

Nottingham Forest Community Trust

Safeguarding Adults at Risk Policy Framework

CHLOE BINGHAM – SAFEGAURDING & RISK MANAGER



Introduction and Scope:

At Nottingham Forest Community Trust (NFCT), we are committed to providing a safe and inclusive environment for all individuals participating in all our activities. The safety and well-being of all our participants is at the forefront of everything we do, and we aim to maintain an environment that promotes the welfare of all our participants.

We recognise that safeguarding is a responsibility shared by everyone involved in our activities, including volunteers, coaches, and participants. As such, we have developed a comprehensive safeguarding policy framework that sets out our commitment to protecting adults at risk from any form of abuse or harm.

The aim of the Policy is to provide information regarding how NFCT will:

Safeguard adults at risk who engage with programmes run by NFCT.

Ensure that all delivery staff, volunteers, and all others employed by NFCT who engage with adults at risk understand their obligations and responsibilities regarding Safeguarding.

Deliver training to all delivery staff, volunteers, and all others employed with relevant, effective, and up to date training on the current legislations regarding adults at risk, this will also include signs and indicators of all forms abuse.

Provide appropriate protection for adults at risk when they are accessing support or programme delivery by NFCT.

Demonstrate best practice at all times regarding Safeguarding adults at risk.

Definition of an adult at risk:

An adult at risk is defined as an individual aged 18 or over who is or may need community care services and has an identified care or support need by reason of mental or other disability, age, or illness, and who is or may be unable to take care of themselves or is unable to protect themselves against significant harm or exploitation from others.

Six Principles of Safeguarding adults at risk:

Empowerment with supporting individuals to make their own decisions and providing the necessary support for those who lack capacity to make independent decisions on a single occasion.

Prevention is the responsibility of all staff to take actions that prevent harm and empower individuals to protect themselves.

Proportionality where the response to safeguarding concerns should be proportionate to the level of risk and the individual's needs.

Protection and intervening as early as possible to prevent abuse or neglect and promoting the best interests of the Adult at Risk.

Partnership and collaborating with other agencies and professionals to provide effective and coordinated support.

Accountability and ensuring that all individuals and organisations are accountable for the quality of care and support they provide.

Reporting and response process:



NFCT encourages all staff, volunteers, and partners to be vigilant and report any concerns related to the abuse of adults at risk promptly. Reporting should be directed to **Chloe Bingham** – Safeguarding & Risk Manager, who serves as the designated point of contact for safeguarding. In her absence, the Safeguarding Team, consisting of **Chris Simmonds** and **Karen Swan**, should be contacted. All reports will be treated with the utmost confidentiality and will be addressed promptly through established safeguarding procedures.

Should a concern of abuse be identified, NFCT has a clear and concise reporting and recording process to ensure all reports are managed in a timely manner which ensures that the adult at risk can have access to support at the earliest opportunity, should this be required. All employees are trained regarding the processes of reporting concerns and have access to the designated reporting forms, which are completed using Typeform which are sent directly to **Chloe Bingham**. Upon receipt of the report this is then recorded on MyConcern and any necessary referrals to external agencies are then completed.

All reports of abuse are then reported to the Senior Safeguarding Lead (SSL) for the Board of Trustees for NFCT for transparency and their input on any additional support required. This is then reported to the wider Board of Trustees via a quarterly report.

NFCT Safeguarding Team:

Name	Role	Phone Number	Email address
Chloe Bingham	Safeguarding & Risk Manager	07534327002	chloe.bingham@nottinghamforest.co.uk
Karen Swan	Head of Community Engagement	07851292071	karen.swan@nottinghamforest.co.uk
Chris Simmonds	Head of Education, Training & Employment	07496 565706	Chris.simmonds@nottinghamforest.co.uk

NFFC Safeguarding Team:

Name	Role	Phone Number	Email address
Julian Taylor	Head of Safeguarding	07468 698395	julian.taylor@nottinghamforest.co.uk
Reese Stephenson	Forest Women's Player Care & Safeguarding Officer	07468689409	reece.stephenson@nottinghamforest.co.uk
Zofia Campbell	Academy Player Care & Safeguarding Officer	07468698416	zofia.campbell@nottinghamforest.co.uk
Alex Bailey	Academy Player Care & Wellbeing Lead		alex.bailey@nottinghamforest.co.uk

Safer Recruitment and DBS Checks:

It's important to note that the eligibility for each type of DBS check is determined by the nature of the role and the level of contact an individual will have with vulnerable groups. Additionally, NFCT must ensure when requesting DBS checks that we have a legal basis for doing so which complies with our data protection regulations. This process is also in line with Safer Recruitment guidelines. Employees involved within recruitment at NFCT have attended Safer Recruitment training with the NSPCC. The categories of DBS checks carried out by NFCT are:

Basic DBS Check:

- Provides details of an individual's unspent convictions and conditional cautions.
- Available to anyone, including individuals, employers, and licensing bodies.
- Typically used for roles that do not involve regular contact with vulnerable groups.

Standard DBS Check:

- Includes details of both spent and unspent convictions, as well as cautions, reprimands, and final warnings.
- Suitable for roles that involve regular contact with vulnerable groups, such as healthcare professionals or those working in educational institutions.

Enhanced DBS Check:

- Provides the most comprehensive information, including spent and unspent convictions, cautions, reprimands, and final warnings.
- Also includes information from local police records and may reveal relevant information held by police that is considered relevant to the specific role.
- Required for positions that involve close and unsupervised contact with vulnerable groups, such as working with children or vulnerable adults.

Legislation and Key Terminology:

Relevant legislations include the **Care Act 2014** and **The Mental Capacity Act 2005**. Key terms include:

Capacity, the ability to make specific decisions. Individuals lacking capacity should be supported in making decisions in their best interests.

Consent, a person voluntarily agreeing to something based on sufficient information.

Care Act 2014:

The Care Act 2014 emphasises the duty to prevent, identify, and respond to abuse which aims to reform the way social care is provided and regulated. Legislated on April 1, 2015, the Care Act represents a comprehensive approach to the well-being of individuals requiring care and support. The key principles and provisions of the Care Act 2014 include:

- **Promoting Well-being**
- **Prevention of abuse or neglect**
- **A person-centred care approach to support**
- **Assessment and eligibility**
- **Care and support plans**
- **Integration with Health and Social Care**
- **Safeguarding Adults at Risk**
- **Recognition of carers**
- **Financial assessments**
- **Information and advice from Local authorities**
- **Smoother transition from Children – Adults services.**

The Mental Capacity Act 2005:

The Mental Capacity Act 2005 is a key piece of legislation within the UK that provides a legal framework for decision-making on behalf of individuals who may lack the mental capacity to make specific decisions for themselves. Legislated on April 1, 2007, the Act aims to incorporate a balance between protecting the rights and autonomy of individuals and ensuring their best interests are upheld when they are unable to make decisions. The key areas of The Mental Capacity Act 2005 are:

- The 5 principles of the Act:
 - **Presumption of Capacity**
 - **The right to be supported in decision-making**
 - **The right to make unwise decisions**
 - **Having the individuals best interests as part of the decision made**
 - **The least restrictive option.**
- Capacity Assessments
- Best interests based on any previously known plans or decisions made
- Least invasive and restrictive options
- Lasting power of attorney involvement
- Deprivation of Liberty Safeguards – DoLS
- Support from Independent Mental Capacity Advocates – IMACs
- Code of Practice for all involved in the decision making.

Definition of Abuse:

Abuse is defined as any intentional or unintentional act, conduct, or behaviour that causes harm, distress, or significant risk of harm to an adult at risk. Abuse can take various forms and may occur in different settings, including domestic environments, care facilities, workplaces, or community settings. It involves actions that violate an individual's rights, dignity, well-being, or personal boundaries. These definitions of abuse are crucial for the identification, reporting, and prevention of abuse, and they form the basis for safeguarding measures and legal frameworks designed to protect individuals from harm. Various legislations, including the Care Act 2014 and The Mental Capacity Act 2005 including other specific regulations, provide the legal basis for addressing and preventing abuse across different settings and populations.

Definition of Poor Practice:

In the context of Safeguarding at NFCT, poor practice refers to any behaviour, action, or decision that deviates from established safeguarding standards, policies, or guidelines. It represents a failure to uphold the principles of safeguarding, which are designed to protect and promote the well-being of adults at risk associated with all NFCT activities.

Examples of poor practice in the safeguarding context at NFCT may include:

Failure to follow protocols and not adhering to established safeguarding protocols and procedures when working with adults at risk.

Inadequate risk assessment resulting in not conducting sufficient risk assessments or neglecting to identify and address potential risks to the well-being of adults at risk.

Lack of awareness and training resulting in failure to stay informed about safeguarding principles or neglecting to undergo required training, resulting in an inability to recognise and respond to signs of abuse.

Ignoring concerns or reports and disregarding or not appropriately responding to concerns or reports related to the safety and well-being of adults at risk.

Poor communication which becomes ineffective and hinders the exchange of information regarding safeguarding matters among NFCT staff, volunteers, and relevant stakeholders.

Insufficient supervision meaning a lack of appropriate supervision, allowing situations that could pose risks to the safety of adults at risk to go unnoticed or unaddressed.

- **Addressing** poor practice within the context of safeguarding at NFCT is crucial to maintaining a safe and protective environment for adults at risk. It involves:
- **Continuous** monitoring
- **Regular** training,
- **Commitment** to developing a culture of accountability and awareness among all individuals associated with NFCT.

Forms of Abuse - Definitions, Indicators, and Signs:

Physical Abuse:

- **Definition:** Deliberate use of force causing injury or bodily harm.
- **Indicators/Signs:** Unexplained injuries, bruising, fractures, or signs of restraint.

Sexual Abuse:

- **Definition:** Non-consensual sexual activity.
- **Indicators/Signs:** Unexplained genital infections, bruising, fear of specific individuals, inappropriate sexual behaviour.

Emotional/Psychological Abuse:

- **Definition:** Infliction of emotional pain or distress.
- **Indicators/Signs:** Withdrawal, depression, changes in behaviour, low self-esteem, fearfulness.

Financial or Material Abuse

- **Definition:** Improper use or withholding of an individual's financial resources
- **Indicators/Signs:** Sudden financial difficulties, unauthorized transactions, deprivation of basic needs.

Neglect:

- **Definition:** Failure to provide necessary care, support, or attention.
- **Indicators/Signs:** Malnutrition, dehydration, poor personal hygiene, untreated health conditions.

Discriminatory Abuse:

- **Definition:** Unfair treatment based on characteristics such as race, gender, or disability.
- **Indicators/Signs:** Unexplained changes in behaviour, withdrawal, unexplained injuries.

Institutional Abuse:

- **Definition:** Systemic mistreatment within an organisation or setting.
- **Indicators/Signs:** Lack of person-centred care, restrictive practices, dehumanizing treatment.

Modern Slavery:

- **Definition:** Exploitative practices involving forced labour or human trafficking.
- **Indicators/Signs:** Restricted movement, lack of personal possessions, fearfulness.

Self-Neglect:

- **Definition:** Neglecting one's own care needs, potentially putting themselves at risk.
- **Indicators/Signs:** Poor personal hygiene, malnutrition, living in unsanitary conditions.

Domestic Abuse:

- **Definition:** Abusive behaviour within a relationship.
- **Indicators/Signs:** Frequent injuries, fearfulness, social isolation, controlling behaviour.