



Safeguarding & Protecting Vulnerable Adults

December 2016

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Foreword

Coventry Solihull & Warwickshire Sport (CSW Sport) is the County Sports Partnership for the Coventry, Solihull & Warwickshire area and is funded primarily by Sport England but hosted by Coventry City Council. CSW Sport is recognised as playing a lead, co-ordinating role for sport in the CSW area, in conjunction with a range of partners.

The policy and procedures outlined in this document are designed to cover all aspects of CSW Sport's work with vulnerable adults, and relates to all staff and volunteers employed or deployed by CSW Sport for the programmes over which it has supervision and control.

CSW Sport also has a strategic responsibility to ensure that partners with whom it works, have adequate safeguarding measures in place. 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 well-being of all vulnerable adults who engage in any coaching activity provided by CSW Sport is of paramount importance and central to the partnerships coaching activity. This policy sets out standards that recognise the rights, dignity and self-worth of every those participants and that the delivery of its coaching activities both endorses and respects these rights throughout the delivery system.

Sport, the participation of, and the delivery of, is a powerful force in addressing individual development of health, self-worth, motivation and well-being. It can also support much wider issues such as regeneration, reduction of crime and social inclusion. The delivery of sport, sports coaching, leading officiating, voluntary or paid, is, and must then be seen as, a very important part of the successful delivery of sport with the emphasis being placed on the coach, official or people delivering. The coach or trusted adult is in a very influential position and the recruitment to this position must be undertaken with great care in order to safeguard the people we work with.

The reality of this is that abuse, in many forms, does take place within sport and in some cases coaches and other trusted adults have been convicted.

Coventry Solihull & Warwickshire Sport is committed to providing a safe, equitable and friendly environment in which the hearts and minds of all young people and vulnerable adults can be engaged through physical activity and sport.

CSW Sport is a representative organisation of the geographical areas of Coventry, Solihull and Warwickshire. It is made up of the following local authorities:

- Coventry CC
- North Warwickshire BC
- Nuneaton and Bedworth BC
- Rugby BC
- Solihull MBC
- Stratford on Avon DC
- Warwick DC

The partnership is supported by Sport England, sports coach UK and the advisory support of NSPCC Child Protection in Sport Unit.

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Terminology/Definitions

Vulnerable Adult Definition

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

Vulnerable adults may also include victims of domestic abuse, anti-social abuse behaviour, hate crime, forced marriage and sexual or commercial exploitation (this is not an exhaustive list). The level of vulnerability may increase or decrease depending on circumstances at the time.

Abuse & Neglect

'Abuse and neglect' are forms of maltreatment to an individual. These terms refer to a violation of an individual's human and civil rights by any other person(s) and include serious physical and sexual assaults as well as cases where the standard of care does not adequately support the individual's health or development.

Abuse to vulnerable adults may consist of a single act or repeated acts and may be an act of neglect, or omission or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which they have not consented or cannot consent. Vulnerable adults may be abused or neglected through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in any relationship or in an institution or community setting and may result in significant harm to or exploitation of the individual.

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

Capacity

Although it is not for individuals to make a decision about whether an adult lacks capacity, it is important that you have an understanding of the 'notion' of capacity when safeguarding vulnerable adults. Capacity refers to an individual's ability to make a decision or take a particular action for themselves at a particular time, even if they are able to make other decisions. For example, they may be able to make small decisions about everyday matters such as what to wear for a sports activity, or what a healthy sports diet would be, but they lack capacity to make more complex decisions about financial matters.

Parent

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

Poor Practice

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

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

Safeguarding

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

Policy

Policy Statement

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

CSW Sport recognises that it is not appropriate to operate combined policies regarding the safeguarding of children and of vulnerable adults, due to the vast differences in legal and statutory requirements. Therefore, the information in this document only applies to the safeguarding of vulnerable adults.

For information regarding CSW Sport's policies and procedures regarding its work with children, please refer to the CSW Sport Safeguarding and Protecting Children Policy and Procedures.

This policy aims to ensure that safeguards are put in place to keep adults at risk safe and to prevent harm from occurring when participating in sport and physical activity. Safeguarding vulnerable adults is an important responsibility for CSW Sport and its partnering organisations and if done effectively will create wider participation in sport and physical activity and will ensure safe access for everyone.

The policy and procedures will take effect from August 2015, and will be formally reviewed in July 2017.

Principles

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

Responsibilities

CSW Sport is involved Sport England funded programmes, and there are two main areas of responsibility that need to be outlined when looking at safeguarding vulnerable adults as depending on the situation/programme concerned different levels of responsibility may occur.

These are:

- Operational - this is in relation to CSW Sport employed staff and CSW Sport run projects and is where CSW Sport are directly responsible for the safety of vulnerable adults in our care
- Strategic - involves work with partners particularly on the Sport England funded projects/programmes where CSW Sport cannot take overall responsibility but has a commitment to safeguarding and plays a pivotal role in advising and supporting its partners

Operational Responsibilities

CSW Sport will:

- take a constructive approach to safeguarding vulnerable adults and accept the moral and legal responsibility to provide a duty of care to protect and safeguard the wellbeing of vulnerable adults engaged in any activity over which it has supervision and control
- emphasise that everyone in sport has a shared responsibility to ensure the safety of vulnerable adults
- respect and promote the rights, wishes and feelings of vulnerable adults
- promote an organisational culture openness that ensures that all vulnerable 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 vulnerable adults and include arrangements for appropriate checks on new staff and volunteers, in accordance with Coventry City Council recruitment practice
- train and supervise its employees and volunteers to adopt best practice to safeguard and protect vulnerable adults from abuse, and reduce the likelihood of allegations of abuse against themselves
- require all staff and volunteers to adopt and abide by this Policy and Implementation Procedures, and the Code of Ethics and Conduct
- seek to ensure that sport is inclusive and provides a positive experience for all
- ensure that parents, vulnerable adults, staff and volunteers are provided with information about this policy, what it does, and what they can expect from CSW Sport
- ensure that parents, vulnerable adults, staff and volunteers are provided with clear procedures to voice their concerns or lodge complaints if they feel unsure or unhappy about anything
- maintain confidentiality and ensure information is shared as appropriate with other agencies in all cases involving safeguarding, in line with current legislation
- respond to any allegations and concerns appropriately and implement the appropriate disciplinary and appeals procedures, in accordance with CSW Sport disciplinary procedures
- continually seek ways to improve the safety and wellbeing of all vulnerable adults who play sport
- commit to and lead on the continuous development, monitoring and review of this policy and the procedures outlined within it

Strategic Responsibilities

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

Partners of CSW Sport can be defined as:

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

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

As part of its commitment to safeguarding vulnerable adults CSW Sport 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.

Procedures

Abuse and how it can be recognised

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

Types of abuse

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

Physical

- Hitting, slapping, scratching
- Pushing or rough handling
- Assault and battery
- Restraining without justifiable reasons
- Inappropriate and unauthorised use of medication
- Using medication as a chemical form of restraint
- Inappropriate sanctions including deprivation of food, clothing, warmth and health care needs
- a coach disregarding the individual requirements of each vulnerable person's needs when setting a training programme e.g. allowing those who are limited by a physical impairment to undertake long, continuous ergo training

In a sport situation indicators could include:

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

Sexual

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

In a sport situation indicators could include:

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

Psychological/Mental/Emotional

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

In sport, emotional abuse can include: threats, humiliation, intimidation, blame, control, coercion, bullying and cyber-bullying. It is often where a person's emotional health and development is harmed and results in distress, denial of self-expression, privacy or dignity, isolation or over dependence. Emotional and psychological harm rarely occur in isolation and is usually present with each other type of abuse.

In a sport situation indicators could include:

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

Financial

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

In a sport situation indicators could include:

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

Neglect and acts of omission

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

In a sport situation indicators could include:

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

Discriminatory

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

In a sport situation indicators could include:

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

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

Who may be an abuser?

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

Recognising abuse

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

Indications that a vulnerable adult may be experiencing abuse include the following:

- the vulnerable adult appears frightened of the parent/s/peers/adults
- the vulnerable 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 and LinkedIn, email, text messages, Skype and instant messaging service.

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 to decide that abuse to a vulnerable adult is occurring but it is their responsibility to act on any concerns.

Reporting and referrals procedure

As soon as any form of abuse becomes apparent it should be reported to the relevant organisation.

Through observation or a third party, you become suspicious of abuse	A vulnerable adult tells you they are being abused	You are concerned about bullying by a member of staff, volunteer or another adult/young person
<p style="text-align: center;">Stay Calm</p> <ul style="list-style-type: none"> • Reassure the vulnerable adult they are not to blame • Reassure the vulnerable adult/third party they did right to tell you • Listen • Do not bombard the vulnerable adult with questions • Question only to clarify • Ensure the immediate safety and welfare of the adult at risk and any other adults or children 		
Is urgent medical attention required? Call 999		Is urgent police attention/presence required? Call 999
<p style="text-align: center;">If you believe a crime has been committed, report your concerns to the Police by dialing 101. Please be aware of the need to preserve any forensic evidence.</p>		
<p style="text-align: center;">Decide on whether to raise an adult protection alert by gathering only essential information necessary to report your concerns to Social Services or you may wish to consult with them initially.</p>		
<p>If the person does not consent to the referral, are there justifiable reasons to act to their best wishes?</p> <ul style="list-style-type: none"> • Risks to other vulnerable adults or children? • The allegation relates to the conduct of an employee or volunteer within an organization providing services to a vulnerable adult? • The mental capacity of the person to decide? • Inability to consent due to undue influence or intimidation? • The serious harm occurring? 		
<p style="text-align: center;">Whenever possible the Social Services Agency will work in partnership with all agencies and services to address allegations of adult abuse. This will include, where appropriate, informing the regulatory body and the relevant commissioning department, if the referrer has not already done so.</p>		

Assessing Capacity

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

Adults are assumed to be competent to give consent in making decisions, unless otherwise demonstrated by their capacity being affected by things such as; medication, substances and some untreated mental health issues. For adults, this means that they have the capacity to choose how they live and make decisions about their safety, even if we do not agree with certain decisions. If you are unsure or concerned that the person may not have the mental capacity to make an informed choice about their safety or evaluate the risk of abuse with their situation.

Confidentiality

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

- Staff, volunteers and trustees have a professional responsibility to share relevant information about the protection of vulnerable adults with other professionals, particularly investigative agencies and adult social services
- Clear boundaries of confidentiality will be communicated to all
- All personal information regarding a vulnerable adult 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 vulnerable adult is the priority**
- Where a disclosure has been made, staff must let the adult know the position regarding their role and what action they will have to take as a result
- Staff must assure the adult that they will keep them informed of any action to be taken and why. The adults' involvement in the process of sharing information must be fully considered and their wishes and feelings taken into account

Information Sharing

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

1. Is the adult placing themselves at further risk of harm?
2. Is someone else likely to get hurt?
3. Has a criminal offence occurred? This includes: theft or burglary of items, physical abuse, sexual abuse, forced to give extra money for lessons (financial abuse) or harassment.
4. Is there suspicion that a crime has occurred?

If the answer to any of the questions above is 'yes' - then you can share without consent and need to share the information with the appropriate authorities.

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

1. Seek advice if in any doubt - Without disclosing the identity of the person where possible, consult with your Welfare Officer, NGB Safeguarding Team or Safeguarding Officer at CSW Sport.
2. Be transparent - The Data Protection Act (DPA) is not a barrier to sharing information but to ensure that personal information is shared appropriately; except in circumstances where by doing so places the person at significant risk of harm.
3. Consider the public interest - Base all decisions to share information on the safety and well-being of that person or others that may be affected by their actions.
4. Share with consent where appropriate - Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if this is in the public interest.
5. Keep a record - Record your decision and reasons to share or not share information.
6. Accurate, necessary, proportionate, relevant and secure - Ensure all information shared is accurate, up-to-date; necessary and share with only those who need to have it.
7. Remember the purpose of the Data Protection Act (DPA) - The DPA is to ensure personal information is shared appropriately, except in circumstances where by doing so may place the person or others at significant harm.

Appendix A – Contacts

In an emergency dial 999

Organisation

CSW Sport	Lead Child Protection Officer	01926 888500
	tracy.murphy@coventry.gov.uk	07885 200479

Vulnerable Adult	Coventry City Council	02476 833800
(Local Contacts)	Warwickshire County Council	01926 412080
	Solihull MBC	0121 704 8007

Useful Organisations

Action on Elder Abuse	080 8808 8141
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Ann Craft Trust	01159 515400
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Appendix B – Safeguarding Adults Initial Alerters Form

NOTIFICATION OF ALLEGED ABUSE OF VULNERABLE ADULT

PLEASE COMPLETE IN BLOCK CAPITALS

<i>Form Completed By</i>		<i>Local Authority (LA) referral to</i>	
Name		Name	
Post		Post	
Organisation/Team		Organisation/Team	
Full Address		Full Address	
Postcode		Postcode	
Email		Email	
Telephone number		Telephone number	

Alleged Victim

Forename		Surname			
Date of birth					
Address		Current Address (if different)			
Gender					
<input type="checkbox"/>	Male	<input type="checkbox"/>	Female		
Ethnic Origin: (please tick)					
White British	<input type="checkbox"/>	White Other	<input type="checkbox"/>	African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other (please specify):			
Service User Group: (please tick)					
Older Person	<input type="checkbox"/>	Learning Disabled	<input type="checkbox"/>	Physical Disability	<input type="checkbox"/>
Mental Ill Health	<input type="checkbox"/>	Other (please specify):			

Nature of Alleged Abuse					
Physical		Psychological		Sexual	
Neglect		Financial/Material		Discriminatory	
Please give details (including date(s) and time(s)):					
Location of Abuse					
Alleged Victims Home		Care Home		Club	
Perpetrators Home		Education Placement		Public Place	
Other (please specify):					

How did the alert arise?		
Name of Alerter	Address	Telephone Number

Who is aware of the allegation?

Alleged Perpetrator	Address (if known)
	Telephone Number (if known)

Action Taken
Vulnerable Adult Consent
<p>Is the adult aware of the reporting of this concern?</p> <p>YES NO</p>
<p>Do they consent to this concern being reported onwards – e.g to a LA or Lead Officer?</p> <p>YES NO</p>
Please complete here any further information in respect of the adult's wishes:

1. The Purpose of the Notification Form:

- To record receipt of a potential or actual abuse of a vulnerable adult and details of the initial actions taken.
- To provide sufficient information from which a decision on subsequent action can be taken. Do not ask the service user investigative questions in order to complete this form.
- To meet the Department of Health's requirements to monitor adult protection work.
- To be used as a legal document if necessary.

2. Completion:

- This form should be completed by the person responsible for reporting the alleged abuse: The Reporting Officer (Safeguarding Lead)
- In line with best practice for recording sensitive information, a copy of this form should be saved into a case file.

3. Categories of abuse

Please record the type of abuse being alleged (see definitions below) whether or not the referral leads to a report to the LA. Multiple categories must only be used when necessary and not merely to cover all eventualities.

- Physical Abuse including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- Sexual Abuse including rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressured into consenting. This may involve contact or non-contact abuse (eg touch, being photographed).
- Psychological abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- Financial or material abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions or the misuse or misappropriation of property, possessions or benefits.
- Discriminatory Abuse including racist, sexist, that based on a person's disability, culture and discrimination and other forms of harassment, slurs or similar treatment.

4. Alerter

The Alerter is the person who raises the initial concern or disclosure of abuse. It may be a range of people, for example; a vulnerable adult, a relative, a volunteer or a member of staff.

5. Consent of the adult concerned

Please note whether the adult about whom there is a concern is aware of this report and/or if they consent to further action.

Appendix C – When an incident has been witnessed

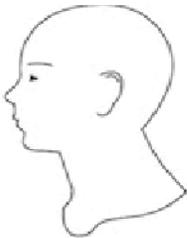
Date Completed:		Date incident reported to person completing form:			
Name of person completing this form	Role and Profession	Contact address	Telephone and Email		
Name of person who reported the alleged incident	Role, Profession and Relationship	Contact address	Telephone and Email		
Name of alleged victim	Date of Birth	Gender	Marital Status	Ethnicity	
Current address			Telephone		
Next of Kin (if known)	Contact Address (if known)		Telephone and Email		
GP (if known)	Practice Contact Address		Telephone and E-mail (if known)		
<p>Does the alleged victim have any problems with sight, speech, hearing, language, or mental capacity if known?</p> <p>Please record if the alleged victim requires an interpreter, support with communication or an independent advocate.</p>					

Is the alleged victim aware that you are contacting another agency?					
YES NO UNSURE					
If No, why is this? Eg. Understanding, have not been told					
Has the alleged victim given permission to share information?					
YES NO UNSURE					
If No, why not?					
Date of alleged incident			Time of incident		
Location of alleged incident					
Type of alleged abuse (please tick all that you consider to be relevant)					
Physical	Psychological	Sexual	Financial	Neglect	Discriminatory
Do you believe that any of the allegations are domestic abuse?				YES	NO
Details of allegation (What happened? Who was involved? Where and when did the alleged abuse take place?)					

Name(s) of alleged perpetrator(s)	Date(s) of Birth	Gender	Ethnicity
<p>Have you taken any immediate action? If so what?</p>	<p>Have you informed any other person/agencies of this alleged incident? Please give details (Police, Health etc).</p>		
<p>Do you consider anyone else to be at risk? E.g. other vulnerable adults and/or children.</p>			
YES	NO	UNSURE	
<p>You may be asked to forward any statements, incident/accident reports, body map (s) (appendix D) if relevant:</p>			
<p>Please complete details below when sending a hard copy and keep an original for you own records.</p>			
Name	Signed	Date	

Appendix D – Body Map

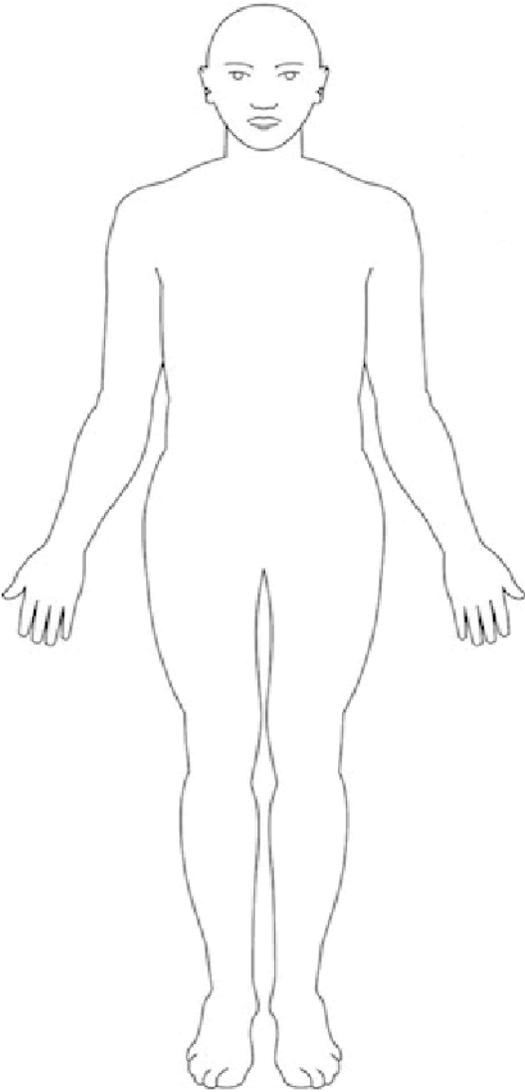
Please mark on the body map any bruising/friction marks, burns, etc. Describe the injury, e.g., shape, size, colour, skin broken, swelling, scabbing, blistering, and bleeding.



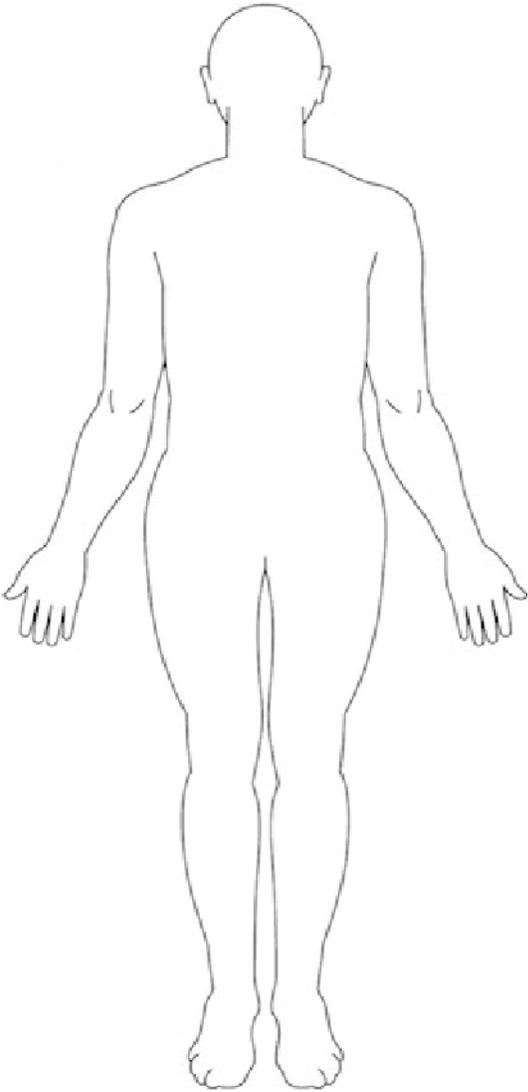
LEFT



RIGHT



FRONT



BACK



CSW sport

Coventry Solihull & Warwickshire **SPORT**