

# **Kent Sport and Physical Activity Service**

## **Safeguarding Adults in Sport**

### **Policy and Procedures – September 2016**

# Contents

Scope .....	2
Terminology/definitions .....	3
Abuse & Neglect .....	3
Adult at risk (formerly known as Vulnerable Adult) .....	3
Capacity.....	3
Parent .....	3
Poor Practice .....	4
Safeguarding .....	4
Policy .....	5
Policy Statement.....	5
Principles .....	6
Responsibilities .....	7
Operational Responsibilities.....	7
Strategic Responsibilities .....	8
Procedures .....	9
Abuse and how it can be recognised.....	9
Types of abuse .....	9
Who may be an abuser? .....	12
Recognising abuse .....	12
Further guidance.....	14
Reporting and referrals procedure .....	15
Assessing capacity .....	18
Confidentiality .....	18
Information Sharing.....	18
Information Sharing Flowchart .....	20
Appendix A - Contacts .....	21
Kent and Medway specific contacts .....	21
National Governing body contacts.....	21
Other useful organisations .....	24
Appendix B – Safeguarding Adults Initial Alerters Form .....	26
Appendix C – AP1 Form (Kent) – to be completed instead of or in addition to Appendix B – Safeguarding Adults Initial Alerters Form.....	30
Appendix D – AP1 Form (Medway) to be completed instead of or in addition to Appendix B – Safeguarding Adults Initial Alerters Form .....	35
Appendix E – Body Map .....	38
Appendix F – Eligibility flow chart for DBS checking for working with Adults .....	39

**Simply hold down Ctrl and click on the text (in the table above) of the section you are interested in to be taken exactly to that page**

## **Scope**

Kent Sport is hosted by Kent County Council and is funded primarily via Sport England and KCC. Kent Sport is recognised as playing a lead, co-ordinating role for sport in Kent, in conjunction with a range of partners.

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

Kent 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 (see page 9), 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.

# Terminology/definitions

## 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 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. 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. 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.

For information on types of abuse see pages 10-12.

## Adult at risk (formerly known as Vulnerable Adult)

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 adult at risk may include any individuals who may be vulnerable as a consequence of their role as a carer in relation to any of the above.

Adults at risk 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.

## 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 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 adults, or people with parental responsibilities for an adult.

## 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 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

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

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

For information regarding Kent Sport's policies and procedures regarding its work with children, please refer to the Kent Sport Safeguarding and Protecting Children Policy and Procedures, or contact the Workforce Development Officer (see Appendix A for Contacts).

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 adults is an important responsibility for Kent 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 September 2016 (originally developed in October 2015), and will be formally reviewed in September 2017, or in light of significant organisational change or legislation, or in the event of a serious incident. This work will be led by the Countryside, Leisure and Sport Events Manager who also acts as the Deputy Safeguarding Officer within the service.

## Principles

- the welfare and safety of adults is of primary concern
- everyone has the right to be treated as an individual
- all adults have a right to be safe and to be treated with dignity and respect, with a right to privacy
- all 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 promoted to all staff and volunteers, partners and customers, and will be available on the Kent Sport website and in additional formats as required
- all Kent 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

As Kent Sport is involved in Kent County Council run projects as well as Sport England funded programmes, there are two main areas of responsibility that need to be outlined when looking at safeguarding adults as depending on the situation/programme concerned different levels of responsibility may occur.

These are:

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

### Operational Responsibilities

Kent Sport and Physical Activity service will:

- take a constructive approach to safeguarding adults and accept the moral and legal responsibility to provide a duty of care to protect and safeguard the wellbeing of 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 adults
- respect and promote the rights, wishes and feelings of adults
- promote an organisational culture openness that ensures that all 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 adults and include arrangements for appropriate checks on new staff and volunteers, in accordance with KCC recruitment practice
- train and supervise its employees and volunteers to adopt best practice to safeguard and protect 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, adults, staff and volunteers are provided with information about this policy, what it does, and what they can expect from Kent Sport and Physical Activity Service
- ensure that parents, 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 KCC disciplinary procedures
- continually seek ways to improve the safety and wellbeing of all 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**

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

Partners of Kent Sport can be defined as:

- organisations who make partnership funding contributions
- organisations who are awarded funding from Kent Sport
- organisations with whom Kent Sport has a Service Level Agreement or other partnership agreement
- organisations whom Kent Sport commissions to provide a service
- organisations to whom Kent 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 Organisers, Community Sports Networks, media agencies, event management companies, training providers, youth service, sports facilities.

As part of its commitment to safeguarding adults Kent 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. Kent 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 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

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 adults at risk 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/coach/other participant subjecting an adult to constant criticism, shouting, name-calling, sarcasm, bullying or discriminatory behaviours or prejudicial attitudes
- a carer or coach putting an 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 an adult by requiring financial or material payment in return for certain benefits such as sports awards or complements
- charging adults 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 an adult safe by exposing them to undue cold, heat or the unnecessary risk of injury
- a parent, guardian or carer consistently leaving an adult without adequate provisions e.g. food, water, clothing, sun block where they are unable to provide themselves with these provisions
- coaches not taking a players 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
- disabled groups/participants 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 others saying 'that was gay'

Institutional - Neglect and poor standards of care in hospitals, day centres and care homes

Domestic – 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 adult at risk

## 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 an adult may be experiencing abuse include the following:

- the adult appears frightened of the parent(s)/peers/adults
- the 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 services.

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 an adult is occurring but it is their responsibility to act on any concerns.**

## Further guidance

As this is a fairly new area to the sporting sector there is limited sport specific guidance, however the following links may be of use when understanding or reporting safeguarding adult's issues:

### [Safeguarding Adults Checklist for Practitioners in Kent](#)

#### **Domestic Abuse**

- [Joint Police, Social Services and Health Protocol for dealing with cases of domestic abuse where adults at risk are involved \(pdf\)](#)

#### **Financial Abuse**

- [Kent County Council \(KCC\) Financial abuse toolkit \(pdf\)](#)
- [Detecting and preventing financial abuse in older adults](#)

#### **Mental Capacity**

- [Policies, forms and guides for the Mental Capacity Act \(MCA\)](#) – Kent County Council (KCC) website
- [Mental Capacity Act 2005: A brief guide for social and health care staff \(pdf\)](#)

#### **Female Genital Mutilation**

- [Mandatory reporting of Female Genital Mutilation - procedural information](#)

#### **Forced Marriage**

- [Handling cases of forced marriage](#)

#### **PREVENT**

- [PREVENT referral form \(Word document\)](#)

#### **Sexual Exploitation, modern slavery and human trafficking**

- [Protocols for Kent and Medway to safeguard adults who are at risk of sexual exploitation, modern slavery and human trafficking \(pdf\)](#)
- [Human trafficking and National Referral Mechanism guidance \(pdf\)](#)

## Reporting and referrals procedure

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

As Medway are a unitary authority, they have their own safeguarding adults reporting/referral procedures and therefore the correct reporting form will need to be selected depending on where in the County the abuse has taken place.

**Kent** - For reporting Adult Protection concerns to Kent Social Services please use **flowchart A**

If you wish to consult with Kent Social Services to discuss your concerns please call 08458 247102 between 08.30 – 17.00 hours or 0845 7626777 if ringing out of hours.

If you have concerns that an issue reported to the Kent Social Services agency has not been appropriately addressed you should contact Kent Central Duty team on:



[CentralDutyTeam@kent.gcsx.gov.uk](mailto:CentralDutyTeam@kent.gcsx.gov.uk) (Secure e-mail\*) / [Central.duty@kent.gov.uk](mailto:Central.duty@kent.gov.uk) (Standard e-mail)

**Medway** - For reporting Adult Protection concerns in Medway please use **flowchart B**

Medway Council Adult Social Care

- Telephone: During working hours = 01634 334466 or out of hours service = 08457 626777
- Fax: During working hours = 01634 334504 or out of hours service = 01233 646596
- Secure email: During work hours = [ss.accessandinfo@medway.gov.uk.cjsm.net](mailto:ss.accessandinfo@medway.gov.uk.cjsm.net)



**Before sending any referrals by Fax or email please telephone first to advise the organisation so that they can expect its arrival.**



A

Through observation or a third party, you become suspicious of abuse

An adult at risk tells you they are being abused

You are concerned about bullying by a member of staff, volunteer or another adult/young person

**Stay calm**

- Reassure the adult at risk they are not to blame
- Reassure the adult at risk/third party they did right to tell you
- Listen
- Do not bombard the adult at risk 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**

If you believe a crime has been committed report your concerns to the Police by dialling **101**. Please be aware of the need to preserve any forensic evidence.

If you work in a service discuss your concerns with your line manager.

If you believe that your line manager/service may be implicated in the suspected abuse you may consult the Police, the Social Services Agency or Regulatory Authorities and discuss your concerns with them.

Decide on whether to raise an adult protection alert by gathering **only** essential information necessary to report your concerns to Kent Social Services using the AP1 alert form (see appendix B) or you may wish to consult with them initially by phoning **08458 247102** between 8:30 and 17:00, or out of hours **0845 7626777**

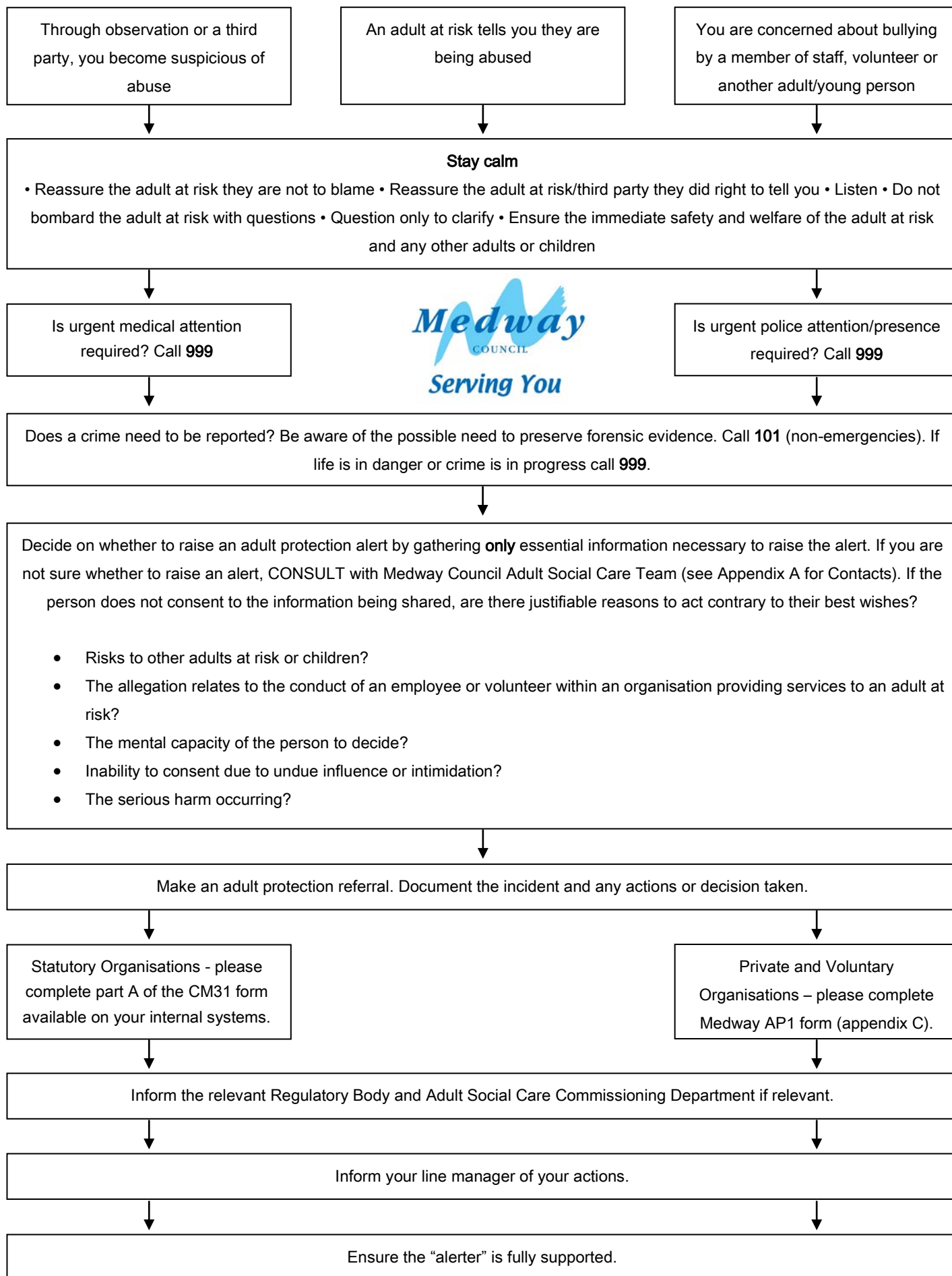
If the person does not consent to the referral, are there justifiable reasons to act contrary to their best wishes?

- Risks to other adults at risk or children?
- The allegation relates to the conduct of an employee or volunteer within an organisation providing services to an adult at risk?
- The mental capacity of the person to decide?
- Inability to consent due to undue influence or intimidation?
- The serious harm occurring?

The Social Services Agency will acknowledge receipt of form AP1 and will assess the information and decide upon the most appropriate response to the concerns.

The Social Services Agency will advise the referrer how their concerns will be addressed. The referrer must advise the Social Services Agency of any changes to the service user's situation.

Whenever possible the Social Service 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(s) if the referrer has not already done so.



## 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, you can report this to the Welfare Officer, NGB Safeguarding team or the Deputy Safeguarding Officer at Kent Sport without consent.

## Confidentiality

Protection of 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 adults with other professionals, particularly investigative agencies and adult social services
- Clear boundaries of confidentiality will be communicated to all
- All personal information regarding adults 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 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:

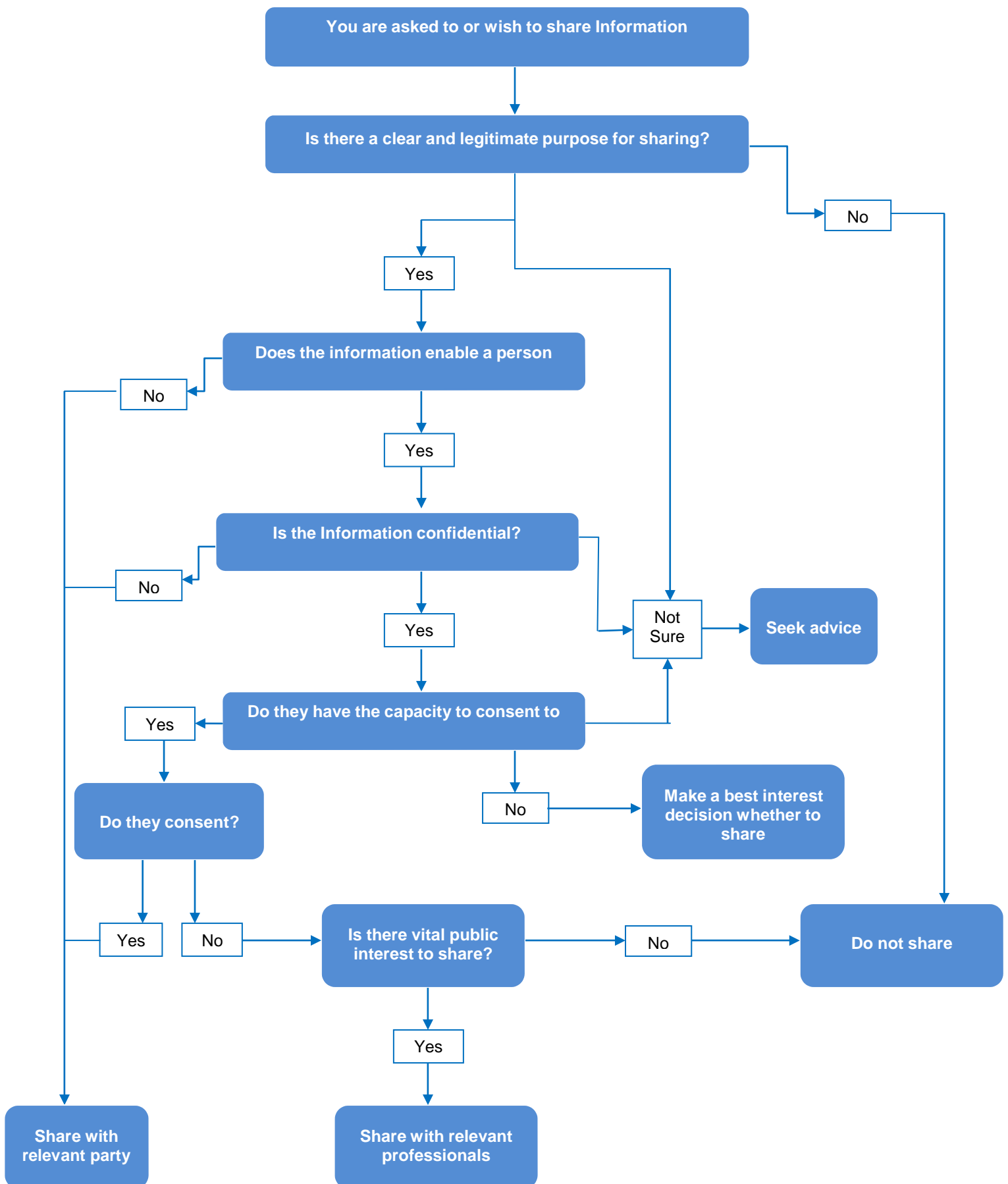
1. Is the adult placing themselves at further risk of harm?
2. Is someone else likely to get hurt?
3. Has a criminal offence occurred? This includes: theft or burglary of items, physical abuse, sexual abuse, forced to give extra money for lessons (financial abuse) or harassment.
4. Is there suspicion 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 your Welfare Officer, NGB Safeguarding team, Deputy Safeguarding Officer at Kent Sport and Police or Adult Social Care.**

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 the Deputy Safeguarding Officer at Kent 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.

## Information Sharing Flowchart



## Appendix A - Contacts

### Kent and Medway specific contacts

Organisation		Contact
Kent Sport and Physical Activity Service	Deputy Safeguarding Officer	03000 412044 / 07920 585492
	Enquiries	03000 414001
Kent Police	Ask for the Public Protection Unit	01622 690690
<b>In an emergency dial 999</b>		
Kent Adult Social Services	<p>03000 416161 (During the day and Office hours)            03000 419191 (Out of hours and in an emergency)            social.services@kent.gov.uk</p> <p>For more information on <a href="#">Adult Social Care in Kent</a> or <a href="#">Adult Protection</a></p> <p>If you need to contact us outside of normal office hours, for example during the night, call 03000 419191. If you think someone is in immediate danger, the best thing to do is call 999 for the emergency services.</p>	
Medway Adult Social Services	<p>01634 334466 (Between 8:30 – 17:00)            03000 419191 (Out of hours and in an emergency)            Fax: 01634 334504            ss.accessandinfo@medway.gov.uk</p> <p>For more information on <a href="#">Adult Social Care in Medway</a></p>	
Kent and Medway Safeguarding Adults Board	<a href="#">Kent and Medway Safeguarding Adults Board</a>	

### National Governing body contacts

Sport	Contact
Angling	Ben Snook – Lead Child Protection Officer the Angling Trust 07720 974811 ben.snook@Anglingtrust.net
Archery	Archery GB National Lead Safeguarding Officer - 01952 602794 Archery GB Safeguarding Officer - 01952 602792
Athletics	David Brown CBE - UK Athletics Lead Child Protection Officer 01217 138450 dbrown@uka.org.uk
Badminton	Emma Gibson – Head of Safeguarding for Badminton England 01908 268400 / 07738 890309 (mobile) emmagibson@badmintonengland.co.uk  Dawn Brady - Safeguarding Children Administrator for Badminton England

	<p>01908 268400 dawnbrady@badmintonengland.co.uk</p> <p>safeguarding@badmintonengland.co.uk</p>
Baseball/Softball	<p>Jenny Fromer – Baseball Softball UK Welfare Lead Officer 02074 537056 jenny.fromer@bsuk.com</p>
Basketball	<p>Safeguarding at England Basketball 01142 841060 (General Office number) childprotection@basketballengland.co.uk</p>
Wheelchair Basketball	<p>Emily Westwood – Lead Safeguarding Officer 01509 279900 e.westwood@gbwba.org.uk</p>
Bowls	<p>Alistair Hollis - Operational Services Manager Bowls England 07765 050408 alistair.hollis@bowlsengland.com</p>
Boxing	<p>Gordon Valentine - National Compliance Manager 01142 235639 / 07590 600001 gordon.valentine@abae.org.uk</p>
Canoeing	<p>Mike Devlin – BCU Child Protection, Vulnerable Adults and Harassment Lead Officer 08453 709514 mike.devlin@bcu.org.uk</p> <p>Keith Hampton – BCU Safeguarding Support Officer 07740 820113 (For BCU coaches, volunteers and staff who have received an allegation against them with respect to Child Protection and require support).</p>
Cricket	<p>England Cricket Board - 02074 321200</p> <p>Head of Ethics and Compliance: Alison Faiers Safeguarding Manager: Richard Desjardins Safeguarding Adviser: Lance Spring Safeguarding Caseworker: Ourania Mapouras</p> <p>safeguarding@ecb.co.uk</p>
Cycling	<p>Simon Thornton (Compliance Manager) 01612 742082 / Out of hours 01612 742002 compliance@britishcycling.org.uk</p>
Equestrian	<p>BEF Designated Lead Welfare Officer 02476 698871</p>
Fencing	<p>Liz Behnke - Equality and Safeguarding Manager at British Fencing 07717 740125 / For urgent issues please call 07526 003030 equality@britishfencing.com</p>
Football	<p>Val Hajialexandrou – County Welfare Officer 01622 791850 val.hajialexandrou@kentfa.com</p>
Golf	<p>Andy Wright - Compliance Officer at England Golf 01526 351824 a.wright@englandgolf.org</p> <p>Margaret Reed - Compliance Administrator at England Golf 01526 351813</p>

	m.reed@englandgolf.org
Gymnastics	<p>Mike Gevaux – South East Regional Welfare Officer 07905 019357 mgevaux1@suttonlea.org</p> <p>UK Lead Welfare Officers: Lucy Smith, Niall O'Carroll and Heidi Saxon 03451 297129 ext 2347 ethics@british-gymnastics.org</p>
Hockey	<p>To report a safeguarding concern: Alison Hogg 01628 897500 alison.hogg@englandhockey.co.uk</p> <p>For General safeguarding/DBS enquiries: Sam Hunt 01628 897545 sam.hunt@englandhockey.co.uk</p>
Judo	British Judo Safeguarding Team 01509 631670 ext 223
Lacrosse	Karen Hughes - National lead Child Protection Officer k.hughes@englishlacrosse.co.uk
Mountaineering	Nick Colton 01614 383305 nick@thebmc.co.uk
Exercise, Movement and Dance	<p>Emma Forward – Lead Safeguarding Officer - emma@emdp.org</p> <p>EMDP Deputy Safeguarding Officers Jade Moulden - jademoulden@emdp.org Heather Hinchliffe - heatherhinchliffe@emdp.org</p> <p>All of the above contactable via EMDP main number 01403 266000</p>
Netball	Lead Child Protection Officer 07595 863991 besafe@englandnetball.co.uk
Orienteering	British Orienteering Lead Child Welfare Officer 01629 734042
Rounders	<p>Alison Steel - Rounders England Lead Safeguarding Officer 01142 480357 / Outside office hours - 07411 477849 alison.steel@roundersengland.co.uk</p> <p>Alison Howard - Rounders England Deputy Lead Safeguarding Officer 0114 248 0357 / Outside office hours - 07931 741345</p>
Rowing	<p>Laura Fieldman - Equity and Safeguarding Officer at British Rowing 02082 376707 laura.fieldman@britishrowing.org</p>
Rugby Football League	<p>Colette Eden – Lead Safeguarding Officer 01132 375046 / 07595 520610 colette.eden@rfl.uk.com</p> <p>Emma Rosewarne - Safeguarding Officer 01132 375013 / 07850 483736 emma.rosewarne@rfl.uk.com</p>
Rugby Football Union	RFU Safeguarding Line



	02088 316655 rmg@therfu.com
Sailing	Jackie Reid - Safeguarding and Equality Manager at Royal Yachting Association 02380 604104 jackie.reid@rya.org.uk
Shooting	Sarah Daly – Child Protection and Equality Officer at British Shooting 07967 328945 sarahdaly@shootcoach.co.uk
Snowsport	Bridget Owen - Safeguarding Lead at Snowsport England 01509 232323 welfare@snowsportengland.org.uk
Swimming	Jenni Dearman - National Child Safeguarding Coordinator (NCSC) at the ASA 01509 640270 jenni.dearman@swimming.org  Barbara Barrett – Independent Child Protection Officer (ICPO) at the ASA 01509 640270 legal@swimming.org
Table Tennis	Table Tennis England Safeguarding Team 07977 243327
Tennis	Lawn Tennis Association Safeguarding Team 0208 487 7000 safeguarding@LTA.org.uk
Triathlon	Ali Sibcy – Workforce Development Coordinator / Child Protection 01509 226161 / 07824 145081 alisibcy@triathlonengland.org
Volleyball	Rob Payne - Young People Manager 01509 227722 safeguarding@volleyballengland.org
Water Ski and Wakeboarding	Lead Safeguarding Officer 01932 570885
Weightlifting	Sue Ward – Lead Child Welfare Officer for British Weightlifting 01132 249402 sue.ward@britishweightlifting.org
Wrestling	Yvonne Ball - British Wrestling Lead Safeguarding Officer 01246 236443 yvonne.ball@btinternet.com

### Other useful organisations

Organisation		Contact
Action on Elder Abuse	National organisation who aim to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.	080 8808 8141 (UK helpline)  enquiries@elderabuse.org.uk
Ann Craft Trust (ACT)	ACT is a national organisation working with staff in the statutory, independent and voluntary sectors in the interests of people with learning disabilities who may be at risk from abuse.	Nicola Dean - Safeguarding Adults in Sport Manager – 01159 515400 n.dean@nottingham.ac.uk

	01159 515400 - ann-craft-trust@nottingham.ac.uk	
Carers Direct	<p>If you are a carer, the helpline advisers can give you information to help make decisions about your personal support needs and the needs of the person you're looking after.</p> <p>This information includes assessments, benefits, direct payments, individual budgets, time off and maintaining, leaving or going back to work or education.</p> <p>The Carers Direct helpline advisers can put you in touch with specialist national or local sources of help, including social care, healthcare and self-help networks and resources.</p>	<p>0300 123 1053</p> <p>The helpline is open from 9am-8pm Monday to Friday, and from 11am-4pm at weekends. The helpline is closed on bank holidays.</p> <p>The cost of the call is the same as a call to a number beginning 01 or 02 (known as "geographic numbers").</p>
Respond	Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.	<p>0808 8080700 (Freephone Helpline)</p> <p>02073 830700 – London Office</p> <p>admin@respond.org.uk</p>

## Appendix B – Safeguarding Adults Initial Alerters Form

### NOTIFICATION OF ALLEGED ABUSE OF VULNERABLE ADULT

PLEASE COMPLETE IN BLOCK CAPITALS

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

#### Alleged Victim:

<b>Forename</b>	<b>Surname</b>
<b>Date of birth</b>	
<b>Address</b>	<b>Current Address (If different)</b>
_____	_____
_____	_____
_____	_____

#### Gender

☐ Male
 ☐ Female

#### Ethnic Origin: (please tick)

White British		White Other		African	
Caribbean		Indian		Pakistani	
Chinese		Other (please specify):			

#### Service User Group: (please tick)

Older Person		Learning Disabled		Physical Disability	
Mental Ill Health		Other (please specify):			

#### Nature of Alleged Abuse: (See Note 3)

Physical		Psychological		Sexual	
Neglect		Financial/Material		Discriminatory	

**Please give details (including date(s) and time(s)):**

--

**Location of Abuse: (please tick)**

Alleged Victims Home		Care Home		Club	
Perpetrators Home		Education Placement		Public Place	
Other ( <i>please specify</i> ):					

**Alerter:**

**How did the alert arise:**

<b>Name of Alerter: (see note 4)</b>	<b>Address:</b>	<b>Telephone Number:</b>

**Who is aware of the allegation:**

--

**Alleged Perpetrator:**

<b>Name of Perpetrator:</b>	<b>Address:</b>	<b>Telephone Number:</b>

**Action taken:**

--

**Recommendations (please tick):**

No Further Action		Report to LA	
Signed:		Print name:	
Date:			

- Have the necessary steps been taken to protect any OTHER person who may be at risk?
- If there is No Further Action, have you passed the form to the Safeguarding Lead?

**Reasons for No Further Action – TO BE COMPLETED BY Safeguarding Lead**

**IF NO FURTHER ACTION, THIS MUST BE COMPLETED (See Note 5)**

Signed:

Print name:

Date:

**VULNERABLE ADULT CONSENT (section 6)**

Is the adult aware of the reporting of this concern?

☐

**Yes**

☐

**No**

Do they consent to this concern being reported onwards – i.e. to LA or Lead Officer

☐

**Yes**

☐

**No**

Please complete here any further information in respect of the adult's wishes:

**Copies to the Safeguarding Lead and LA as appropriate**

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 of 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. **No Further Action** - If the recommendation from the Reporting Officer is 'No Further Action', he/she may complete the box at the end of the form to endorse the decision.
6. **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 – AP1 Form (Kent) – to be completed instead of or in addition to Appendix B – Safeguarding Adults Initial Alerters Form

**Kent Social Services AP1 Alert Form (1<sup>st</sup> August 2013) - Adult Protection Alert Form for Service Providers and Members of the Public. Please ensure this form is completed as fully as possible if adult abuse is witnessed or suspected.**

This form is designed to be completed as a word document and includes drop down boxes to support completion. There are free text boxes throughout the form and these sections will grow to accommodate the information being added. An electronic name will be considered as a signature within this document.

If you are unable to complete the form electronically a hand written form will be accepted. (Details of where and how to send the AP1 are found at the end of this form).

<b>Stage 1 – Alert</b>					
<b>FOR INDIVIDUAL ACUTE HOSPITAL TRUST INFORMATION TO BE ADDED</b>					
i. Name and Role/Relationship of person completing this form (s)					
i. Do you wish to remain anonymous (s)					
i. Contact Address and Telephone Number (Fax and/or email)					
ii. Name and role or relationship of person who reported the alleged incident (if different from person named above)					
ii. Do they wish to remain anonymous					
ii. Contact Address and Telephone Number					
<b>KCC OFFICE USE ONLY- DATE AP1 RECEIVED (Date of Alert) (s):</b>					
Method of contact: (s)				Source of Contact/Alert: (s)	
Date(s) & Time(s) of Incident(s) if known: (s)					
<b>Client's Details</b>					
Name of client*: (s)		Title:		LA Client ID / Hospital ID / Rio Number/ NHS Number *	
Client's Normal Address*: (s)		Address of where the alleged incident of abuse occurred:			
Postcode* (s)		Location, where did alleged abuse take place?* (s)			
		<b>Communication needs</b>		<b>Is Support Required?</b>	
Tel No. 1:		Speech (s)			
Tel No 2:		Hearing (s)			

Email:		Visual <b>(s)</b>	
Date of Birth*: <b>(s)</b>		Explanation of Communication Needs	
Date of Death: <b>(s)</b>		Interpreter <b>(s)</b>	
Gender*: <b>(s)</b>		First Language: <b>(s)</b>	
Marital Status*: <b>(s)</b> If other give details		Details of Interpreter required	
Ethnicity*: <b>(s)</b>		Contact details of Advocate	
Sexual Orientation:			
Religion: <b>(s)</b>		Contact details of significant other <b>(s)</b>	
Next of Kin or significant other, address and telephone number <b>(s)</b>		Contact details of nearest relative under MH Act	
Relationship to client <b>(s)</b>		General Practice address and telephone number General Practitioner (if known) <b>(s)</b>	
Is the client aware that this concern is being reported to Social Service Agency*? <b>(s)</b>		If not, reason why?	
Has the client given their consent to this information being shared with social services and / or other agencies*? (More details can be added in text box)			
If no, reason why?			
<b>Information will be shared with other agencies where issues of capacity to give consent are unclear and/or where the safety of other vulnerable people may be at risk</b>			
To your knowledge has this client been the subject of previous adult protection alerts? <b>(s)</b>			
<b>For Social Services</b> to explain if person has been subject to previous adult protection alert?			
To your knowledge has this setting been the subject of previous adult protection reports?			
Key Professionals if known*?	Contact Address	Telephone, Fax and Email	
Social Services Case Manager			
District Nurse/CPN/Other			
Any other significant professional/s			
Is the vulnerable adult a carer?			
Is the person under a Deprivation of Liberty Safeguards Authorisation? If so please give brief details			
To the best of your knowledge Primary Category of client* <b>(s)</b> - (If you are completing by hand please describe whether physical, sensory, learning disability or mental health difficulties experienced)			
Secondary Category of client if relevant :			
<b>Details of Allegation -what happened*?</b> (Include information about any witnesses and their contact details. What has triggered the alert now?			
Where possible provide details of the vulnerability of the subject of the alert. These may include communication issues, understanding, first language and any essential medical information. (Complete body map (appendix d) if appropriate.)			



**Remember to answer - Who, What, When, Where and details of any witnesses.**

**At this stage, do you have a view of the individual's mental capacity regarding this adult protection alert and related concerns? Is there a known mental disorder?**

**Please give details:**

**Type of alleged abuse\* Identify all that are relevant (s)**

Please tick the **Domestic Abuse** or **HATE Crime** beside any type of abuse that is also related to these

Main category of abuse				Was the alleged abuse between partners?			
	Abuse	Dom Abuse	Hate Crime		Abuse	Dom Abuse	Hate Crime
Physical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discriminatory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institutional / Systemic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional / Psychological	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sexual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

**Injuries Reported**

**Please describe injury\* - When recording an injury you need to try and include the following information:**

- Exact site of injury; size of injury (cm or inches); approx shape of injury; colour of injury; is injury clean?
- Is the skin broken? Is there any swelling?
- Are there any scabs / blistering / bleeding present?
- Is mobility restricted; does the site feel hot? Does the client feel pain?):

Please also consider and record psychological impact on Client (if known):

Is there a body map (appendix d) to be made available? Please attach and send with AP1.	
Are there any photographic records of these injuries?  Please attach.	
Has client been medically examined?	
If yes – who by and when?	
Is there a need to preserve any potential Forensic Evidence?	
If yes are you aware of – or have you been advised of what to do regarding forensic or other evidence? – please advise	
Do you consider anyone else to be at risk e.g. other vulnerable adults or children	

**Information about the main alleged perpetrator / organisation** (Please provide, as much information as possible to enable the police to carry out necessary checks. If the identity of the alleged perpetrator(s) is not available do not delay

sending the referral to the police if from your consultations a crime has or may have been committed.)

**If an organisation is alleged to be responsible only limited parts of this section can be completed**

Multiple Perpetrators		Next perpetrator – if yes please copy this page and attach to AP1	
Full name of a person or name of the organisation alleged to be responsible for the abuse. If unknown then state UNKNOWN <b>(S)</b>			
Relationship of primary alleged perpetrator:* <b>(s)</b>			
AKA / Alternative name:		Gender	
DOB:		Age / Estimated age:	
Home Address/Post Code/Telephone No:			
Ethnicity:			
Occupation: (If Applicable)			
Is the alleged perpetrator aware of the referral? <b>(s)</b>			
Does the alleged perpetrator pose a possible risk to children? If yes, give details			
Does the alleged perpetrator pose a possible risk to other vulnerable adults? <b>(s)</b> If yes, give details			
Is the alleged perpetrator a vulnerable adult themselves?			
<p>If yes,</p> <p>Vulnerability of Alleged Perpetrator if known: Include communication / understanding / capacity &amp; first language, Physical Disability, Learning Disability, any Mental Health problems &amp; any relevant medical information.</p> <p><b>Please record if a mental capacity assessment is required in relation to the alleged perpetrator.</b></p>			
Does the alleged perpetrator care for others? <b>(s)</b>			
Do they live with the vulnerable adult?			
Has the alleged perpetrator been mentioned in previous referral(s) as an alleged perpetrator?			
Details of any professional helper/s (e.g. Case Manager / Social Worker/CPN/Comm LD Nurses) involved in the care of the alleged perpetrator (if applicable name / role / telephone number):			
Have you taken any immediate action? If so what? Please attach relevant risk assessment or other documents/reports if available			
Have you informed any other person/agencies of this alleged incident? Please give details. (Police, CQC, Health, Next of Kin)			
Name and/or role of person informed		Brief summary of contact – e.g. faxed, phoned, emailed etc and date sent.	
Name of person completing this alert form*:		Date*	
Signature If completed by hand			

SEND TO CASE MANAGEMENT TEAM IF YOU KNOW THAT THE VULNERABLE ADULT IS OPEN TO KENT CASE MANAGEMENT

SEND TO CENTRAL DUTY TEAM FOR ALL OTHER CASES

[CentralDutyTeam@kent.gcsx.gov.uk](mailto:CentralDutyTeam@kent.gcsx.gov.uk) (Secure e-mail\*)

\*Secure e-mail is accepted from the following addresses:

@nhs.net  
@pnn.police.uk  
@gscx.gov.uk  
@gsi.gov.uk

[Central.duty@kent.gov.uk](mailto:Central.duty@kent.gov.uk) (Standard e-mail) - Please note if using this email address, it is not secure.

**Use social services ID number where this is known or initials of the vulnerable person**

If you wish to send client level information, then you will need to password protect the document and then send the password separately - do not include it in the body of the email.

If you do not have e-mail facility please fax the completed form to 01732 221645 between 08.30 – 17.00 hours or 01233 646596 out of hours.

**REMEMBER: Before sending any referrals by Fax or email please telephone first to advise the organisation so that they can expect its arrival.**

## Appendix D – AP1 Form (Medway) to be completed instead of or in addition to Appendix B – Safeguarding Adults Initial Alerters Form



<b>Medway Council Adult Protection Alert Form</b>				<b>Form AP1</b>	
Service providers should ensure this form is completed if adult abuse is witnessed or suspected. If a criminal offence is witnessed or reported the police should be contacted as a matter of urgency. <b>Revised February 2013</b>					
<b>Date Completed:</b>				<b>Date incident reported to person completing form:</b>	
<b>Name of person completing this form</b>		<b>Role and Profession</b>		<b>Contact address</b>	
				<b>Telephone, Fax and E-mail</b>	
<b>Name of person who reported the alleged incident</b>		<b>Role, Profession and Relationship</b>		<b>Contact address</b>	
				<b>Telephone, Fax and E-mail</b>	
<b>Name of alleged victim</b>		<b>Date of Birth</b>		<b>Gender</b>	<b>Marital Status</b>
<b>Current address</b>		<b>Telephone number</b>		<b>SS ID and/or NHS number</b>	
<b>Next of Kin</b>		<b>Contact Address</b>		<b>Telephone, Fax and E-mail</b>	
<b>GP</b>		<b>Practice Contact Address</b>		<b>Telephone, Fax and E-mail</b>	
<b>Key Professionals if known</b>		<b>Contact Address</b>		<b>Telephone, Fax and E-mail</b>	
<b>Care Manager / District Nurse / CPN</b>					
<b>(if other please state)</b>					
<b>Does the alleged victim have any problems with sight, speech, hearing, language, or mental capacity if known?</b> <b>Please record if the alleged victim requires an interpreter, support with communication or an independent advocate.</b>					

Is the alleged victim aware that you are contacting another agency?	Yes	No	Unsure	If no, why is this? e.g. understanding, have not been told.	
Has the alleged victim given permission to share information?	Yes	No	Unsure	If no why not?	
Is the alleged victim purchasing services privately?	Yes	No			
Date of Alleged Incident				Time of Incident	
Location of Alleged Incident					
(please record any details known)					
<b>Type of alleged abuse</b> (please tick all that you consider to be relevant):					
<b>Physical</b>	<b>Psychological</b>	<b>Sexual</b>	<b>Financial</b>	<b>Neglect</b>	<b>Discriminatory</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you believe that any of the allegations are domestic abuse?				Yes	No
<b>Details of allegation (What happened? Who was involved? Where and when did the alleged abuse take place?):</b>					
<b>Name(s) of alleged perpetrator(s)</b>		<b>Date(s) of Birth</b>		<b>Gender</b>	<b>Ethnicity</b>
<b>Own home address(es)</b>		<b>Telephone number(s)</b>		<b>Role / Relationship to Service User</b>	

Have you taken any immediate action? If so what?		Have you informed any other person/agencies of this alleged incident? Please give details (Police, CQC, Health).
Do you consider anyone else to be at risk? E.g. other vulnerable adults and/or children.		
Yes	No	Unsure
You may be asked to forward any statements, incident/accident reports, body map(s) (appendix d) if relevant:		
Please tick the box if you require extra space and intend to send any additional pages (hard copy only).		<input type="checkbox"/>
Please complete details below when sending a hard copy and keep an original for you own records.		
Name	Signed	Date

## Appendix E – Body Map

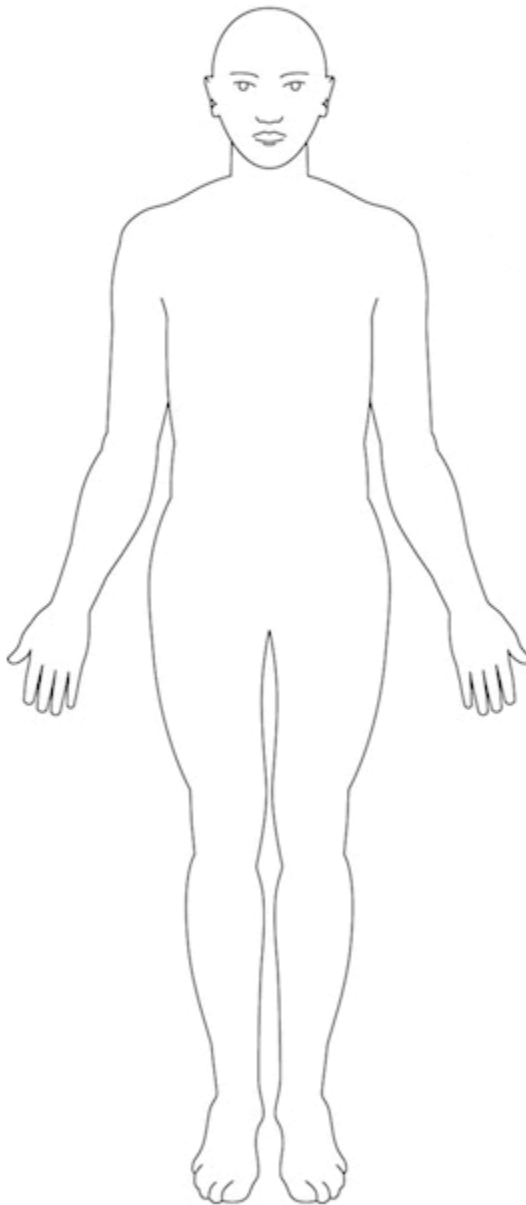
Please mark on the body map any bruising/friction marks, burns, etc. Describe the injury, e.g., shape, size, colour, skin broken, swelling, scabbing, blistering, and bleeding.



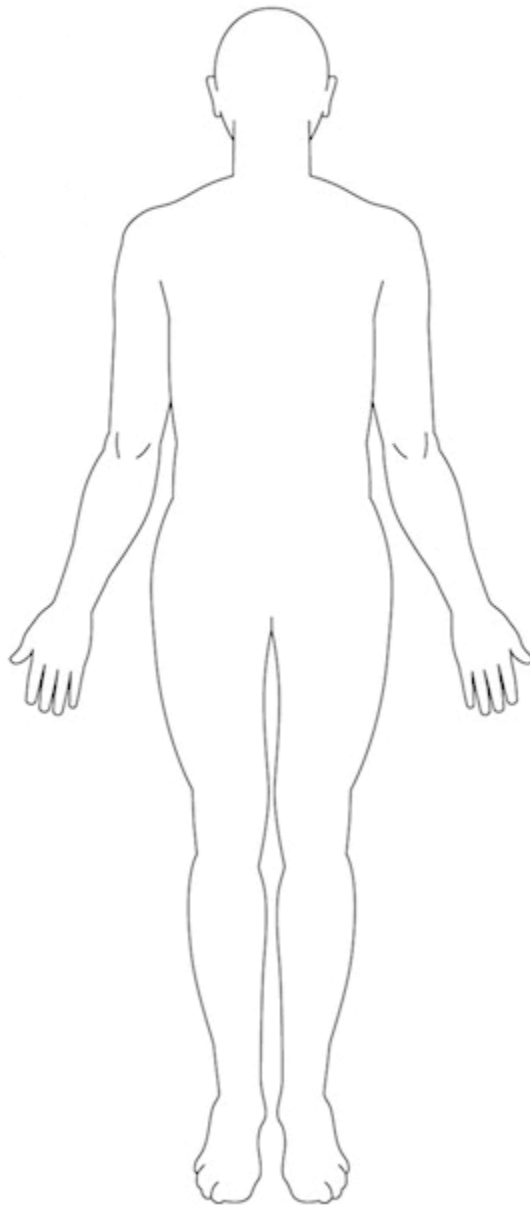
**LEFT**



**RIGHT**



**FRONT**



**BACK**

## Appendix F – Eligibility flow chart for DBS checking for working with Adults

