



## **ADULT SAFEGUARDING POLICY**

### **INTRODUCTION**

CBC is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines.

The welfare of all its members, students and visitors is paramount. They should be treated with dignity and respect and feel that they are in a safe and supportive environment protected from inappropriate, discriminatory, offensive or harmful behaviour.

CBC has a responsibility to create an inclusive culture. Therefore, whatever their age, culture, ability or disability, gender, language, racial origin, religious beliefs and/or sexual identity, members or visitors to CBC should be able to visit or play bridge in a safe environment.

Safeguarding is everyone's responsibility. This necessitates the recognition of adults who may be at risk and the circumstances which may increase risk, knowing how adult abuse, exploitation or neglect manifests itself, and be willing to report safeguarding concerns.

CBC supports a listening culture where people feel able to share concerns without fear of retribution, ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

### **PURPOSE OF THE POLICY**

The purpose of this policy is to demonstrate the commitment of CBC to safeguarding adults and to ensure that everyone involved is aware of:

- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation
- Ensure that anyone who works or volunteers in the charity has access to proper support and advice if they experience or witness unacceptable behaviour, raise a concern, or make an allegation about the actions of others, or they don't feel safe.

## **SCOPE**

This safeguarding adult policy and associated procedures apply to all individuals involved in CBC including Board members, Volunteers and Members.

We expect our partner organisations, including for example, affiliated clubs and external users of the club to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Adults Policy and associated procedures.

## **EXAMPLES OF POTENTIAL ABUSE**

**Physical:** This includes assault or restraining someone or only letting them do certain things at certain times.

**Sexual:** This includes sexual assault, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo.

**Psychological:** This includes emotional abuse, threats of harm, humiliation, blaming, controlling, intimidation, putting pressure on someone to do something they don't want to, harassment, verbal abuse, bullying and cyber bullying.

**Financial or material:** This includes theft, fraud, internet scamming, putting pressure on someone about their financial arrangements (including wills, property, inheritance or financial transactions) or the misuse or stealing of property including their personal data, possessions or benefits.

### **Modern Slavery:**

**Discriminatory:** This includes types of harassment or insults because of someone's race, gender or gender identity, age, disability, sexual orientation or religion.

**Neglect and acts of omission** – including ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Self – Neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surrounding and includes behaviour such as hoarding. It is important to consider capacity when self-neglect is suspected. Also consider how it may impact on other family members and whether this gives rise to a safeguarding concern.

### **Domestic Violence:**

**Discriminatory abuse:** including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs or similar treatment.

**Organisational abuse** – including neglect and poor care practice within an institution or specific care setting like a hospital or care home e.g., this may range from isolated incidents to continuing ill-treatment.

## KEY PRIORITIES

1. CBC will take all reasonable steps to ensure that members understand their roles and responsibilities, acting in accordance with the guidance in respect of their **personal conduct**, outlined in CBC Safeguarding Aims above. In addition, members also need to understand and abide by the principles of the **English Bridge Union's 'Best Behaviour at Bridge'**. These are both uploaded onto the CBC website under 'Policies', and each new member agrees to abide by them on application for membership of CBC.

2. CBC will ensure that the **Constitution, Articles of Association Rules and club policies** are in place and active, and ensure members are informed of these. These are both uploaded onto the CBC website, and each new member agrees to abide by them on application for membership of CBC.

3. CBC will seek to provide a safe environment for people to enjoy the game of bridge by having in place a current **Health and Safety policy**, together with regular and relevant expert and recorded risk assessments and putting in place any health and safety measures identified by the assessment in a timely fashion. The club also supports **First Aid training** for volunteer club members, and appropriate First Aid provisions and an **Accident Report Book**.

4 **All club members and visitors have a duty to take reasonable care of their own health and safety** and that of others who may be affected by what they do or not do. They should cooperate with the club on health and safety issues

5. CBC will seek to provide **an accessible club** premises such as appropriate disabled toilet facilities and wheelchair access, and a comfortable environment including appropriate lighting, temperature control and comfortable seating.

6. CBC will ensure that policies covering **GDPR (UK)** and how members data is used are in place and active, and ensure members are informed of these. This includes design and delivery of digital services including CBCs website, and any external platforms such as social media sites. Consideration also for people who use the club's digital technology to avoid their exposure to harm, as well as avoiding use of the technology to harm others.

7. CBC will ensure that use of photography/videos within the club is in line with the **Consent to Photography policy**.

8. CBC will ensure **transparency of accounts** and investment portfolio details, by making these available to all members, externally auditing the accounts annually, and reporting to members of the AGM every year.

9. CBC will ensure there is a current **Complaints and Disciplinary policy** in place.

10. CBC will ensure a ***procedure for the reporting of safeguarding incidents/concerns*** of abuse or bullying or welfare issues, or those of failure of trust and ensure members are informed of this.

11. CBC will ensure that confidential, detailed and ***accurate records of safeguarding concerns*** are maintained and stored securely.

12. CBC will ensure ***Transparency of Safeguarding***. Any reported incidents will need agenda time at CBC Trustee/Committee meetings to discuss any actions, any implications for the club, recommendations from SGO or external agencies, and any plans for those recommendations. Any new legislation/updates will also be agenda items for discussion. A summary will be presented in the Annual Report at the SGM.

## **GOVERNANCE CODE FOR TRUSTEES**

Trustees and those working for, or representing the club, will abide by the Charity Commission's Governance Code. They will uphold the ***Seven Principles of Public Life (Nolan Principles)***, namely selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The Trustees and Committee members will not unduly influence or be unduly influenced by those who may have special or personal interests and remain independent in their decision making. A ***Conflict-of-Interest code*** is in practice at all Trustee/Committee meetings and is minuted.

No one person will have undue power or influence in the charity. Where necessary, Trustees/Committee members will address any potential abuse of power, and minute such discussions and outcomes

CBC has policies and procedures in place to make sure that the charity works responsibly and ethically

## **APPOINTED SAFEGUARDING OFFICER (SGO)**

The Safeguarding Officer (SGO) is appointed by the CBC trustees as a co-opted member of the committee, and this will be ratified at the annual AGM. The identity of the SGO is published on the club notice board and on the CBC website. The trustees, in collaboration with the SGO, are responsible for the Safeguarding Policy and procedures. The SGO will be supported by a Safeguarding subcommittee including a Trustee acting as deputy SGO, together with the club lead for the Charity Commission.

## **SAFEGUARDING TRAINING and UPDATES**

The SGO and deputy SGO will undertake and keep updated of an appropriate adult safeguarding course to level 3 with any fees to be funded by the club. Update course is required every 2 years

All Trustees will undertake safeguarding training around their governance roles.

All Committee members, teachers and bridge directors will undertake appropriate adult safeguarding training, and the reporting procedures at the CBC with an update course every 3 years

As advised by the SGO the Trustees of CBC undertake to review the safeguarding policy every 3 years or where there are changes in legislation and/or accepted practice.

## **ANNUAL REPORT**

A summary will be included as an agenda item at the AGM. It will inform members of the Safeguarding policy and any updates, the named Safeguarding Officer (SGO), the procedure and where this can be accessed, any training or updates undertaken and their evaluation, and a summary of any safeguarding concerns and lessons learned.

## PROCEDURE

**It is not the responsibility of anyone working at the CBC to take responsibility for, or to decide whether adult abuse has taken place. However, there is a responsibility to act on concerns about the welfare of any individual.**

The SGO is responsible for ensuring appropriate recording of incidents, concerns, investigation and storing these securely, in compliance with relevant legislation and in accordance with the club GDPR (UK) policy, taking any appropriate action, and will communicate these to the Chairman and Trustees within 24 hours

- Any CBC member who has concerns about potential risks to a person should report their concerns immediately to the SGO, who will record relevant details as factually as possible, using the available reporting template, take any appropriate action and bring them to the attention of the safeguarding team and the CBC Chairman and Trustees within 24 hours.
- If the SGO is not immediately available, then they should report to the deputy SGO. It may be that the Tournament Director (including the bridge holiday director) or teacher of a bridge lesson or one of the charity Trustees becomes aware of a safeguarding matter first. If the matter cannot wait, then the director, teacher or Trustee will record relevant details as factually as possible, using the available reporting template, take appropriate action and bring them to the attention of the SGO as soon as possible but within 24 hours.
- Incidents can arise
  - If a member discloses that he or she is being abused
  - If a possible safeguarding breach is observed
  - If a number of indicators are observed in an adult over a period of time
- It is recognised that strong emotions can be aroused in cases of safeguarding or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not to allow them to interfere with judgement about any action to take.
- If an individual is not sure whether an action constitutes bullying, poor practice or abuse, the individual should discuss the situation in confidence with the SGO, or they can call a helpline such as 'Hourglass' for advice. The SGO will triage the case appropriately through the Safeguarding process or refer on to CBC Conduct Committee.
- Occasionally the case may be based on misinformation, which requires documenting as an internal incident, but does not require further processing. Alternatively, sometimes a report is malicious. In such cases the reporter may be subject to a referral to the conduct committee.

- In some cases, the adult may be at continued or immediate ongoing risk requiring prompt referral of the case to external authorities. An immediate response will require the SGO (or deputy SGO or Trustee/Director, if SGOs are unavailable) to contact the emergency police or ambulance on 999 and/or social services.
- All information must be documented fully and sent to any relevant agency within 24 hours of telephone contact. Information will be handled in line with GDPR(UK) and disseminated on a need-to-know basis only.
- A concern may relate to an incident which took place in the past. Historical allegations of abuse should be taken as seriously as contemporary allegations. The adult should be signposted to the relevant support group that can help.
- The primary concern should be the best interests of the person who is at risk of harm. However, the person sharing this concern may also be distressed by the situation, even if they are reporting on behalf of someone else, and they may need to be offered additional support themselves via access to relevant agencies. A list of agencies is available in the appendix section.
- Case closure. If a case is referred, then it remains open until the external agency, whether social services, police, EBU or Charity Commission state that the case is closed.

### **When to Report to the EBU:**

All reports of malpractice should be referred in writing to the EBU. The EBU has a designated member of staff to act as the national Designated Safeguarding Officer (DSO). The EBU has a Disciplinary Panel that will consider all reported breaches of the Safeguarding Policy. Contact details are available in the appendix section.

### **When to Report to the Charity Commission:**

In addition, as a registered charity, CBC has a responsibility to report serious incidents to the Charity Commission. It is important that there is prompt, full and frank disclosure to the Commission. A report needs to include what happened and importantly, how it is being dealt with, even if it has also been reported to the police or to another regulator.

### ***What is a serious incident?***

A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

- harm to our charity's beneficiaries, staff, volunteers or others who come into contact with our charity through its work
- loss of our charity's money or assets
- damage to our charity's property
- harm to our charity's work or reputation

## **RECORDING AND INFORMATION SHARING**

Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a 'need to know' basis, to keep the person safe. This does **NOT** automatically include the persons spouse, partner, adult, child, unpaid or paid carer.

Importantly personal information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared, and their wishes should be respected unless there are over-riding reasons for sharing information.

### **Safeguarding reasons where information can be shared without consent:**

The circumstances when information needs to be shared without the adult's consent include those where:

- A person is at serious risk of harm or abuse, including harming themselves.
- It is not safe to contact the adult to gain their consent – it might put them or the person making contact at further risk.
- You believe they or someone else is at risk
- You believe the adult is being coerced or is under duress.
- It is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- There is a worry that the adult does not have mental capacity to consent to information being shared about them.

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

If you are in doubt as to whether to share information seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

## **CHILD SAFEGUARDING**

(At present CBC does not run any events for children, but children might sometimes play in our sessions, but will always need to be accompanied by someone with parental responsibility. If CBC does begin children's classes, then this policy will be revised to cover this.)

June 2021. IC



**Actions taken so far**

**Indicate External Agencies contacted, and date, time and name of contact**

Social Services:

Police:

Ambulance:

English Bridge Union:

Charity Commission:

None: why?

**Details of advice received**

**Signed:**

Print Name .....Date .....

Remember to maintain confidentiality on a **need-to-know** basis. Do not discuss this incident with anyone except to protect the member

## APPENDIX 2: ADULT SAFEGUARDING USEFUL CONTACTS:

### EBU DESIGNATED SAFEGUARDING OFFICER (DSO):

All reports of malpractice should initially be referred to the EBU Safeguarding Officer in writing

English Bridge Union, Broadfields, Bicester Road, Aylesbury, HP19 8AZ (Currently Steve Hull, [stephen@ebedcio.org.uk](mailto:stephen@ebedcio.org.uk))

01296 317221

### CHARITY COMMISSION Charity No. 1179979

Charities must report serious incidents to CC and explain how incidents are being dealt with. To find out how to report serious incidents and what to report.

<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-c>

0300 066 9197 Monday to Friday between 9am and 5pm.

Name	Contact Details
<b>Social Services</b> Safeguarding Adult Referrals	<p><a href="#">Leicester</a>: 0116 454 1004 (Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm)</p> <p><a href="#">Leicestershire</a>: 0116 305 0004 (Monday to Thursday, 8.30am to 5pm, Friday 8.30am to 4.30pm)</p> <p><a href="#">Rutland</a>: 01572 758 341 (Monday to Thursday, 8.30am to 5pm, Friday 8.30am to 4.30pm) or completing a <a href="#">form</a> online</p> <p>Out of Hours – Leicester, Leicestershire and Rutland: 0116 255 1606</p>

**Safeguarding  
Adults Boards**

[Leicester](#): 0116 454 6270  
[Leicestershire and Rutland](#): 0116 305 7130

**Police**

Phone 999 if a crime is being committed or if the adult is in immediate danger.

Phone 101 if you think a crime has been committed but there is no immediate danger

**TRAINING:**

**National Council of Voluntary Organisations (NCVO)** <https://www.ncvo.org.uk>  
[020 7713 6161](tel:02077136161)

**Ann Craft Trust (ACT)** <https://www.anncrafttrust.org> 0115 951 5400

## APPENDIX 3: ADULT SAFEGUARDING. SELECTION OF HELPLINES:

### ANN CRAFT TRUST(ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector. They can provide more helplines for specific situations and support training needs.

Tel: 0115 951 5400

Email: [Ann-Craft-Trust@nottingham.ac.uk](mailto:Ann-Craft-Trust@nottingham.ac.uk)

<https://www.anncrafttrust.org> can provide more helplines for specific situations.

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### ELDER ABUSE

**Hourglass** (formerly Action on Elder Abuse). Help and advice on all aspects of elder abuse.

[080 8808 8141](tel:08088088141)

**National Dementia Helpline.** Information, support and advice about dementia.

[03002221122](tel:03002221122)

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### DOMESTIC ABUSE

#### **National Domestic Violence Helpline**

Freephone 24hr national domestic violence helpline.

England: [0808 2000 247](tel:08082000247)

#### **Mens Advice Line**

For male domestic abuse survivors

Tel: [0808 801 0327](tel:08088010327)

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### MENTAL HEALTH

**Thinkaction.** Support for people with mild to severe mental health difficulties.

[0300 012 0012](tel:03000120012)

**Mind Infoline.** Information on mental health and where to get help.

[0300 123 3393](tel:03001233393)

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### ADDICTION

**Drinkline.** A free helpline for people concerned about their drinking, or someone else's.

[0300 123 1110](tel:03001231110)

**FRANK.** Friendly, confidential advice about drugs and drug use.

[0300 123 6600](tel:03001236600)

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## **ADVOCACY**

**POhWER.** Information, advice, support and advocacy services in England – to help your voice be heard.

[0300 456 2370](tel:03004562370)

**VoiceAbility.** If you need support, VoiceAbility will help you to speak up and be heard, have rights respects & be at the heart of decisions.

[01223555800](tel:01223555800)

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## **OTHER**

**Victim support.** For anyone affected by crime in England or Wales.

[08 08 16 89 111](tel:08081689111)

**Samaritans.** Emotional support for people who are experiencing feelings of distress, despair or suicide.

[08457 90 90 90](tel:08457909090) (24hrs)

**Stop Hate Crime.** Reporting + support for victims, witnesses & third parties.

[0800 138 1625](tel:08001381625)

## **APPENDIX 4:**

### **ROLE DESCRIPTION: CBC SAFEGUARDING LEAD OFFICER (SGO)**

Duties and responsibilities include:

- Working with others within the organisation to create a positive inclusive environment within the club.
- maintaining and reviewing the organisation's implementation plan for safeguarding adults in line with current legislation and best practice.
- Contribute to ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding adults.
- Receive reports of and manage cases of poor practice and abuse reported to the organisation and use an appropriate recording system.
- Support the chair to co-ordinate the case management process.
- Manage liaison with, and referrals to, external agencies for example adult social-care services and the police, EBU and the Charity Commission.
- Be the central point of contact for internal and external individuals and agencies concerned about the safety of adults within the organisation.
- Represent the organisation at external meetings related to safeguarding.

IC July 2021