



ADULT SAFEGUARDING POLICY

INTRODUCTION

KB FITNESS (the Company) is a company run for the following purpose:

Teaching martial arts.

The Company is based at:

131-133 Roman Road,
Mountnessing,
Brentwood
Essex,
CM15 0UD

Company Number: 5840759

The Company has adopted this Safeguarding Adults Policy and expects every individual working or helping at Company to support it and comply with it. Consequently, this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Company.

This policy is to make sure that KB Fitness has all the right procedures in place to protect and safeguard adults.

KB Fitness believes in protecting an adult's right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities of KB Fitness in working together in promoting the adult's welfare and safeguarding them from abuse and neglect. KB Fitness instructors and members should be made aware of how this policy can be accessed.

This policy and related procedures are applicable to all instructors of KB Fitness. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

SAFEGUARDING OFFICER

Any question, report or concern in relation to the safeguarding of adults or children should be shared with our Safeguarding Officer:

Name: KELLY BUNYAN

Email: kelly@kbfitness.co.uk

Telephone: 07881 957977

CARE ACT 2014 DEFINITION OF AN ADULT AT RISK OF ABUSE:

Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

KEY PRINCIPLES OF ADULT SAFEGUARDING:

In the safeguarding of adults, KB Fitness is guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. KB Fitness aims to demonstrate and promote these six principles in our work:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

RECOGNISING THE SIGNS OF ABUSE:

KB Fitness instructors are well-placed to identify abuse. For example, the adult may say or do things that let the instructor know something is wrong. It may come in the form of a disclosure, complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go to get help, support and advice.

TYPES OF ABUSE:

The Care Act 2014 defines the following ten areas of abuse. Wigan borough also includes self-neglect as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

- **Physical abuse** - Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Domestic Violence/ Domestic Abuse** - Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- **Exploitation**- Including sexual and/or criminal exploitation
- **Sexual abuse** - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** - Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** - Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery** - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** - Including forms of harassment, slurs or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational abuse** - Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to long-term ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.
- **Neglect and acts of omission** - Including ignoring medical, emotional 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 surroundings and includes behaviour such as hoarding.

RADICALISATION TO TERRORISM:

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Significant changes to appearance and/or behaviour.

REPORTING CONCERNS:

Any instructor, employee or team member who becomes aware that an adult is or is at risk of, being abused must raise the matter immediately with the instructor or with the organisation's designated safeguarding person.

If the adult requires immediate protection from harm, contact the police and Adult Social Care.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

Any person within the Company who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person from within the Company who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any child concerned at the heart of the process.

Any person from within the Company who makes an allegation against another person from within the Company shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

DUTY TO REPORT

However difficult it may seem, all staff have a duty to make known their suspicions of abuse. Failure to do so is a failure in our duty of care. Remember, an individual may not be able to alert anyone themselves, perhaps through failure to understand that the activity is abusive or through poor communication skills or through fear. Reporting is not easy and often takes a great deal of personal strength and courage. Staff who have reported incidents have already been exposed to disturbing information that could leave them feeling a range of emotions from sadness to anger and even guilt that they could not prevent the alleged abuse. Managers must be aware of these issues when receiving a report and ensure that staff are appropriately supported according to their individual needs.

PROCEDURES TO BE FOLLOWED FOLLOWING AN ALLEGATION OR SUSPICION OF ABUSE

The minimum requirement for all staff and volunteers is that they know how to:

- Recognise, record and report abuse.
- Take any immediate action to protect further harm.
- Access help and advice for the adult at risk.

These guidelines follow four procedural stages:

- Alerting
- Reporting
- Investigating

- Monitoring

ALERTING

Any instructor or team member working with KB Fitness members may be alerted to the possibility of abuse.

Alerting could mean that you witness an act of abuse, a person saying that abuse has occurred, or suspicions raised by indicators listed in these guidelines.

In carrying out these procedures the person alerted must keep detailed records of the initial cause for concern. Note down exactly what the complainant or alleged victim has said or indicated to you or what you have witnessed. Any such records must clearly separate factual information from expression of opinion. The instructor or team member must be aware that the report may be required later as part of legal or disciplinary action.

If the disclosure is made by a KB Fitness member, the instructor or team member must accept what the person is saying and never make a decision without consulting with the Chief Instructor (Safeguarding officer) to ignore or suppress a disclosure because it is thought to be fantastic or improbable. Do not make comments other than to be comforting and sympathetic.

THE DESIGNATED PERSON (SAFEGUARDING OFFICER)

The Designated Person is Kelly Bunyan, KB Fitness' Chief Instructor, who is the safeguarding lead for KB Fitness. Incidents and allegations of abuse must be reported to the Designated Person.

If you have any concerns at all about the possible abuse of an adult who needs care and support, and are not sure what to do, you should immediately contact the Designated Person for Safeguarding. If an urgent concern arises when you cannot make contact with the Designated Person, you should report it without delay to Camden Children & Families Contact Service on [0207 974 3317](tel:02079743317) (9am to 5pm) or [0207 974 4444](tel:02079744444) (option 1) – outside office hours, weekends or bank holidays) or to the Police (via 999) if it is an emergency situation.

If a team member believes that an adult safeguarding allegation or concern is not being dealt with appropriately, or is suspected of perpetrating abuse, and they have exhausted all other reasonable approaches, this policy should be used to escalate those concerns.

In any case of suspected abuse, the team member has a responsibility to ensure KB Fitness member immediate safety. This may involve immediately challenging the person abusing the member, even though this may be difficult to do, and trying to persuade him or her to stop.

Ensure immediate medical attention is arranged if necessary (e.g. physical injury/trauma, reports of severe pain). Inform any examining doctor of the suspicion of abuse and that a written report will be required which may be used in legal proceedings.

Every effort must be made to preserve and note evidence by:

- Placing any material evidence in a safe place.
- Not allowing vital evidence to be destroyed by lack of forethought or the passage of time (for example, evidence of a sexual assault could be destroyed if the victim takes a bath before he/she has been medically examined).
- Noting carefully any pertinent comments relating to the alleged abuse.
- Completing 'the adult alert form', making a careful note of any signs of abuse/injuries.

REPORTING

If you have any concerns at all about the possible abuse of an adult who needs care and support, and are not sure what to do, you should immediately contact the **Designated Person for Safeguarding**. If an urgent concern arises outside of office hours or when you cannot make contact with the Designated Person, you should contact **Camden Children & Families Contact Service** to raise an alert by calling:

[0207 974 3317](tel:02079743317) (9am to 5pm) or [0207 974 4444](tel:02079744444) (option 1) – outside office hours, weekends or bank holidays)

If there is an immediate risk to life, or a serious injury, or a serious crime has been committed, the police must be contacted direct as set out below:

Immediate response - For incidents concerning a vulnerable adult where there is immediate danger to life, risk of injury or a crime being committed, dial 999.

High - For incidents taking place against a vulnerable adult where there is no immediate risk to life or property, but a police response is required as soon as practicable due to the seriousness of the incident and/or potential loss of evidence, dial 101.

Routine - For incidents that have taken place against a vulnerable adult where that person wishes to report a crime please dial 101 and specify that a crime has been committed and that the person concerned wishes to make a complaint of crime.

Inform the member's 'significant others' (parents, relatives, partner, friends or advocate). The usual expectation would be that families or 'significant friends' would be informed about issues relating to the person's welfare, unless the person has made it clear that they do not wish them to know, or it seems not to be in the person's best interests. If relatives or friends are not informed, the reasons for this must be clearly documented. Note if a person at risk lacks capacity it is only possible to make a best interest decision (Refer to the Mental Capacity Act).

Any information given or received verbally or by telephone must be confirmed in writing at the earliest available opportunity.

SAFE RECRUITMENT & SELECTION:

KB Fitness is committed to safe employment and safe recruitment practices, that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

KB Fitness has policies and procedures that cover the recruitment of all instructors, employees and volunteers. All instructors are trained in the school by Chief Instructor Kelly Bunyan and follow the KB Fitness Code of Conduct.

IS THERE A PERSON IN A POSITION OF TRUST INVOLVED?

In any instance of safeguarding, consideration must be given as to whether an allegation has been made against a person in a position of trust (PiPoT) and who may be a risk to others. This can be anyone from a formal employee or volunteer, to an informal carer. If the person involved is the Safeguarding officer, the issue must be reported to the Deputy Safeguarding officer.

TRAINING AND AWARENESS:

KB Fitness will ensure an appropriate level of safeguarding training is available to its Instructors, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with adults at risk this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in Safeguarding Adults.
- Recognise an adult potential in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with individuals.
- Have knowledge of the Safeguarding Adults Policy.

Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of children/young people. For more information about children's safeguarding, refer to KB Fitness' Children and Young People's Safeguarding Policy.

MENTAL CAPACITY:

The MCA defines someone is lacking capacity, because of an illness or disability such as a mental health problem, dementia or a learning disability, who cannot do one or more of the following four things:

- Understand information given to them about a particular decision.
- Retain that information long enough to be able to make the decision.
- Weigh up the information available to make the decision.
- Communicate their decision. Refer to the Mental Capacity Act Code of Practice, <https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice>. KB Fitness will need to involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

Support and guidance will be sought from KB Fitness should anyone have concerns regarding an adult's capacity.

CONFIDENTIALITY AND INFORMATION SHARING:

KB Fitness expects all employees, instructors and volunteers to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed**. For further guidance on information sharing and safeguarding see KB Fitness' Privacy Policy located on the KB Fitness website.

CONSENT

It is always essential in safeguarding to consider whether the adult at risk is capable of giving informed consent in relation to the investigation. If they are, their consent should be sought. This includes an awareness of the risks of disclosing that an investigation is being undertaken.

Where an adult at risk with capacity has made a decision that they do not want action to be taken and there are no public interest or vital interest considerations, their wishes must be respected. The adult at risk must be given information and have the opportunity to consider all the risks and fully understand the likely consequences of that decision over the short and long term.

If, after discussion with the adult at risk who has mental capacity, they refuse any intervention, their wishes will be respected unless:

- there is a public interest, for example, not acting will put other adults or children at risk
- there is a duty of care to intervene, for example, a crime has been or may be committed

However, consent may need to be considered in relation to the adult at risks participation in activity that may be abusive. If consent to abuse or neglect was given under duress, for example, as a result of exploitation, pressure, fear or intimidation, this apparent consent should be disregarded with a safeguarding adults investigation going ahead in response to the concern that has been raised.

CONFIDENTIALITY

All instructors and team members must be aware of the sensitivity for all concerned in matters of abuse. Strict confidentiality must be adhered to on a 'needs to know' basis, according to the reporting procedures contained herein.

DISCLOSURES DO'S AND DON'TS, AS PER THE AGE UK WEBSITE:

Do:

- Stay calm and try not to show shock.
- Listen carefully.
- Be sympathetic ("I am sorry that this has happened to you").
- Be aware of the possibility of medical evidence.
- Tell the person that he/she did right to tell you.
- Treat the information seriously.

- Inform the instructor, or Safeguarding Officer.
- Take steps to protect and support them.
- Report to your Line Manager.
- Write down what was said by the person disclosing, noting date and time.

Don't:

- Do not press the person for more details.
- Do not promise to keep secrets.
- Do not make promises you cannot keep (e.g. "this will never happen to you again").
- Do not contact the alleged abuser.
- Do not be judgemental (e.g. "why didn't you run away?")
- Do not break the confidentiality agreed with the alleged victim (e.g. to other members of team – "it's just awful, something terrible happened to...")

RECORDING AND RECORD KEEPING:

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

IMPORTANT CONTACTS:

DESIGNATED SENIOR LEAD FOR SAFEGUARDING

Name: Kelly Bunyan

Email address: kelly@kbfitness.co.uk

Telephone number: 07881 957977

DESIGNATED TRUSTEE FOR SAFEGUARDING

Name: Kelly Fiestas

Email address: kellyfn@kbfitness.co.uk

Telephone number: 07949 070702

POLICE

Emergency – 999

Non-emergency – 101

<https://www.nationaldahelpline.org.uk/>