

Tranmere Rovers Football Club Safeguarding Vulnerable Adults

Introduction

Tranmere Rovers have designed procedures to ensure the wellbeing and protection of any adult who attends Tranmere Rovers. The procedures recognize that adult abuse can be a difficult subject for people to deal with. Tranmere Rovers is committed to the belief that the protection of adults at risk from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all managers, staff, volunteers, service users and parents act appropriately in response to any concern of adult abuse.

Safeguarding adults means protecting an adult's right to live in safety, free from abuse and neglect. Safeguarding adults is about trying to make sure that adults at risk do not get harmed, and knowing what to do if anyone in your organisation or service is worried about an adult. Tranmere rovers football Club has safeguards in place that:

- Protect adults at risk from harm and abuse;
- Enable staff and volunteers to know what to do if they are worried; and
- Show that your organisation or service is responsible.

The Care Act 2014 Statutory Guidance states that:

“In any organization, there should be adult safeguarding policies and procedures. Such policies and procedures should assist those working with adults how to develop swift and personalized safeguarding responses and improve outcomes for the people concerned”.

Policies and procedures may include:

- a statement of purpose relating to promoting wellbeing, preventing harm and responding effectively if concerns are raised;
- a statement of roles and responsibility, authority and accountability sufficiently specific to ensure that all staff and volunteers understand their role and limitations;
- a statement of the procedures for dealing with allegations of abuse, including those for dealing with emergencies by ensuring immediate safety, the processes for initially assessing abuse and neglect and deciding when intervention is appropriate, and the arrangements for reporting to the police, urgently when necessary;
- a full list of points of referral indicating how to access support and advice at all times, whether in normal working hours or outside them, with a comprehensive list of contact addresses and telephone numbers, including relevant national and local voluntary bodies;
- an indication of how to record allegations of abuse and neglect, any enquiry and all subsequent action;
- a list of services which might offer access to support or redress; and,

(Care Act, 2014, Statutory Guidance)

Safeguarding Adults Policy Statement

This policy will enable Tranmere Rovers to demonstrate its commitment to keeping safe adults at risk with whom it works alongside. Tranmere Rovers acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important to have policy and procedures in place so that all managers, staff, volunteers, service users and parents can work to prevent abuse and know what to do should a concern arise.

The policy and procedures have been drawn up in order to enable Tranmere Rovers to:

- promote good practice and work in a way that can prevent harm and abuse occurring;
- ensure that any allegations of abuse or suspicions are dealt with appropriately and the person experiencing abuse is supported; and
- stop abuse occurring.

The policy and procedures relate to the safeguarding of **adults at risk** and complements the separate **Master Safeguarding Policy** which sets out the procedures for young persons (under 18). As much as possible the procedures are the same for both groups and leads to a more comprehensive and effective framework of support for all who attend Tranmere Rovers.

Adults at risk are defined as individuals aged over 18 who:

- have needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or 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.

(Care Act, 2014)

The policy applies to all managers, staff, volunteers, service users and parents and anyone working on behalf of Tranmere Rovers.

It is acknowledged that a significant numbers of adults at risk are abused and it is important that Tranmere Rovers has a safeguarding adult's policy, a set of procedures to follow and puts in place preventative measures to try and reduce those numbers.

In order to implement the policy and procedure Tranmere Rovers will work to:

- stop abuse or neglect wherever possible;
- prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;
- promote the wellbeing of the adult(s) at risk in safeguarding adult's arrangements;
- safeguard adults in a way that supports them in making choices and having control about how they want to live;
- promote an approach that concentrates on improving life for the adults concerned;
- raise awareness of safeguarding adults to ensure that everyone can play their part in preventing, identifying and responding to abuse and neglect;
- provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult; and

- address what caused the abuse or neglect.

Tranmere Rovers will:

- ensure that all managers, staff, volunteers, service users and parents are familiar with this policy and associated procedures;
- work with other agencies within the framework of the Wirral Safeguarding Adults Board Policy and Procedures, issued under Care Act 2014 statutory guidance;
- act within its confidentiality policy and will usually gain permission from service users before sharing information about them with another agency.
- pass information to the Local Authority when more than one person is at risk. For example: if the concern relates to a worker, volunteer or organization who provides a service to adults with care and support needs or children;
- inform service users that where a person is in danger, a child is at risk or a crime has been committed then a decision may be taken to pass information to another agency without the service user's consent;
- make a safeguarding adults referral to the Local Authority as appropriate;
- endeavor to keep up to date with national developments relating to preventing abuse and welfare of adults;
- will ensure that the DSL understands his/her responsibility to refer incidents of adult abuse to the relevant statutory agencies (Police/Local Authority).

Organization and Procedures

Designating Safeguarding Lead

The Club has a Designated Safeguarding Lead (DSL) Paul Morrison 07495626014, PaulM@tranmererovers.co.uk, who has responsibility for safeguarding at the Club. The DSL will promote awareness of safeguarding best practice and develop appropriate links and relationships across the whole of the Club. The DSL will ensure that the Safeguarding Policy and Procedures are updated and in line with current legislation and regulations, and will liaise with Football Association, the Local Safeguarding Board and other appropriate agencies in matters of safeguarding and child/adult protection. Any person/s with concerns about an adult or young person's welfare should contact this office.

Recruitment & Disclosure

All staff and volunteers applying to take up positions at the football club will be required to fill in an application form. They will be required to provide, at least two appropriate referees who can vouch for their character and suitability to be in a position of responsibility for children. References will always be sought from applicant's most recent employer/ school /college as applicable. As part of the Club's recruitment and selection process, offers of work to positions which involve working with children and vulnerable persons are all subject to a satisfactory Enhanced Disclosure and Barring Service disclosure. All requests for Disclosure and Barring Service clearances are routed via the Football League who are an umbrella body registered with the Criminal Records Bureau All offers of work are subject to the outcome of the screening process and until such time as a satisfactory Disclosure and Barring Service certificate has been received, the member of staff will not be left unsupervised. All employees, workers or volunteers in a position of trust will be required to undergo regular Disclosure and Barring Service disclosure clearances, normally every 3 years (or earlier if requested by the DSL), as a condition of their employment. Should an individual's Disclosure and Barring Service Disclosure reveal any convictions the Club must consider whether the nature of the offence /offences renders the person concerned unsuitable for working in the planned environment. In such circumstances, when the nature of any disclosure has to be considered, a risk assessment will be carried out by the Chief Executive to assess the information contained within the

disclosure certificate. The member of staff may also be asked to attend an interview prior to a recruitment decision being made.

All new employees, workers or volunteers working with children, young people and vulnerable adults at the Club will be required to complete a Self-Declaration on commencement of duties and undertake safeguarding induction with the DSL.

Position of Trust and Duty of Care

The Club acknowledges its responsibility to safeguard the welfare of every child, young person and adult who has been entrusted to its care and is committed to working to provide a safe environment. All members of Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect all from discrimination and avoidable harm. To ensure best practice at all times staff must be fully aware of this Safeguarding Policy and the responsibilities which form part of their employment with the Club. All Club employees and workers (including volunteers), whether paid or voluntary, have a duty of care to keep people safe. This can be exercised through the development of respectful, caring and professional relationships between staff and children and adults. Behaviour by Club workers or employees that demonstrates integrity, maturity and good judgement is essential.

Signs, Indicators and Forms of Abuse and Poor Practice

“Abuse” is a term used to describe what happens when a person, or a group of people, harm an adult or young person under the age of 18. Abuse and neglect are forms of maltreatment; somebody may abuse or neglect an adult by inflicting harm, or by failing to act to prevent harm. Adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely by a stranger. They may be abused by other adults, or another child or children. There are five major types of abuse to be aware of that can arise situation; they are as follows;

- **Neglect,**
- **Physical Abuse,**
- **Sexual Abuse,**
- **Emotional Abuse,**
- **Bullying.** (Please note: with regard to bullying, the Club has an additional anti-bullying policy, dealing specifically with the prevention of bullying).

For details of the signs of abuse, please refer to the Appendix attached to this policy.

Raising a Safeguarding concern

What to do if you Suspect Abuse or Poor Practice has occurred?

If you are concerned about the welfare of an adult, child or young person or you are concerned about an adult’s behaviour towards a child, young person or vulnerable adult you must act. Do not assume that someone else will help the child. Safeguarding is everyone’s responsibility. It is important that you report your concerns immediately to your area Safeguarding Lead or to the DSL, Paul Morrison 07495626014, PaulM@tranmererovers.co.uk.

Taking no action is not an option. Swift and immediate action is required of all members of the staff team where there is a concern for a person’s well-being. All members of staff have a duty and responsibility for all at the Club in respect of safeguarding concerns. Safeguarding concerns cannot be passed from one member of staff to another but must be brought to the attention of the DSL.

A clear process for the reporting of concerns about abuse or neglect is outlined below:

- If any member of staff has a concern (neglect, emotional, physical, bullying or sexual abuse), this should be reported **IMMEDIATELY** to the area Safeguarding lead, DSL Paul Morrison or one of the other senior full-time staff.
- The member of staff notified (or the person who raised the incident if registered on the system) should then log into the **MY CONCERN** system to report the incident.
- Designed by child protection professionals, **MyConcern** is a Queen’s Award-winning safeguarding software. It was created and developed by child protection experts, with backgrounds in social care, education and policing and has been adopted by the Club to manage concerns.

- **MY CONCERN** allows anyone responsible for the protection of children, young people and adults at risk to easily manage and record all safeguarding and wellbeing concerns.
- Additionally, **MyConcern** helps to protect those at risk by allowing early intervention using a trusted, secure and intuitive platform. It also provides safeguarding leads with the peace of mind by meeting the statutory, legal and moral obligations they have to those in their care.
- The Club has also uploaded all safeguarding policies and additional safeguarding resources onto the **MY CONCERN** system so that staff can immediately access all relevant policies and resources. All relevant Government Guidelines and Policies are also available on the site.
- Paul Morrison, or the Senior Member of staff acting in his absence, will then determine in light of the specific person, who will then see the person where appropriate and gather relevant accurate information. A body map may be completed if there is evidence of physical injury. Following this investigation, the DSL will decide what further action needs taking. A Log will be created on **MY CONCERN** outlining the times, dates and course of any action undertaken.
- If the DSL determines that the concern needs to be passed on, he will **immediately** contact the Local Authority Central Advice and Duty Team for advice and appropriate action. Incidents should also be passed directly to the police if the child/ young person /adult has received or is at risk of significant harm.
- Where appropriate the Safeguarding Lead will liaise with the person's relative. Behaviour may have changed, or physical signs may have been noticed.

Confidentiality and sharing information

All staff will understand that adult protection issues warrant a high level of confidentiality, not only out of respect for the person and staff involved but also to ensure that information being released into the public domain does not compromise evidence. Staff should only discuss concerns with the DSL, or deputy in their absence. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

However, following a number of cases where senior leaders had failed to act upon concerns raised by staff, *Keeping Children Safe in Education (2019)* emphasises that **any** member of staff can contact social care if they are concerned about a child, young person or vulnerable adult.

Relevant information will be stored through **MY CONCERN** and handled in line with the Data Protection Act.

Information sharing is guided by the following principles. The information is:

- necessary and proportionate
- relevant
- adequate
- accurate
- timely
- secure.

Information sharing decisions will be recorded, whether or not the decision is taken to share. Additional written information will be stored in a locked facility and] any electronic information will be password protected on **MY CONCERN** and only made available to relevant individuals.

The DSL will normally obtain consent from the adult and family to share sensitive information with outside agencies. Where there is good reason to do so, the DSL may share information *without* consent, and will record the reason for not obtaining consent.

Protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that adults do not have an automatic right to see them. If any member of staff receives a request from an adult to see records, they will refer the request to the DSL.

The Data Protection Act does not prevent Club staff from sharing information with relevant agencies, where that information may help to protect a child.

Referral to social care

The DSL will make a referral to adult social care if it is believed that a person is suffering or is at risk of suffering significant harm.

Any member of staff may make a direct referral to Merseyside Safeguarding Board if they genuinely believe independent action is necessary to protect an adult.

Additional Support; Contact the Central Advice and Duty Team in confidence:

- call 0151 514 2222 (option 3), Monday to Friday 8:50am to 5:00pm
- call 0151 677 6557 all other times and on public holidays
- email: wcnt.centraladviceanddutyteam@nhs.net

For further advice and information about adult safeguarding, please visit the [Merseyside Safeguarding Adults Board](#) website.

ADDITIONAL APPENDIX OF SUPPORTIVE INFORMATION

The Appendix information is relevant to supporting the safeguarding of all children, young people and adults and can be interpreted for any of the three groups as relevant.

Signs of Physical Abuse

Physical abuse may result in the symptoms described below. Aside from direct physical contact, physical abuse can also be caused when a parent or caregiver feigns the symptoms of, or deliberately causes ill health to an adult or a child whom they are looking after. Signs of physical abuse include:

- Bruises on legs before a child is mobile
- Black eyes without bruising to the forehead
- Fingertip bruising and bruises in various stages of healing
- Cigarette type burns anywhere, patterned burns (irons), rope burns. Contact burns in abnormal sites.
- Lacerations to the body or mouth
- Multiple fractures. Evidence of old fractures. Any fractures to children under two years old
- Fading injuries noticeable after an absence from school
- Seems frightened of parents, does not want to return home at the end of the day
- Shrinks markedly (backs away) at the approach of adults
- Suffers from frozen watchfulness
- Constantly asks in words/actions what will happen next

Signs of Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may also include non-contact activities, such as involving the children in looking at, or in the production of, pornographic material or watching sexual activities or

encouraging children to behave in sexually inappropriate ways. Signs of sexual abuse displayed by children include:

- Difficulty walking or sitting
- Pain/itching/bleeding/bruising/discharge to the genital area/anus
- Urinary infections/sexually transmitted diseases
- Persistent sore throats
- Eating disorders
- Self-mutilation
- Refuses to change for gym or participate in physical activities
- Exhibits an inappropriate sexual knowledge for their age
- Exhibits sexualized behaviour in their play or with other children
- Lack of peer relationships, sleep disturbances, acute anxiety/fear
- School refusal, running away from home
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behaviour
- Becomes pregnant or contracts a venereal disease, particularly if under age 14
- Runs away
- Reports sexual abuse by a parent or another adult caregiver
- Attaches very quickly to strangers or new adults in their environment

Signs of Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's development. It may involve conveying to children that they are worthless or unloved, inadequate or valued insofar as they meet the needs of another person. It may feature inappropriate expectations being imposed on children, relative to their actual development or age. Signs of emotional abuse displayed by children include:

- Excessive behaviour, such as extreme aggression, passivity or become overly demanding
- Children who self-harm, for instance by scratching or cutting themselves
- Is either inappropriately adult or infantile
- Children who persistently run away from home
- Children who show high levels of anxiety, unhappiness or withdrawal

Signs of Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs. This is likely to result in the serious impairment of the child's health or development. Signs of neglect include:

- Frequent absenteeism from school
- Begs or steals money or food
- Lacks needed medical or dental care, immunizations or glasses
- Lacks appropriate clothing, e.g. for weather conditions, shoes are too small, ill-fitted clothes
- Clothes are consistently dirty
- Teeth are dirty, hair quality is poor and contains infestations
- Hands are cold, red and swollen
- The parent or adult caregiver has failed to protect a child from physical harm or danger

ADDITIONAL FORMS OF ABUSE

Child sexual exploitation: A form of Child sexual abuse. It occurs where an individual or groups of people take advantage of an imbalance of power to coerce, manipulate or deceive a Child into sexual activity in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may be sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also take place through the use of technology.

Peer-on-peer abuse: Children and young people can be taken advantage of or harmed by adults and by other Children. Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between Children and within Children's relationships (both intimate and non-intimate).

Grooming: Grooming is defined as developing the trust of an individual and/or their family for the purposes of sexual abuse, sexual exploitation or trafficking. Grooming can happen both online and in person.

Radicalisation: The process by which a person comes to support terrorism and forms of extremism leading to terrorism. Anybody from any background can become radicalized. The grooming of children and/or adults at risk for the purposes of involvement in extremist activity is a serious safeguarding issue.

Female genital mutilation (FGM): Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilation Act makes it illegal to practice FGM in the UK or to take girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country.

Bullying: Repeated behaviour intended to intimidate or upset someone and/or make them feel uncomfortable or unsafe, for example, name calling, exclusion or isolation, spreading rumours, embarrassing someone in public or in front of their peers, threatening to cause harm, physically hurting someone or damaging their possessions.

Cyberbullying: The use of technology to harass, threaten, embarrass, humiliate, spread rumours or target another person. By definition, it occurs among Children. When an adult is the victim, it may meet the definition of cyber harassment or cyberstalking.

Bullying as a result of any form of discrimination:

Bullying because of discrimination occurs when motivated by a prejudice against certain people or groups of people. This may be because of an individual's ethnic origin, colour, nationality, race, religion or belief, gender, gender reassignment, sexual orientation or disability. Actions may include unfair or less favourable treatment, culturally insensitive comments, insults and 'banter'.

Poor practice: This is behaviour that falls short of abuse but is nevertheless unacceptable. It is essential that poor practice is challenged and reported even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed. Incidents of poor practice occur when the needs of the child and/or adult at risk are not afforded the necessary priority compromising their welfare, for example, allowing abusive or concerning practices to go unreported, placing them in potentially compromising and uncomfortable

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