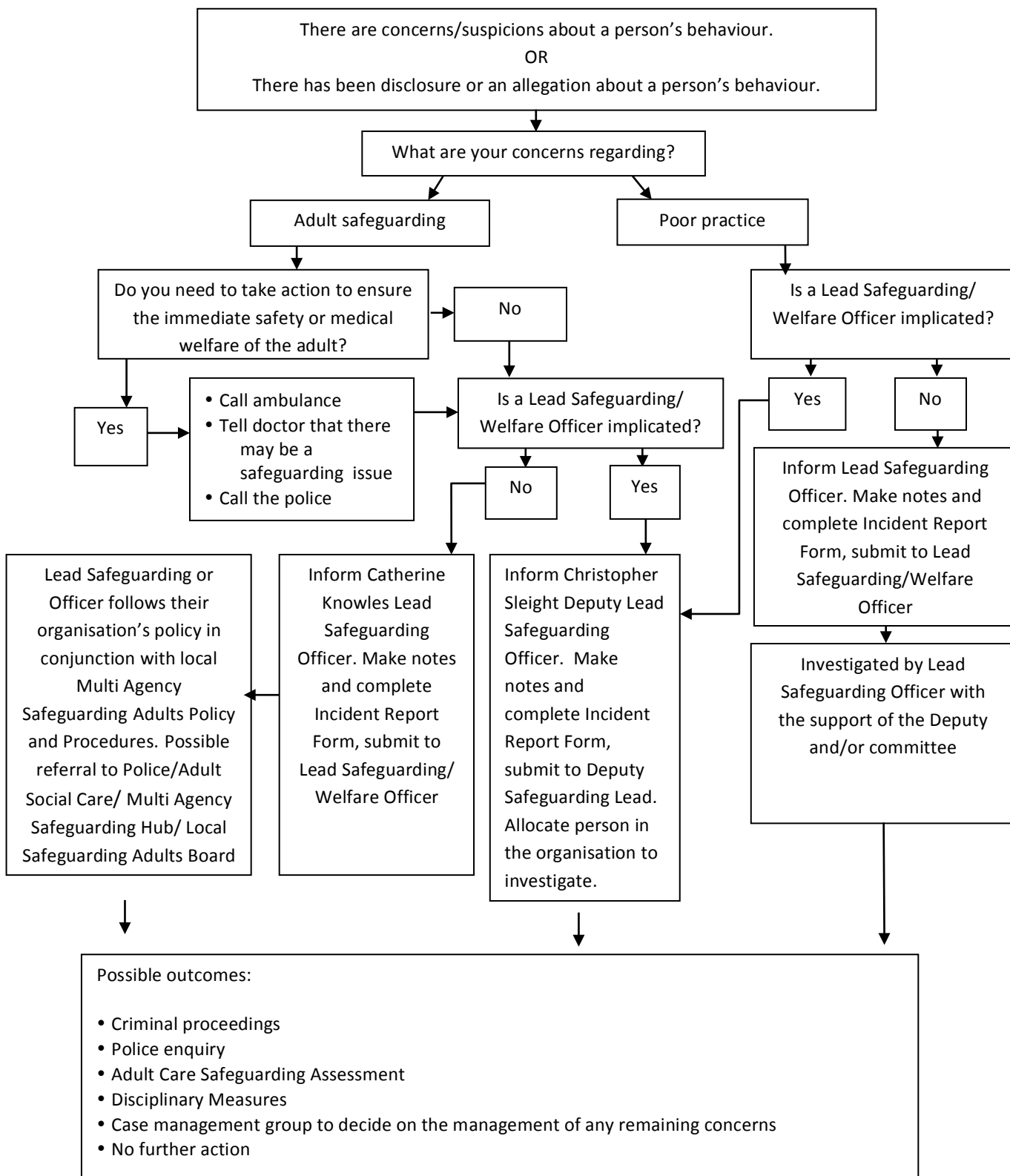
7 What to do if you have a concern or someone raises concerns with you.

- 7.1 You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to the Greenfield Cricket & Social Club's Lead Safeguarding or Welfare Officer, or, if the Lead Safeguarding or Welfare Officer is implicated then report to the Deputy Lead Safeguarding or Welfare Officer.
- 7.3 If you are concerned someone is in immediate danger, contact the police straight away.
- 7.4 It is important when considering your concern that you also consider the needs and wishes of the person at risk, taking into account the nature of the alert, more information on this is given in Appendix 3 'The Legislative Framework'.

8 How to Record a Disclosure

- 8.1 Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the Greenfield Cricket & Social Club's Lead Safeguarding or Welfare Officer.
- 8.2 As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your Lead Safeguarding or Welfare Officer.
- 8.3 Describe the circumstances in which the disclosure came about.
- 8.4 Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- 8.5 Be mindful of the need to be confidential at all times, this information must only be shared with your Lead Safeguarding or Welfare Officer and others on a need to know basis.
- 8.6 If the matter is urgent and relates to the immediate safety of an adult at risk then contact the police immediately.

9. Safeguarding Adults Flowchart - Dealing with Concerns, Suspicions or Disclosure



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

10 Roles and responsibilities of those within Greenfield Cricket & Social Club

10.1 Greenfield Cricket & Social Club is committed to having the following in place:

10.1.1 A Lead Safeguarding & Deputy Safeguarding Officer to produce and disseminate guidance and resources to support the policy and procedures.

10.1.2 A clear line of accountability within the organisation for work on promoting the welfare of all adults.

10.1.3 Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers.

10.1.4 Arrangements are in place to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.

10.1.5 Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.

11 Good practice, poor practice and abuse

Introduction

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual involved in Greenfield Cricket & Social Club to make judgements regarding whether or not abuse is taking place, however, all Greenfield Cricket & Social Club personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

11.1 **Good practice** Greenfield Cricket & Social Club expects that that coaching of players:

- Adopt and endorse the Club's Coaches Codes of Conduct.

Everyone should:

- Aim to make the experience of Greenfield Cricket & Social Club 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.

Coaches and those working directly with adults at risk should:

- Respect the developmental stage of each player and not risk sacrificing his or her welfare in a desire for team or personal achievement.
- Ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the athlete.
- Build relationships based on mutual trust and respect, encouraging adults at risk to take responsibility for their own development and decision-making.
- Always be publicly open when working with adults at risk:
 - Avoid sessions or meetings where coaching an individual player is completely unobserved.
- Avoid unnecessary physical contact with people. Physical contact (touching) can be appropriate so long as:
 - It is neither intrusive nor disturbing.
 - The player's permission has been openly given.
 - It is delivered in an open environment.
 - It is needed to demonstrate during a coaching session.
- Maintain a safe and appropriate relationship with players and avoid forming intimate relationships with players you are working with as this may threaten the position of trust and respect present between athlete and coach. For example Women's cricket
- Be an excellent role model by maintaining appropriate standards of behaviour.
- Gain the adult at risk consent and, where appropriate, the consent of relevant carers, in writing, to administer emergency first aid or other medical treatment if the need arises. For example someone who has a serious allergic reaction to something that can be life threatening and requires immediate treatment.
- Be aware of medical conditions, disabilities, existing injuries and medicines being taken and keep written records of any injury or accident that occurs, together with details of treatments provided.
- Arrange that someone with current knowledge of emergency first aid is available at all times.

- Gain written consent from the correct people and fill out relevant checklists and information forms for travel arrangements and trips. This must be the adult themselves if they have capacity to do so.

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

- Unnecessarily spending excessive amounts of time alone with an individual adult.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allowing or engaging in inappropriate touching of any form.
- Using language that might be regarded as inappropriate by the adult and which may be hurtful or disrespectful.
- Making sexually suggestive comments, even in jest.
- Reducing an adult to tears as a form of control.
- Letting allegations made by an adult go uninvestigated, unrecorded, or not acted upon.
- Taking an adult at risk alone in a car on journeys, however short.
- Inviting or taking an adult at risk to your home or office where they will be alone with you.
- Sharing a room with an adult at risk.
- Doing things of a personal nature that adults at risk can do for themselves.

***Note:** At times it may be acceptable to do some of the above. In these cases, to protect both the adult at risk and yourself, seek written consent from the adult at risk and, where appropriate, their carers and ensure that the Lead Safeguarding and/or Deputy Officer of the club is aware of the situation and gives their approval.*

If, during your care, an adult at risk suffers any injury, seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands/misinterprets something you have done, report these incidents as soon as possible to another adult in the organisation and make a brief written note of it.

12 **Relevant Policies - This policy should be read in conjunction with the following policies approved by Greenfield Cricket & Social Club:**

- GC&SC Constitution
- GC&SC Equal Opportunities Policy
- GC&SC Child Protection Policy
- GC&SC Complaints and Whistle-blowing
- GC&SC Data Privacy Policy
- GC&S Recruitment Policy
- GC&SC Code of Conduct for Junior Players & Parents
- GC&SC Code of Conduct for Members and Guests
- GC&SC Changing and Showering Policy
- GC&SC Photograph and Video Guidelines

- GC&SC Anti Bullying Policy
- GC&SC Transport Policy
- GC&SC Drugs Policy
- All other policies, which are relevant that GCC has in place.

13 Further Information

Policies, procedures and supporting information are available on the Greenfield Cricket & Social Club website: www.greenfieldcc-play-cricket.com

Lead Safeguarding Officer:

Mrs Catherine Knowles – Qualified Social Work England Registered Social Worker – Tel 01457 873681 or 07837 514844: email ck1consultant@sky.com

Deputy Safeguarding Officer

Mr Christopher Sleight - Tel 07837 106487 or 01457 873376: email Christopher.sleight@sky.com

Should none of these named people be unavailable then committee members should contact Adult Social Care Direct directly. See below for contact details.

The roles and responsibilities of the named person(s) are:

- To ensure that all members are aware of what they should do and who they should go to if they have concerns that a vulnerable adult may be experiencing, or has experienced abuse or neglect.
- To ensure that concerns are acted on, clearly recorded and referred to an Adult Social Care Direct team or to the allocated social worker/care manager where necessary.
- To follow up any referrals and ensure the issues have been addressed.
- Consider any recommendations from the Safeguarding Adults process.
- To reinforce the utmost need for confidentiality and to ensure that members and volunteers are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest.
- To ensure that members and volunteers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.
- If appropriate members will be given support and afforded protection if necessary under the Public Interest Disclosure Act 1998: they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and it's outcome



1. Responding to people who have experienced or are experiencing abuse

GCC recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of adult abuse is never easy.

How to respond if you receive an allegation:

- Reassure the person concerned
- Listen to what they are saying
- Record what you have been told/witnessed as soon as possible
- Remain calm and do not show shock or disbelief
- Tell them that the information will be treated seriously
- Don't start to investigate or ask detailed or probing questions
- Don't promise to keep it a secret

If you witness abuse or abuse has just taken place the priorities will be:

- To call an ambulance if required
- To call the police if a crime has been committed
- To preserve evidence
- To keep yourself, members, volunteers and service users safe
- To inform the Designated Named Person in your organisation
- To record what happened

All situations of abuse or alleged abuse will be discussed with the Designated Named Person or their deputy. If a member of the committee feels unable to raise this concern with the Designated Named Person or their deputy then concerns can be raised directly with Adult Social Care Direct. The alleged victim will be told that this will happen. This stage is called the alert.

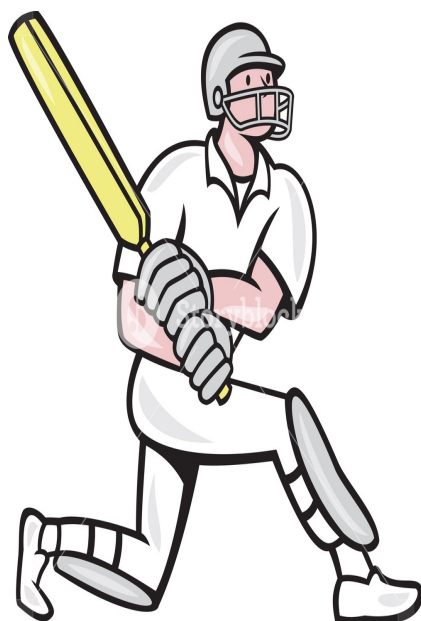
If it is appropriate and there is consent from the individual, or there is a good reason to override consent, such as risk to others, a referral (alert) will be made to Adult Social Care Direct team.

If the individual experiencing abuse does not have capacity to consent a referral will be made without that person's consent, in their best interests.

The Designated Named Person may take advice at the above stage from Adult Social Care Direct and/or the Safeguarding Adults Unit and/or other advice giving organisations such as Police.

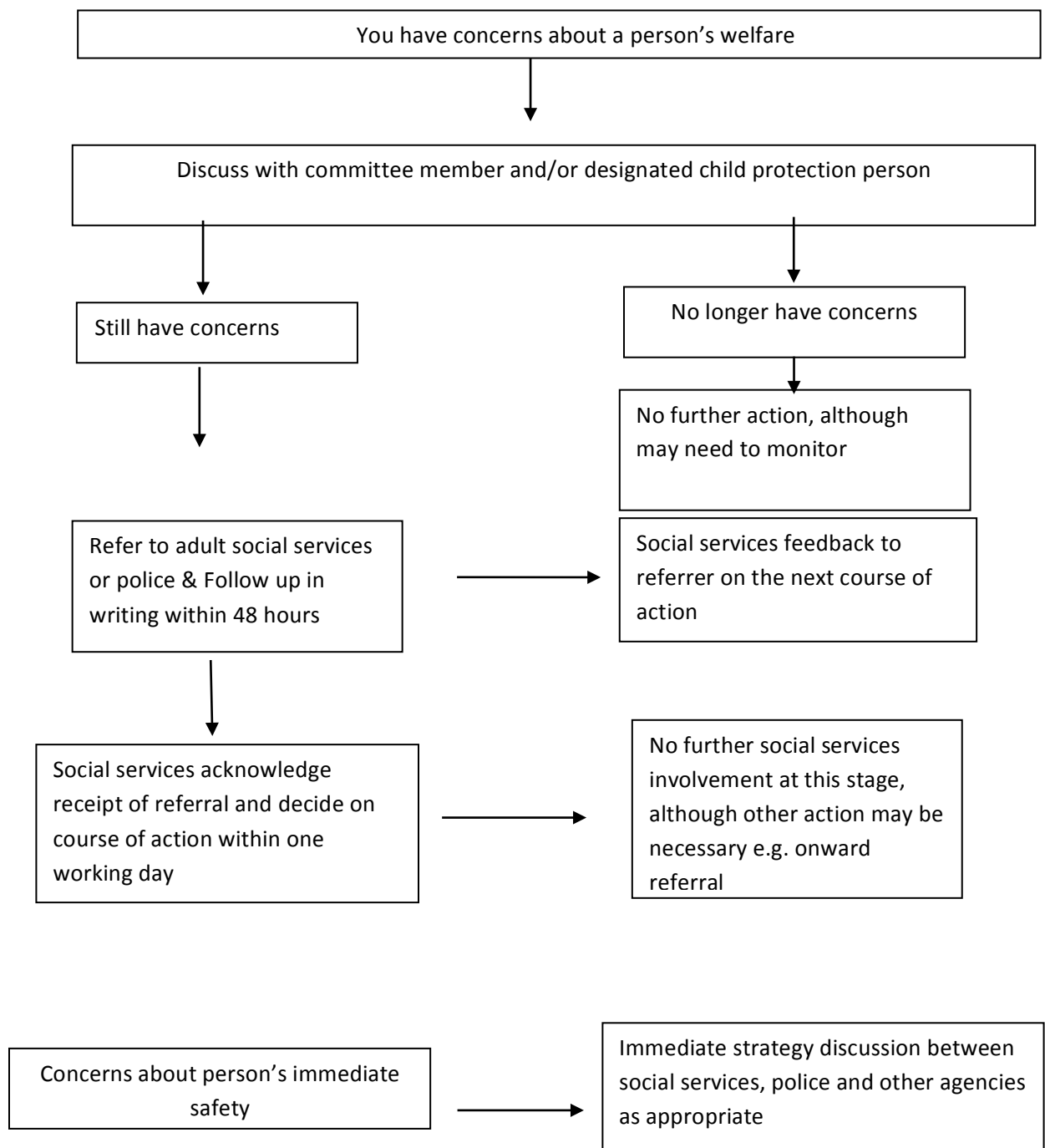
Review date

This policy will be reviewed every two years or sooner in the event of legislative changes or revised policies and best practice.



Appendix 1

Reporting Adult Protection Concerns



If you are concerned about a person suffering abuse, neglect or harm, or at risk of being, Please

contact the MASH TEAM by:

Email: adult.mash@oldham.gov.uk

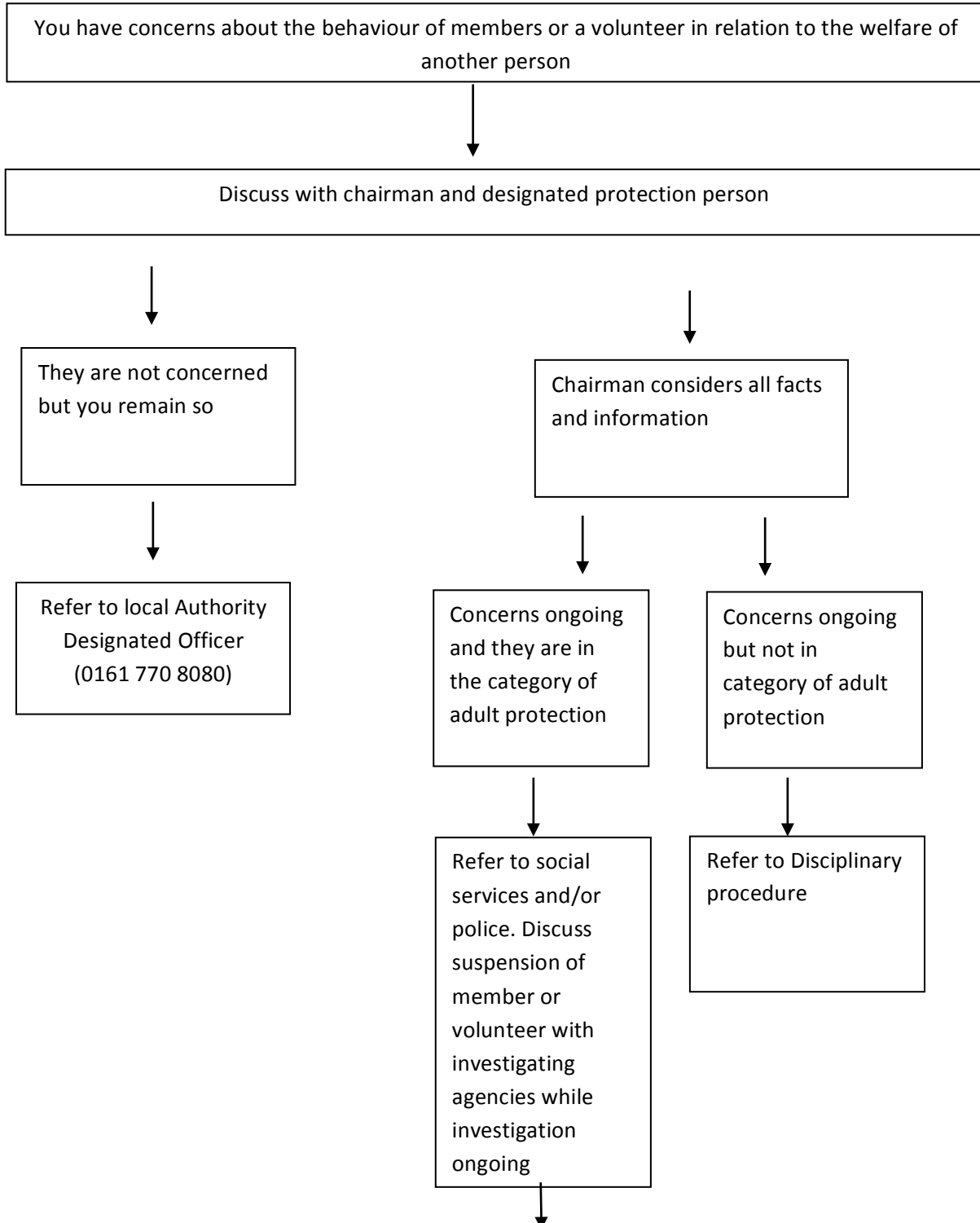
Tel: 0161 770 7777

Out of Hours (Adult Social Care) Telephone number 0161 770 6936

If a person is in immediate danger phone 999 and speak to the police

Appendix 1 B

Reporting Protection concerns in relation to members and volunteers



If you are concerned about a person suffering abuse, neglect or harm, or at risk of being, Please contact the MASH TEAM by:

Email: adult.mash@oldham.gov.uk

Tel: 0161 770 7777

Out of Hours (Adult Social Care) Telephone number 0161 770 6936

Appendix 2

Incident Report Forms

Checklist for reporting suspected abuse - Logging a concern about a person's safety and welfare

Person's Name:

Date of Birth:

Date and Time of Incident:

Date and Time (of writing):

Name:

Print

Signature

Title:

Record the following factually:

What are you worried about? Who? What (if recording a verbal disclosure by a person use their words)? Where? When (date and time of incident)? Any witnesses?

What is the person's account/perspective (if known)?

Opinion where relevant.

Any other relevant information (distinguish between fact and opinion). Previous concerns etc.

Note actions, including names of anyone to whom your information was passed and when.

Check to make sure your report is clear to someone else reading it.

Please pass this form to the Clubs Designated Safeguarding Lead/Welfare Officers

Author's Cath Knowles & Chris Sleight Version 3 updated August 2020

For use by Designated Safeguarding Lead/Welfare Officers Only

**Time and date
information
received, and from
whom.**

**Any advice sought –
if required (date,
time, name, role,
organisation and
advice given).**

Action taken
**(referral to social
services/monitoring
advice given to
appropriate staff)
with reasons.**

**Note time, date,
names, who
information shared
with and when etc.**

**Who informed? Y/N
and reasons.**

Signed

Printed Name:

Appendix 3

Legislation and Government Initiatives

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children. www.opsi.gov.uk

Mental Capacity Act 2005

<http://www.legislation.gov.uk/ukpga/2005/9/introduction>

Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention. www.dca.gov.uk

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance. www.opsi.gov.uk

Deprivation of Liberty Safeguards

<https://www.gov.uk/government/collections/dh-mental-capacity-act-2005-deprivation-of-liberty-safeguards>

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

Disclosure & Barring Service 2013

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS). www.gov.uk/dbs-update-service

The Care Act 2014 – statutory guidance

<http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted>

The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

Making Safeguarding Personal Guide 2014

<http://www.local.gov.uk/documents/10180/5852661/Making+Safeguarding+Personal+-+Guide+2014/4213d016-2732-40d4-bbc0-d0d8639ef0df>

This guide is intended to support councils and their partners to develop outcomes-focused, person-centred safeguarding practice.

Appendix 4

Useful contacts

Local Authority - Oldham Adult Social Services

8.40am - 5.00pm, Monday to Friday.

Level 9,
Civic Centre
Oldham, OL1 1UT
Tel 0161 770 7777
Fax 0161 770 1576
Email: adult.mash@oldham.gov.uk

Out-of-hours emergencies - For adults and children.

Social work service for people in crisis to meet their urgent needs out of office hours.

5.00pm - 9.00am, Monday to Friday.
24 hours at weekends and Bank Holidays.

The Emergency Duty Team
Phone: 0161 770 6936
Minicom: 0161 770 8302
Fax: 0161 770 8502

The service is provided by an experienced social worker.

Oldham's Multi-Agency Safeguarding Hub (MASH)

MASH
Level 9
Civic Centre
West Street
Oldham
OL1 1UT

Email: adult.mash@oldham.gov.uk
Tel: 0161 770 7777

The Multi-Agency Safeguarding Hub (MASH) is Oldham's first point of contact for:

- Safeguarding referrals to protect children, young people or adults from harm, abuse or neglect; and
- Care and support services which help individuals or families to meet their long-term needs, access the Early Help Service and mental health support, prevent or delay needs becoming more serious, lead independent lives and reduce dependence on public services.

A range of organisations make up the MASH including: Social services for children and adults, Greater Manchester Police, Early Help Education and Early Years, Pennine Care and Bridgewater NHS Trusts, Healthy Young Minds, Oldham Positive Steps, National Probation Service, Greater Manchester & Cheshire Community Rehabilitation Company

Where there is a concern, these organisations share information to decide the most appropriate intervention to prevent harm to the person. This gives a full understanding of the situation so we are able to respond quickly and effectively.

Contact the MASH for

- Safeguarding – to report a concern that a child or a vulnerable adult is, or is at risk of, being harmed, abused or neglected; or
- Support – to seek care or support for an individual or family member to help them resolve problems and lead independent lives without being dependent on public services.

Don't ignore abuse or neglect. Any form of abuse or neglect is unacceptable, no matter what justification or reason may be given for it. Don't keep it secret or put off reporting it. You should take action even if you are not 100% sure that abuse is taking place.

How to contact the MASH

If you suspect a person is at immediate risk of harm call 999 and speak to the Police. You can contact the MASH from 8:40am – 5:00pm on Monday – Friday. For urgent concerns outside office hours, you can call the Emergency Duty Team on 0161 770 6936, or the Police on 101 (999 in emergencies).

Police contact

GREATER MANCHESTER POLICE

Oldham Police Station

Barn Street,

Oldham

OL1 1LR

Telephone no: 0161 872 5050

Appendix 5

GUIDANCE FOR SAFER RECRUITMENT & SELECTION INTRODUCTION

Safe employment processes go beyond recruitment to include a club's ethos about safeguarding.

A safe employment process will help promote a safe culture generally, and complement other 'safety' elements such as health and safety and security issues, such as access to buildings.

Recruiting the best volunteers to your club not only helps to reduce the risk to adults, children and young people, it also helps to raise standards overall. It ensures that even more care is taken amongst those working in an environment, which brings members into contact with adults, children and young people

GREENFIELD CRICKET & SOCIAL CLUB recognises the importance of Safeguarding, when we recruit and select members and volunteers, we do this by:

Developing Procedures for Safe Employment – The beginning to end process

Role Description

We consider the role of the volunteer / member, the skills and qualities which will be necessary to become a volunteer / member of our club and what kind of person is most suited to the post to support the safeguarding agenda. We ascertain what level of contacts the volunteer / members will have with either children/vulnerable adults.

When considering taking on coaches, volunteers and contractors we think about some specific behaviours, attitudes and values regarding safeguarding children and young people. All coaches are DBS checked.

Advertisement / Recruitment Publicity

The words and messages used in any recruitment campaigns, our club's literature, and the expectations of our volunteers and members, we recognise do a lot to make safeguarding a reality. We recognise people who want to do harm are more likely to operate in places where it is made easy for them. We promote our commitment to safeguarding by:

- Providing a safe and secure environment for children and young people
- Ensuring the wellbeing of children and young people is a high priority for the club
- Explaining to volunteers that safeguarding controls are in place

- Ensuring that a CRB check is required for coaches and regular volunteers
- Ad hoc volunteers are always supervised by a DBS checked coach or member.
- Reinforce the safeguarding message to parents
- Annually monitor our commitment to safeguarding

DBS enhanced check

- All coaches and club captains are required to have an up to date DBS certificate.
- In addition, the club adopt and implementing the England and Wales Cricket Board (ECB) “Safe Hands – Cricket’s Policy for Safeguarding Children” and any future versions of this Policy.
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- We also ensure all people who work in cricket at, or for, our club (such as members, officials, volunteers, team managers, coaches and so on) have a responsibility for safeguarding children, and understand how the “Safe Hands Policy” applies to them.

