



Safeguarding Policy (Adults at Risk)

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This policy applies to every member and volunteer within the BCPS and should be read in conjunction with all other relevant Safeguarding documents (found on the BCPS website).



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1. Introduction

The British Connemara Pony Society (henceforth BCPS) places the highest priority on the safety and enjoyment of equestrianism, and recognises that it has a duty of care towards Adults at Risk within the horse industry. The BCPS is committed to creating a culture of zero-tolerance of harm to adults which 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 being willing to report safeguarding concerns. Any person involved in a BCPS event must conduct themselves in a way which delivers the highest possible standard of care. Therefore, the BCPS is committed to implementing policies and procedures which ensure that all those involved accept their responsibilities to safeguard Adults at Risk from harm and abuse, in accordance with legislation.

The BCPS is fully committed to the principles of equality of opportunity and aims to ensure that no individual receives more or less favourable treatment on the grounds of age, sex, gender or gender reassignment, sexual orientation, disability, race, parental or marital status, pregnancy, religion or belief. This includes all those involved in our sport, whether they are members, employees, owners, officials, volunteers or spectators.

In addition, the BCPS works to ensure that all those involved in BCPS events are aware of their responsibilities to safeguard and understand what to do if they have a concern about the welfare of an Adult at Risk.

2. Policy Statement

The aim of the BCPS is to safeguard all children, young people and Adults at Risk in our sport – for information on safeguarding children and young people, please see our Safeguarding Policy (Children and Young People). The BCPS is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.



The BCPS recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help, and we recognise that these factors can vary at different points in people's lives. The BCPS also recognises that there is a legal framework within which sports need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

This guidance aims to help members and volunteers understand what they need to do to safeguard Adults at Risk and what they can expect of one another. It focuses on core legal requirements and makes clear what individuals should do to keep those who are vulnerable safe. In doing so, it seeks to emphasise that effective safeguarding systems are those where:

- The welfare and safety of Adults at Risk are of paramount concern.
- All adults are treated as individuals and with dignity and respect.

The guidance given in this policy is based on the following principles:

- All adults, regardless of age, sex, gender or gender reassignment, sexual orientation, disability, race, parental or marital status, pregnancy, religion or belief have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- The BCPS will seek to ensure that our sport is inclusive and will endeavour to make all reasonable adjustments for any ability, disability or impairment, and we will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of all adults will always be respected.
- We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs.
- It is everyone's responsibility to ensure the safety and well-being of all adults, and we must act appropriately and report concerns that arise within the BCPS or in the wider community.



- All allegations will be taken seriously and responded to quickly in line with the BCPS Safeguarding (Adults at Risk) Policy.
- The BCPS recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with local safeguarding procedures.
- The BCPS recognises the importance of making safeguarding personal and is committed to ensure that the safeguarding of Adults at Risk is person-centric and outcome-focused.
- The concept of 'well-being' is threaded throughout English and Welsh legislation and is related to the personal dignity, support and inclusion of all.
- We will seek to ensure that the starting assumption is that a person has the capacity to make decisions unless it can be established that they lack capacity to make decisions.

The practices and procedures within this policy are based on the principles contained within UK legislation and government guidance, and have been developed to complement the Safeguarding Adults Boards policy and procedures. The phrase 'adult support and protection' is used instead of 'safeguarding' in Scotland. However, for consistency across the United Kingdom, the term 'safeguarding' is used for this policy in relation to Adults at Risk in Scotland.

The statutory guidance for Adults at Risk highlights 6 important safeguarding principles:

- **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 safeguarding practice.



3. Role of the BCPS

The BCPS fully accepts its legal and moral obligation to provide a duty of care, to protect all Adults at Risk and safeguard their welfare. The welfare of all vulnerable groups is paramount, and Adults at Risk have the right to protection from abuse.

In pursuit of this, the BCPS is committed to ensuring that:

- It takes all reasonable, practical steps to protect Adults at Risk from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- All concerns and allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately.
- High standards of behaviour and practice are maintained through compliance with the BCPS safeguarding policies.
- Everyone knows and accepts their responsibilities and works together: riders, officials, owners, volunteers and spectators.

The role of the BCPS is to:

- Provide a policy for safeguarding Adults at Risk and make sure that the Policy is accessible to all members.
- Encourage and support each event or competition organiser to adopt and promote BCPS policies and procedures.
- Ensure that all incidents and concerns are correctly reported and responded to in accordance with the BCPS Safeguarding Policy (Adults at Risk).
- Cooperate with the Police and the relevant Local Authorities in taking action to safeguard an adult.
- Use safe recruitment practices and continually assesses the suitability of volunteers to prevent the employment/deployment of unsuitable individuals within the BCPS.
- Review and monitor the implementation of the Policy and procedures on an annual basis.
- Ensure that all data collected by the BCPS is kept securely in accordance with GDPR legislation.



- Share information about anyone found to be a risk to adults with the appropriate bodies, for example: Disclosure and Barring Service, Police, Local Authority/Social Services.

The role of the BCPS Safeguarding Officer is to:

- Promote BCPS Safeguarding Policies and procedures to all members and volunteers.
- Promote education and training to all volunteers and support their application of the Policy and procedures as appropriate.
- Ensure safeguarding standards are met and maintained.
- Manage and monitor the implementation of the Policy and procedures.
- Record and report monitoring information as required.
- Be the first point of contact for members, volunteers and parents/carers for any issue concerning the welfare of Adults at Risk, poor practice or potential/alleged abuse.
- Respond to any allegations, complaints or concerns raised from within the BCPS and operationally to deal with these to conclusion in accordance with this Policy.
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis.
- Maintain contact details for Adults Social Services, the Police or other appropriate statutory agencies.

The role of each member/volunteer is to:

- Accept and comply with the BCPS Safeguarding Policy (Adults at Risk).
- Ensure that the BCPS Safeguarding Officer is informed of all relevant safeguarding concerns and incidents that occur.



4. Legislation

Safeguarding Adults in all home nations is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018

The practices and procedures within this policy are based on the relevant legislation and government guidance:

- England
 - The Care Act 2014 -
<http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted>
 - Care and Support Statutory Guidance (especially chapter 14) 2014
- Wales
 - Social Services and Well Being Act 2014 -
http://www.legislation.gov.uk/anaw/2014/4/pdfs/anaw_20140004_en.pdf
 - Wales Safeguarding Procedures 2019
- Scotland
 - Adult Support and Protection Act 2007 -
<https://www.legislation.gov.uk/asp/2007/10/contents>
 - Code of Practice 2014
- Northern Ireland
 - Adult Safeguarding Prevention and Protection in Partnership 2015 -
<https://www.eani.org.uk/sites/default/files/2018-11/Adult%20Safeguarding%20-%20Prevention%20and%20Protection%20in%20Partnership.%20DHSSPS%202015.pdf>



The principles of these Acts are as follows:

<i>England (Care Act 2014)</i>	<i>Wales (Social Services and Well Being Act 2014)</i>
<p>The Act's principles are:</p> <ul style="list-style-type: none"> • 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. 	<p>The Act's principles are:</p> <ul style="list-style-type: none"> • Pay attention to what people want. • Remember people's dignity. • Think about each person. Think about their culture, beliefs and language. • Support people to be part of decisions about their life. • Expect adults to know what is best for themselves. • Support adults to be as independent as possible.
<i>Scotland (Adult Support and Protection Act 2007)</i>	<i>NI (Adult Safeguarding Prevention and Protection in Partnership 2015)</i>
<p>The Act's principles are:</p> <p>The overarching principle underlying Part 1 of the Act is that any intervention in an individual's affairs should provide benefit to the individual, and should be the least restrictive option of those that are available which will meet the purpose of the intervention.</p> <p>This is supported by a set of guiding principles which, together with the overarching principle, must be taken account of when performing functions under Part 1 of the Act.</p> <p>These are:</p> <ul style="list-style-type: none"> • The wishes and feelings of the adult at risk (past and present); • The views of other significant individuals, such as the adult's nearest relative; their primary carer, guardian, or attorney; or any other person with an interest in the adult's well-being or property; 	<p>The Act's principles are:</p> <ul style="list-style-type: none"> • A Rights-Based Approach – To promote and respect an adult's right to be safe and secure; to freedom from harm and coercion; to equality of treatment; to the protection of the law; to privacy; to confidentiality; and freedom from discrimination. • An Empowering Approach – To empower adults to make informed choices about their lives, to maximise their opportunities to participate in wider society, to keep themselves safe and free from harm and enabled to manage their own decisions in respect of exposure to risk. • A Person-Centred Approach – To promote and facilitate full participation of adults in all decisions affecting their lives taking full account of their views, wishes and feelings and, where appropriate, the views of others who have an interest in his or her safety and well-being. • A Consent-Driven Approach – To make a presumption that the adult has the ability to give or withhold consent; to make informed choices; to help inform choice through the provision of information, and the identification of options and



<ul style="list-style-type: none">• The importance of the adult taking an active part in the performance of the function under the Act;• Providing the adult with the relevant information and support to enable them to participate as fully as possible;• The importance of ensuring that the adult is not treated less favourably than another adult in a comparable situation; and• The adult's abilities, background and characteristics (including their age, sex, sexual orientation, religious persuasion, racial origin, ethnic group and cultural and linguistic heritage).	<p>alternatives; to have particular regard to the needs of individuals who require support with communication, advocacy or who lack the capacity to consent; and intervening in the life of an adult against his or her wishes only in particular circumstances, for very specific purposes and always in accordance with the law.</p> <ul style="list-style-type: none">• A Collaborative Approach – To acknowledge that adult safeguarding will be most effective when it has the full support of the wider public and of safeguarding partners across the statutory, voluntary, community, independent and faith sectors working together and is delivered in a way where roles, responsibilities and lines of accountability are clearly defined and understood. Working in partnership and a person-centred approach will work hand-in-hand.
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Also important are the following Acts and government initiatives:

Protection of Freedoms Act 2012

<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

Brought about a wide range of measures, regarding numerous areas of law. Notably changes to the vetting and barring system to create the Disclosure and Barring Service.

Domestic Violence, Crime and Victims (Amendment) Act 2012

<http://www.legislation.gov.uk/ukpga/2012/4/contents/enacted>

Creates an offence of causing or allowing the death or serious harm of a child or adult at risk for those within the household.

Equality Act 2010

<https://www.legislation.gov.uk/ukpga/2010/15/contents>

The Act legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations.



England & Wales - Mental Capacity Act 2005

<http://www.legislation.gov.uk/ukpga/2005/9/introduction>

Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention.

Scotland - Adults with Incapacity Act 2000

<http://www.legislation.gov.uk/asp/2000/4/contents>

Provides ways to help safeguard the welfare and finances of people who lack capacity.

Northern Ireland - Mental Capacity 2016

<http://www.legislation.gov.uk/nia/2016/18/contents/enacted>

Combines mental health and capacity within one piece of legislation. Considers the individuals capacity to independently make decisions about their health, welfare or finances, and the safeguards that must be put in place if they lack the capacity to do so.

Sexual Offences Act 1956

<https://www.legislation.gov.uk/ukpga/Eliz2/4-5/69/contents>

This Act consolidated the law relating to sexual offences committed between 1957 and 2004. It was mostly repealed by the Sexual Offences Act of 2003 below, but sections 33 to 37 still survive.

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

The Sexual Offences Act introduced a number of new offences concerning adults at risk and children.

Human Rights Act 1998

<https://www.legislation.gov.uk/ukpga/1998/42/contents>

Designed to incorporate into UK law the rights contained in the European Convention on Human Rights. The Act makes a remedy for breach of a Convention right available in UK courts, without the need to go to the European Court. In particular, the Act makes it unlawful for any public body to act in a way which is incompatible with the Convention, unless the wording of any other primary legislation provides no other choice.



Data Protection Act 2018 (including General Data Protection Regulations)

2018 Act - <http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

GDPR - <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN>

The original 1998 DPA was superseded in May 2018. The new Act supplements the General Data Protection Regulation (GDPR), which came into effect later the same month. The Act is designed to protect personal data stored on computers or on paper, regulating collection, storage, and use. The Act provides individuals with the legal rights to control information about themselves.

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance. www.opsi.gov.uk

Deprivation of Liberty Safeguards

<https://www.gov.uk/government/collections/dh-mental-capacity-act-2005-deprivation-of-liberty-safeguards>

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

Disclosure & Barring Service 2013

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS).



Making Safeguarding Personal Guide 2014

<http://www.local.gov.uk/documents/10180/5852661/Making+Safeguarding+Personal+-+Guide+2014/4213d016-2732-40d4-bbc0-d0d8639ef0df>

This guide is intended to support councils and their partners to develop outcomes-focused, person-centred safeguarding practice.

There are also principles for well-being relevant to adult safeguarding. Being able to live free from abuse and neglect is a key element of well-being. The legislation recognises that statutory agencies have sometimes acted disproportionately in the past. For example, removing an Adult at Risk from their own home when there were other ways of preventing harm. In the words of Justice Mumby, 'What good is it making someone safe when we merely make them miserable?' *What Price Dignity?* (2010). For that reason, any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of harm.

Many other pieces of UK and home nation legislation also affect adult safeguarding. These include legislation about different forms of abuse and those that govern information sharing. For example, legislation dealing with:

- Murder/attempted murder
- Physical Assault
- Sexual Offences
- Domestic Abuse/Coercive control
- Forced Marriage
- Female Genital Mutilation
- Theft and Fraud
- Modern slavery and Human exploitation
- Hate crime
- Harassment
- Listing and Barring of those unsuitable to work with adults with care and support needs



Each home nation also has legislation about the circumstances in which decisions can be made on behalf of an adult who is unable to make decisions for themselves:

- England and Wales - Mental Capacity Act 2005
- Scotland - Adults with Incapacity Act 2000
- Mental Capacity (Northern Ireland) 2016
- There are specific offences applying to the mistreatment of and sexual offences against adults who do not have Mental Capacity and specific offences where mistreatment is carried out by a person who is employed as a carer: e.g. wilful neglect and wilful mistreatment.

5. Definition of an Adult at Risk

Safeguarding legislation has moved away from the term 'vulnerable adult', instead uses the term 'adult at risk'. This term illustrates that it is the circumstances that people are in which cause them to be at risk of abuse or neglect.

England (Care Act 2014)	Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)
<p>An adult at risk is an individual aged 18 years and over who:</p> <p>a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;</p> <p>b) is experiencing, or at risk of, abuse or neglect, AND;</p> <p>c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.</p>	<p>An adult at risk of harm is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect <u>may</u> be increased by their a) personal characteristics and/or b) life circumstances.</p> <p>a) Personal characteristics may include, but are not limited to age,</p>



<p align="center">Scotland (Adult Support and Protection Act 2007)</p>	<p>disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.</p> <p>b) Life circumstances may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.</p> <p>An adult in need of protection is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect <u>may</u> be increased by their:</p> <p>Personal characteristics <i>AND/OR</i> Life circumstances <i>AND</i>;</p> <p>c) who is unable to protect their own well-being, property, assets, rights or other interests; <i>AND</i></p> <p>d) where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.</p> <p>In order to meet the definition of an 'adult in need of protection' either (a) or (b) must be present, in addition to both elements (c), and (d)</p>
<p>An adult at risk is an individual aged 16 years and over who:</p> <p>a) is unable to safeguard their own well-being, property, rights or other interests,</p> <p>b) is at risk of harm, and</p> <p>c) because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.</p>	
<p align="center">Wales (Social Services and Well Being Act 2014)</p>	
<p>An adult at risk is an individual aged 18 years and over who:</p> <p>a) is experiencing or is at risk of abuse or neglect, <i>AND</i>;</p> <p>b) has needs for care and support (whether or not the authority is meeting any of those needs) <i>AND</i>;</p> <p>c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.</p>	

There have been a number of studies which suggest that individuals with disabilities or additional needs, are at increased risk of abuse. It is important to recognise that deaf or disabled adults may be vulnerable to abuse and this may be because:



- These adults may be socially isolated
- They are often dependent on a number of people for care and handling, some of which can be of an intimate nature
- They may be unable to understand the inappropriateness of the actions or communicate to others that something is wrong
- Signs of abuse can be misinterpreted as a symptom of the disability
- Like others, they are fearful of the consequence of disclosing abuse
- Attitudes and assumptions that adults with disabilities are not abused
- They may be unable to resist abuse due to physical impairment or unable to communicate abuse because of speech, language and communication needs
- Fewer outside contacts and therefore limited opportunity to disclose abuse
- Possible failures to recognise the impact of abuse on adults with disabilities

6. Good and Bad Practice

The BCPS is committed to ensuring that all those involved in equestrian sport are safe from harm and abuse and therefore it is important for those all those working or volunteering in our sport to adopt the following guidelines:

- Always work in an open environment, ensuring that, where possible, interactions take place in view of others and with consent of those involved.
- Treat all individuals fairly and with dignity and respect irrelevant of gender, ability, race, ethnicity or sex.
- Ensure that the welfare of Adults at Risk is always of paramount concern.
- Recognise the needs of each Adult at Risk to avoid excessive training or undue pressure.
- Always challenge poor behaviour, bullying, harassment, foul or inappropriate language or any other behaviour that could upset individuals.

The following are examples of poor practice and should be avoided:

- Shouting, making negative comments or any other form of bullying towards individuals.
- Using harassing, discriminatory or provocative language.
- Spending unnecessary time alone with an athlete in a 1:1 situation



- Having unnecessary physical contact with athletes
- Failing to adhere to organisational policies and procedures.

This list is not exhaustive and there are many other examples of poor practice.

7. Categories of Abuse/Harm

- **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.
- **Modern Slavery / Human Trafficking** – this encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Domestic Abuse and coercive control** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour'-based violence. It can occur between any family members.
- **Discriminatory** – discrimination is abuse which centres on a difference or perceived difference, particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.
- **Organisational / Institutional** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Physical** – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- **Sexual** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.



- **Financial or Material** – 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.
- **Neglect and acts of omission** – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Emotional or Psychological** – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Exploitation** – this is the deliberate maltreatment, manipulation or abuse of power and control over another person, taking advantage of another person or situation usually, but not always, for personal gain from using them as a commodity. It may manifest itself in many forms including slavery, servitude, forced or compulsory labour, domestic violence and abuse, sexual violence and abuse, or human trafficking.
- **Hate crime** – this describes any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person’s actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

There are additional definitions which, whilst not included in legislation, interface with adult safeguarding:

- **Cyber Bullying** – cyber bullying occurs when someone repeatedly makes fun of another person online, repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.
- **Forced Marriage** – forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties



consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 makes it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.

- **Mate Crime** – a ‘mate crime’ as defined by the Safety Net Project is ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them.’ It may not be an illegal act but still has a negative effect on the individual. Mate Crime is carried out by someone the adult knows and often happens in private. In recent years, there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.
- **Radicalisation** – the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship or through social media.

It is important to note that abuse can take place in many contexts. In equestrian sport, abuse may be inflicted by someone from within the sport or in the individual’s personal life. The above is not an exhaustive list and if abuse is suspected, either within or outside of the sport, it is important that the correct reporting mechanisms are adopted.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place. Each home nation defines categories of adult abuse and harm as follows:

England (Care Act 2014)	Wales (Social Services and Well Being Act 2014)
Physical	Physical
Sexual	Sexual
Emotional/Psychological/Mental	Psychological
Neglect and acts of Omission	Neglect
Financial or material abuse	Financial
Discriminatory	
Organisational / Institutional	
Self-neglect	



Domestic Abuse (including coercive control) Modern slavery	
Scotland (Adult Support and Protection Act 2007)	NI (Adult Safeguarding Prevention and Protection in Partnership 2015)
Physical Psychological Financial Sexual Neglect	Physical Sexual violence Psychological / emotional Financial Institutional Neglect Exploitation Domestic violence Human trafficking Hate crime

8. Signs and Indicators of Abuse and Neglect

Abuse can take place in any context and by all manners of perpetrator. Abuse may be inflicted by anyone in the BCPS whom an adult at risk comes into contact with. Alternatively, individuals may suspect that an adult is being abused or neglected outside of a BCPS setting. There are many signs and indicators that may suggest someone is being abused or neglected these include but are not limited to:

- Unexplained bruises or injuries, or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending/no longer enjoying events. For example, you may notice that a member is missing from events they have entered and are not responding to messages from fellow members or event organisers.
- Someone losing or gaining weight/an unkempt appearance. This could be a person whose appearance becomes unkempt, who does not wear suitable clothing for the activity they are taking part in and who shows a deterioration in hygiene.



- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when a family member comes to collect them from an event, while by contrast they greet friends or other members with a smile.
- Evidence of self-harm.
- A fear of a particular group of people or individual.
- They may tell you/another person they are being abused – i.e. a disclosure.
- Harassment of a participant because they are or are perceived to have protected characteristics.
- A coach not meeting the needs of the individual, e.g. training without a necessary break.
- A participant being intentionally struck.
- Receipt of unwanted sexually explicit text messages by a participant.
- A participant threatening another participant with physical harm and persistently blaming them for poor performance.

9. Guidance on Dealing with an Adult Safeguarding Concern

It is not your responsibility to decide whether an adult has been abused. It is, however, everyone's responsibility to respond to and report concerns.

If you are concerned that someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the Police. If you have concerns and/or you are told about possible or alleged abuse, poor practice or wider welfare issues, you must report this to the BCPS Safeguarding Officer, or, if the BCPS Safeguarding Officer is implicated, report to the BCPS Chairperson.

When raising your concern with the BCPS Safeguarding Officer (or Chairperson), remember to 'make safeguarding personal'. It is good practice to seek the Adult at Risk's views on what they would like to happen next and to inform the adult at risk of what actions you intend to



take. It is important also to ensure that you keep the adult at risk informed about any decisions and action taken about them, and always consider their needs and wishes.

If someone discloses abuse to you:

Do

- Stay calm and try not to show shock or disbelief.
- Listen carefully to what they are saying.
- Be sympathetic ('I am sorry that this has happened to you').
- Be aware of the possibility that medical evidence might be needed.
- Tell the person that:
 - They did the right thing to tell you.
 - You are treating the information seriously.
 - It was not their fault.
 - You would like to ask permission to pass their information on to the appropriate person (see section **viii**).
 - You/the BCPS will take steps to protect and support them.
- Report to the BCPS Safeguarding Officer
- Write down what was said by the person disclosing as soon as possible

Do not

- Press the person for more details – this will be done at a later date.
- Stop someone who is freely recalling significant events, as they may not tell you again – for example, don't say 'Hold on we'll come back to that later'.
- Jump to conclusions.
- Do not promise to keep secrets – you cannot keep this kind of information confidential (see section **viii**)
- Contact the alleged abuser.
- Be judgemental.
- Pass on the information to anyone other than those with a legitimate 'need to know'.



When recording a disclosure:

- At the first opportunity, make a note of the disclosure and date and sign your record – where possible, use an incident report form.
- You should aim to:
 - Note what the individual actually said, using their own words and phrases.
 - Describe the circumstances in which the disclosure came about.
 - Note the setting and anyone else who was there at the time.
 - Separate out factual information from your own opinions.
 - Be clear to distinguish between fact, observations, allegation and opinion.
 - Be aware that your report may be required later as part of a legal action or disciplinary procedure.
- Under no circumstances should any individual attempt to deal with the problem alone.
- The primary responsibility of the person who first suspects or is told of abuse is to report it and to ensure that their concern is taken seriously.

10. Mental Capacity and Decision Making

We make many decisions every day, often without realising. UK Law assumes that all people over the age of 16 have the ability to make their own decisions, unless it has been proved that they can't. It also gives us the right to make any decision that we need to make and gives us the right to make our own decisions, even if others consider them to be unwise. We make so many decisions that it is easy to take this ability for granted. The law says that to make a decision we need to:

- Understand information
- Remember it for long enough
- Think about the information
- Communicate our decision

A person's ability to do this may be affected by things such as learning disability, dementia, mental health needs, acquired brain injury and physical ill health.

Most adults have the ability to make their own decisions given the right support however, some adults with care and support needs have the experience of other people making



decisions about them and for them. Some people can only make simple decisions like which colour T-shirt to wear or can only make decisions if a lot of time is spent supporting them to understand the options. If someone has a disability that means they need support to understand or make a decision, this must be provided. A small number of people cannot make any decisions. Being unable to make a decision is called 'lacking mental capacity'.

Mental capacity is important for safeguarding for several reasons. Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult may want to take part in an activity but their parent, who is their carer, won't allow them to and will not provide the support they would need. Conversely, the adult may not seem to be benefiting from an activity other people are insisting they do.

Another situation is where an adult is being abused and they are scared of the consequences of going against the views of the person abusing them. This is recognised legally as 'coercion', and a person can be seen not to have mental capacity because they cannot make 'free and informed decisions'.

A person's mental capacity can change. If it is safe/possible to wait until they are able to be involved in decision making or to make the decision themselves. For example:

- A person with epilepsy may not be able to make a decision following a seizure.
- Someone who is anxious may not be able to make a decision at that point.
- A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

Mental capacity must also be considered when we believe abuse or neglect might be taking place. It is important to make sure an Adult at Risk has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened. However, in some situations, the adult may not have the mental capacity to understand the choice or to tell you their views.

Each home nation has legislation that describes when and how we can make decisions for people who are unable to make decisions for themselves. The principles are the same.

- We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed.



- If the decision can wait, wait – e.g. to get help to aid the person in making their decision or until they can make it themselves.
- If we have to make a decision for someone else, then we must make the decision in their best interests (for their benefit) and take into account what we know about their preferences and wishes.
- If the action we are taking to keep people safe will restrict them then we must think of the way to do that which restricts to their freedom and rights as little as possible.

Many potential difficulties with making decisions can be overcome with preparation. A person needing support to help them make decisions whilst taking part in a sports organisation will ordinarily be accompanied by someone e.g. a family member or formal carer whose role includes supporting them to make decisions.

It is good practice to get as much information about the person as possible. Some people with care and support needs will have a 'One page profile' or a 'This is me' document that describes important things about them. Some of those things will be about how to support the person, their routines, food and drink choices etc., but will also include things they like and don't like doing. It's also important to have an agreement with the person who has enrolled the adult in the sports activity about how different types of decisions will be made on a day-to-day basis.

If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected, you will need to refer the situation to the Local Authority, and this should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support they need to make decisions.

There may be times when a sporting organisation needs to make decisions on behalf of an individual in an emergency. Decisions taken in order to safeguard an adult who cannot make the decision for themselves could include:

- Sharing information about safeguarding concerns with people that can help protect them.
- Stopping them being in contact with the person causing harm.



11. Making Safeguarding Personal

There has been a cultural shift towards making safeguarding personal within the safeguarding process. Outcomes are now defined by the person at the centre of the safeguarding process. Legislation recognises that adults make choices that may mean that one part of our well-being suffers at the expense of another – for example we move away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; for example, to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

None of us can make these choices for another adult. If we are supporting someone to make choices about their own safety we need to understand 'what matters' to them and what outcomes they want to achieve from any actions agencies take to help them to protect themselves.

The concept of 'person-centric safeguarding'/'making safeguarding personal' means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Organisations work to support adults to achieve the outcomes they want for themselves. The adult's views, wishes, feelings and beliefs must be taken into account when decisions are made about how to support them to be safe. There may be many different ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).



12. Consent and Information Sharing

All sports organisation must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR). Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse. Processing information includes record keeping. 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.

The purpose of data protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation
- Case management meetings can take place to agree to co-ordinate actions by the organisation

Sharing information with the right people is central to good practice in safeguarding adults. You should not keep safeguarding concerns about Adults at Risk to yourself. Information sharing must only ever be with those with a 'need to know'. This does **NOT** automatically include the person's spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/friends/carers need to know in order to help keep the person safe.

Sometimes an adult at risk may not want you to act on your concerns or their disclosure. This may be because they are scared or fearful of the repercussions from you taking action. It may also be because they are not aware abuse is taking place or have the mental capacity to make an informed decision and understand to remain in their current situation is unsafe. Reassurance, appropriate support and revisiting the issues at another time may help to change their view on whether it is best to share information.

If they still do not consent, then their wishes should usually be respected. However, there are circumstances where information can be shared without consent. It is appropriate to report concerns without an adult's consent when:



- You have reason to believe the adult's health and or wellbeing will be adversely affected by ongoing harm.
- Other people are, or may be, at risk from the person causing harm, including children.
- It is necessary to prevent a crime, or a serious crime has been committed.
- Sharing the information could prevent a crime and help to stop abuse
- The adult may be under duress or being coerced
- The alleged abuser has care and support needs and may also be at risk.

If you are uncertain, ask yourself the following questions:

- Is the adult placing themselves at further risk of harm?
- Is someone else likely to get hurt?
- 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.
- 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. Alternatively, seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the Adult at Risk or the person causing harm.

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. 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.

Individuals within the BCPS should always share safeguarding concerns in line with the BCPS safeguarding policies, usually sharing with the Safeguarding Officer in the first instance, except in emergency situations. If it does not increase the risk to the Adult at Risk, the individual should explain to them that it is their duty to share their concern with the Safeguarding Officer.



The safeguarding officer will then consider the situation and plan the actions that need to be taken, in conjunction with the adult at risk and in line with the organisation's policy and procedures and local safeguarding adults board policy and procedures.

13. Multi-Agency Working

To make an adult safeguarding referral you need to call the local safeguarding adults' team. This may be part of a MASH (Multi-Agency Safeguarding Hub). A conversation can be had with the safeguarding adult's team without disclosing the identity of the person in the first instance. If it is thought that a referral needs to be made to the safeguarding adult's team, consent should be sought where possible from the Adult at Risk.

Safeguarding adults' legislation gives the lead role for adult safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.

Sports bodies may need to cooperate with the Local Authority and the Police including to:

- Provide more information about the concern you have raised.
- Provide a safe venue for the adult to meet with other professionals e.g. Police/Social Workers/Advocates.
- Attend safeguarding meetings.
- Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the Police or other agencies.
- Share information about the outcomes of internal investigations.
- Provide a safe environment for the adult to continue their sporting activity/ their role in the organisation.

14. Safer Recruitment

Anyone undertaking a role that involves contact with or responsibility for children or vulnerable groups should be taken through a safer recruitment process.



Having effective recruitment and selection procedures for paid or unpaid and full or part-time in place is of benefit to everyone involved in equine sports:

- Staff and volunteers have clearly defined roles and responsibilities
- Parents/carers are assured that measures are taken to only recruited suitable work with children
- Children can take part in their sport knowing that the people that are supporting them are deemed suitable.
- Organisations reduce the risk to their reputation.

Key parts of a Safer Recruitment procedure include:

- Writing a clear job or role description (what tasks will be involved)
- Writing a person specification (what experience or attributes the successful candidate needs in order to carry out the role)
- Creating an advertisement for the post
- Using an application form to gather relevant information about each applicant
- Requiring specific written references
- Interviewing the applicant
- For eligible posts, undertaking a criminal records check for adults:
 - Disclosure and Barring Service (DBS) – England and Wales
 - PVG (Disclosure Scotland) – Scotland
 - AccessNI criminal record check – Northern Ireland
- Risk assessment of any concerning information
- Verifying qualifications and experience
- Recording recruitment decision
- Induction to the role (including safeguarding policies and procedures, safeguarding training)
- Probationary period

It may not always be practical to include all these steps in a recruitment process, but it is strongly recommended to incorporate in as many elements as you can. To check if a role is eligible for a criminal records check, see <https://www.gov.uk/government/collections/dbs-eligibility-guidance> for DBS, <https://www.mygov.scot/pvg-scheme/types-of-work-covered-by-pvg/> for Scotland and <https://www.nidirect.gov.uk/articles/using-criminal-record-check> for Northern Ireland.



15. Resources and Further Support

It is important to acknowledge that, in matters relating to any Adults at Risk incidents; it can be distressing for all involved. It is therefore important to be aware of sources of support and help that may be available in this situation.

The following organisations may be able to help:

Organisation	Contact Details
Ann Craft Trust	www.anncrafttrust.org Email: ann-craft-trust@nottingham.ac.uk Telephone: 01159515400
Act Against Harm	www.actagainstharm.org
Mencap	www.mencap.org.uk Telephone: 08088081111
Care Line	www.careline.co.uk Telephone: 08001013333
Mental Health Line	www.mentalhealth.org
Mind	www.mind.org.uk Telephone: 03001233393
Carers UK	www.carersuk.org Telephone: 08088087777
Action on Elder Abuse	www.elderabuse.org.uk Telephone: 08088088141
Victim Support	www.victimsupport.org.uk Telephone: 08081689111
National Family Carers Network	www.familycarers.org.uk
Refuge	www.refuge.org.uk Telephone: 08082000247
Samaritans	www.samaritans.org Telephone: 116123 (UK) or 116123 (ROI)



16. Sample Adult Safeguarding

Incident Report Form

To be completed as fully as possible if you have concerns regarding an adult. It is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding officer. The safeguarding officer will then consider the information and start to plan a course of action, in conjunction with yourself, the adult involved and, if necessary, social care or other relevant organisations.

Your information			
Name			
Address			
Contact number(s)			
Email			
Name of organisation		Your role	

Personal information – adult at risk						
Name				Date of birth		
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	
Address						
Contact number(s)						
Email						
Is there any information about the adult at risk that would be useful to consider?						
Have you discussed your concerns with the adult at risk?	No <input type="checkbox"/>	Please explain why this decision has been taken				
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed (if any wanted)				



Contact information – carer (if necessary)	
Address	
Contact number(s)	
Email	

Contact information – adult at risk		
Have you discussed your concerns with the adult at risk?	No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Incident details (attach separate sheet if required)			
Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern		Role within the BCPS or relationship to the adult at risk	
Contact number(s)			
Email			
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)			

Incident details (continued)
Adult at risk's account of the incident



Please provide any witness accounts of the incident			
Name of witness (and date of birth, if a child)		Role within the BCPS or relationship to the adult at risk	
Address			
Contact number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth, if a child)		Role within the BCPS or relationship to the adult at risk	
Address			
Contact number(s)			
Email			
Please provide details of action taken to date			
Has the incident been reported to any external agencies?	<input type="checkbox"/>	No	<input type="checkbox"/> Yes – please provide further details:
Name of organisation / agency			
Contact person			
Contact number(s)			
Email			
Agreed action or advice given			



Declaration	
Your signature	x
Print name	
Today's date	

Contact your organisation's Designated Safeguarding Officer in line with BCPS's reporting procedures	
Safeguarding Officer's name	
Date reported	