



SAFEGUARDING ADULTS POLICY

Status	Approved by Board on July 2024, next review date July 2025
Document Title	Safeguarding Adults Policy
Document author	Gill Camina, Universal Safeguarding Solutions Ltd
Policy Owner	Jamie Lowe, Head of Academy
Date of approval / last updated	July 2024
Frequency of review	Annually
Reviewed by DSL and Executive.	Annually
Date for next Review	July 2025
Edition number	V4
Approved by	Board Summary of recommended changes: Summary to be added once full review complete
Does the policy require training for implementation? If yes, please specify type of training	To be included in induction process Line management training Annual refresher training
Describe the cascade mechanism for communicating this policy	Leadership group Line managers talking points / development Staff meetings Things to know

	All staff acknowledge and confirm they have read and understood the policy (via Breathe)
How will implementation be monitored	All staff are clear on the terms of the policy; safeguarding issues dealt with agility and professionalism; record keeping has been improved.

<p>Legislation and guidance</p> <p>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 Safeguarding Adults Boards' policies and procedures. They take the following into consideration:</p>	<ul style="list-style-type: none"> • Care Act 2014 • Protection of Freedoms Act 2012 • Domestic Violence, Crime and Victims (Amendment) Act 2012 • Equality Act 2010 • Safeguarding Vulnerable Groups Act 2006 • Mental Capacity Act 2005 • Mental Capacity (Amendment) Act 2019 [<i>introduced the Liberty Protection Standards into the MCA</i>] • Sexual Offences Act 2003 • Human Rights Act 1998 • Data Protection Act 2018 • Care and Support Statutory Guidance (updated 21 April 2021) • General Data Protection Regulations
<p>As an organisation working in partnership with, or contracted to provide services for, those bodies which are subject to Section 11 audits (including Probation, Youth Offending Teams/Services, Education and Local Authorities), FIGHT FOR PEACEs safeguarding framework seeks to ensure compliance with the safeguarding the criteria set out in:</p>	<ul style="list-style-type: none"> • Section 11 of the Children Act 2004 • The Pan London safeguarding procedures for children¹ and for adults². • The sport sector Safeguarding Framework and Standards for safeguarding and protecting children in sport³ and the Safeguarding Adults in Sport Framework⁴. • The Charity Commission of England and Wales
<p>Related policies and procedures</p>	<p>Safeguarding Children policy Case Recording and Records Retention Policy Champions Code Safe Recruitment Policy Complaints Policy Disciplinary Policy Whistleblowing Policy Health and Safety Policy</p> <ul style="list-style-type: none"> •

¹ London Child Protection Procedures and Practice Guidance (March 2021) : <https://www.londoncp.co.uk/index.html> London Safeguarding Children Partnership

² Association of Directors of Adult Social Services: <http://londonadass.org.uk/wp-content/uploads/2015/02/Pan-London-Updated-August-2016.pdf>

³ safeguarding and protecting children in sport: https://thecpsu.org.uk/media/445556/web_cpsstandards.pdf

⁴ Ann Craft Trust: <https://www.anncrafttrust.org/safeguarding-adults-sport-activity/the-safeguarding-adults-in-sport-framework/>

Contents

FIGHT FOR PEACE's Safeguarding Team	4
Designated Safeguarding Lead (DSL):	4
Terminology used in this document:	5
Section 1 Safeguarding Policy	7
1. Introduction:	7
2. Policy statement:	7
3. Safeguarding Principles:	8
4. Flowchart: Do you have concerns about an adult?	10
5. Safeguarding and Fight for Peace	10
6. Roles and Responsibilities:	11
7. Safer recruitment	12
8. Positions of Power and Trust	13
9. Making Safeguarding Personal	13
10. Wellbeing Principle	13
Section 2 - Safeguarding Procedures	14
1. What to do if you have a concern or someone raises concerns with you.	14
2. How to respond to a concern:	14
3. Mental Capacity and Decision Making (see also Appendix Two)	14
4. Information-sharing	15
5. Multi-Agency Working	16
Appendices	18
Appendix One - Sources of Advice and Support	18
Appendix Two - Signs and indicators of concern, abuse and neglect	22
Appendix Three - Mental Capacity	26
Appendix Four - Champions Code - The Fight for Peace Code of Conduct	29
Appendix Five - Terms of Reference	37
Appendix Six - Making Safeguarding personal	42
Appendix Seven - Legislation and Government Initiatives	43
Appendix Eight: Safeguarding Recording Process/Form.....	44
Appendix Nine - Position of Power and Trust	47

FIGHT FOR PEACE's Safeguarding Team

Designated Safeguarding Lead (DSL):

Jamie Lowe, Head of Academy

Contact details:

Email: jamie@fightforpeace.net

Mob: 07436 035668

Deputy DSLs:

Maria Gomes, Practice and Professional Standards Manager

Contact details:

Email: maria.gomes@fightforpeace.net

Mob: 07483 318944

Leonas Greicius, Personal Development Manager

Contact details:

Email: leonas@fightforpeace.net

Mob: 07908 436534

Silvino Domingos, Sports Development Manager

Contact details:

Email: silvino.domingos@fightforpeace.net

net

Mob: 07805 987850

HR support for this policy

Hannah Eghweree HR and Wellbeing Manager

Email: hannah@fightforpeace.net

Tel: 020 7474 0054

Terminology used in this document:

An adult is anyone aged 18 or over.

Adult at Risk is a person aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs);
- Is experiencing, or is at risk of, abuse or neglect;
- As a result of care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Adult in need of care and support is determined by a range of factors including personal characteristics, factors associated with their situation or environment and social factors. Naturally, a person's disability or frailty does not mean that they will inevitably experience harm or abuse.

In the context of safeguarding adults, the likelihood of an adult in need of care and support experiencing harm or abuse should be determined by considering a range of social, environmental and clinical factors, not merely because they may be defined by one or more of the above descriptors.

In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

Abuse is a violation of an individual's human and civil rights by another person or persons.

Adult safeguarding is protecting a person's right to live in safety, free from abuse and neglect.

Capacity refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (Mental Capacity Act 2005).

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their communities, schools and online can feature violence, abuse and the impact of wider systemic inequalities within society. Contextual safeguarding is underpinned by a set of values which align with Fight for Peace's. It is:

- Collaborative: achieved through collaboration between professionals, children and young people, families and communities
- Ecological: considers the links between the spaces where young people experience harm and how these spaces are shaped by inequalities
- Rights-based: rooted in, and seek to protect, children's rights and human rights
- Strengths-based: builds on the strengths of individuals and communities to achieve change
- Evidence-informed: grounded in the reality of how life happens. Proposes solutions that are informed by the lived experiences of young people, families, communities and practitioners

Transitional Safeguarding is an emergent concept, which aims to stimulate evidence-informed organisational and multi-agency local safeguarding systems change across services for children's and adults' safeguarding. Transitional Safeguarding is not a

model, nor a prescribed approach, but a term that has been used by Research in Practice to highlight the need to improve the safeguarding response to older teenagers and young adults in a way that recognises their developmental needs. This argument is made in a briefing for local authorities, published in 2018⁵, that draws on both Contextual Safeguarding and Complex Safeguarding as well as emerging evidence that adolescence extends into the early/mid-twenties and that the artificial division of social care services reduces support for and increases risk to those transitioning into adulthood.

⁵ Sawyer SM, Azzopardi PS, Wickremarathne D, Patton GC (2018) *The age of adolescence*. *Lancet Child and Adolescent Health* 2(3):223–228

Section 1 Safeguarding Policy

This policy should be read alongside Fight for Peace's Safeguarding Children and Young People Policy.

1. Introduction:

Safeguarding is core business for Fight for Peace. We acknowledge our duty of care to safeguard and promote the welfare of all members, including young adults who may be additionally vulnerable or at risk. Fight for Peace is committed to ensuring that safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice across the youth and sport sectors. Safeguarding adds value to all elements of our work and supports our ability to contribute to improved outcomes for everyone involved in our activities and programmes, including our staff and volunteers.

All staff and volunteers at Fight for Peace will be made aware that the policy exists, what it aims to achieve and the steps that will be taken to achieve those aims. This policy will also be promoted to alliance and delivery partners and to all key stakeholders (including those engaged in Fight for Peace's activities and programmes) through appropriate mechanisms and formats and via Fight for Peace's website.

Our safeguarding policy is supported by our **Champions Code (the Fight for Peace Code of Conduct)** to ensure that all stakeholders understand the behaviours and attitudes expected of our workforce, members and participants which are aligned to Fight for Peace's values and mission. All staff will be introduced to Fight for Peace's safeguarding policies as part of their induction process and are required to formally sign up to complying with the policy and committing to adhering to the safeguarding procedures set out in it. It will be used, along with the Champions Code, in supervisions and appraisals as a tool to hold us all accountable to the high standards which are critical to providing the best support for those facing adversity and who may be at risk of harm

2. Policy statement:

1. Fight for Peace is committed to Safeguarding Adults in line with national legislation and relevant national and local guidelines.
2. We will safeguard adults by ensuring that our activities are delivered in a way which reduces risks for all adults, actively seeks to promote improved outcomes and to keep them safe from harm.
3. As an organisation working directly with adults at risk, and also with those who maybe additionally vulnerable (because of factors such as social inequalities, isolation, poverty, illness, unsafe communities, gang crime, serious violence and social deprivation), Fight for Peace is committed to keeping adults safe from harm and exploitation and to upholding their rights.
4. We are committed to ensuring that our policies and practice demonstrate an understanding of both contextual and transitional safeguarding in recognition of emerging evidence that adolescence extends into the early/mid-twenties and that the artificial division of social care services reduces support for and increases risk to those transitioning into adulthood.
5. Fight for Peace is committed to creating and maintaining a safe and positive environment and the organisation accepts its responsibility to safeguard the welfare

of all adults involved in our activities or services in accordance with the Care Act 2014.

6. Fight for Peace actively seeks to support all adult participants, members and staff who have lived experience of social inequalities and adversity.
7. Fight for Peace also believes that people with lived experience of social disadvantage and challenges have some of the best solutions and skills to improve outcomes for themselves and others.
8. Fight for Peace recognises that, for any individual, risk may increase according to context and circumstances and our staff may also become alert to concerns within the wider community in which our activities are delivered. We aim to work with and manage those risks.
9. Fight for Peace will encourage and support partner organisations to demonstrate their commitment to the principles and practice of equality as set out in this safeguarding adult policy and procedures.

3. Safeguarding Principles:

The guidance outlined in the policy and procedures is based on the following safeguarding principles:

- All adults, regardless of age, ability or disability, gender or gender identity, race, religion, ethnic origin, sexual orientation, marital or social status have the right to be protected from harm, abuse and poor practice and to feel safe, positive and supported in all of their contact with our organisation and staff.
- Activities and offerings of support are inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review of our knowledge.
- The rights, dignity and worth of all adults will always be respected.
- Ability, disability and risk can change over time and according to context, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs
- We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within our activities and services, for example inappropriate behaviour of an employee, or in the wider community.
- All concerns are taken seriously and responded to quickly in line with Safeguarding Adults Policy and Procedures.
- The role and responsibilities of the statutory agencies in safeguarding adults and complying with the procedures of the Local Safeguarding Adults Boards is understood.

These principles are embedded in the Care Act 2014 and the Care and Support Statutory Guidance (updated 2021). The rights of all adults to live a life free from neglect, exploitation abuse and discrimination are also protected by the Equality Act 2010 and the Human Rights Act 1998. Specifically, the right to life is protected (under Article 2); the right to be protected from inhuman and degrading treatment (under Article 3); and the right to liberty and security (under Article 5). See section 2 and appendix 3 for other relevant legislation.

The Care Act 2014 sets out the following principles that should underpin safeguarding of adults:

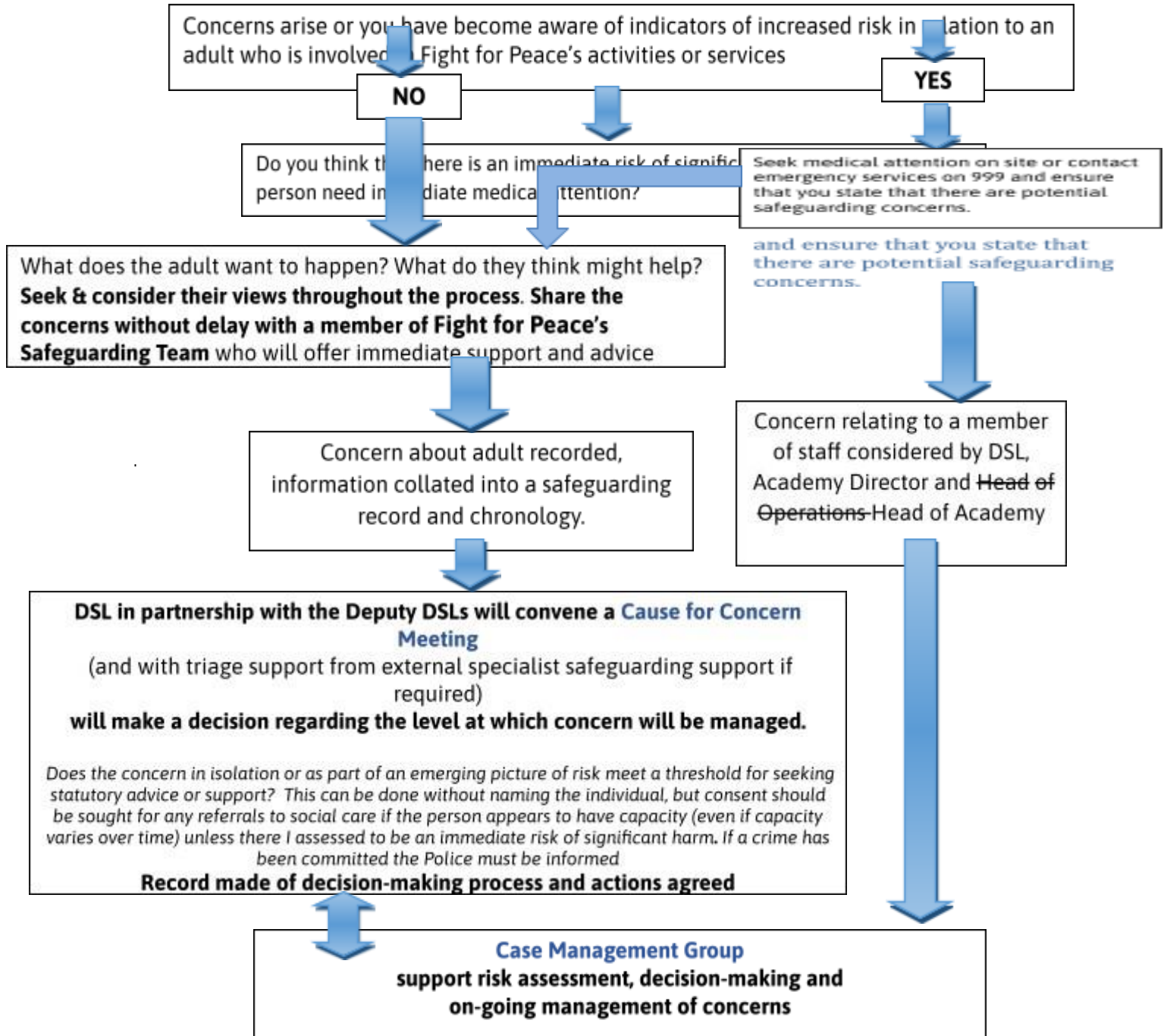
- **Empowerment** - People being supported and encouraged to make their own decisions and informed consent.

“I am asked what I want as the outcomes from the safeguarding process, and these directly inform what happens.”

- **Prevention** – It is better to take action before harm occurs.
“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”
- **Proportionality** – The least intrusive response appropriate to the risk presented.
“I am sure that the professionals will work in my interest, as I see them, and they will only get involved as much as needed.”
- **Protection** – Support and representation for those in greatest need.
“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”
- **Accountability** – Accountability and transparency in delivering safeguarding.
“I understand the role of everyone involved in my life and so do they.”

4. Flowchart: Do you have concerns about an adult?

Safeguarding is everyone's responsibility. If you have concerns about an adult's safety and or wellbeing you must act on these. It is not your responsibility to decide whether or not an adult has been abused. It is however your responsibility to act on any concerns.



5. Safeguarding and Fight for Peace

Fight for Peace's values are set out below and underpin Fight for Peace's expectation that staff will demonstrate and encourage behaviours and attitudes which support positive safeguarding

practices, and improved experiences and outcomes for those that we work with and seek to support:

1. Embracing:

We believe in a society without exclusion. Everyone is welcome.

2. Champion

We work with pragmatism and preparedness to be the best in all we do.

3. Solidarity

We work in unity across our staff, young people and the community.

4. Inspiring

We aim to inspire our young people and be inspired by them.

5. Courage

We work where there is need and are proud to stand up for peace.

These are critical values which underpin Fight for Peace's expectation that staff will demonstrate and encourage behaviours and attitudes which support positive safeguarding practices, and improved experiences and outcomes for those that we work with and seek to support.

Staff are encouraged to share concerns, however small and irrespective of the source of concern, and to be fearless and accountable in maintaining and promoting a focus upon the rights and protection of those we work with and for. This is essential to ensure that our activities are genuinely inclusive and equitable, challenging any potential abuses of power and trust.

Safeguarding is everybody's responsibility, and we must all play our part in ensuring that concerns are responded to positively and in an informed, proportionate and consistent way. This includes being fearless enough to challenge any potentially harmful or negative behaviours which are not aligned to Fight for Peace's values and Champion's Code.

Any concerns arising in relation to the wider community, those who are former staff members and/or individuals not directly involved with Fight for Peace must also never be ignored and should be responded to in accordance with this policy.

As well as Fight for Peace staff being aware and acting upon our safeguarding policies, we will ensure that all partner organisations are alert to their safeguarding responsibilities and give a formal commitment to meeting safeguarding standards in line with this policy.

6. Roles and Responsibilities:

Fight for Peace is fully committed to safeguarding and adult protection, and all those who work for Fight for Peace in any capacity have a duty to safeguard and promote the welfare of adults. It is the responsibility of **all those who work for Fight for Peace** to ensure that they read and understand this policy.

RACI (Responsible/Accountable/Consulted/Informed)

The entire Board has collective responsibility to ensure that the organisation operates safely and in-line with its Safeguarding and Health and Safety legal and statutory duties.

All Board members must be aware of their responsibilities and be confident that the organisation strategy reflects the necessary and appropriate Safeguarding requirements and promotes a Safeguarding culture .

All Board members are responsible for the policies and practices that underpin the organisations Safeguarding approach and :

The Chair will ensure that the Board agenda regularly makes time for discussion about Safeguarding performance in the organisation and support the Safeguarding Trustee in the execution of their duties , including ensuring appropriate training is carried out, and supporting the designated Safeguarding Trustee in raising concerns around performance.

The designated Safeguarding Trustee will provide oversight and assurance on behalf of the board as outlined in the Safeguarding Trustee job description

Specific individual responsibilities:

- **The Head of Academy** will take lead **responsibility** in ensuring that this policy is adhered to, and that appropriate action is taken where a staff member is found to have acted in a way that is contrary to this policy. Their roles include overseeing safeguarding arrangements including ensuring relevant policies and procedures are in place and reviewed/updated and ensuring that the safeguarding framework and implementation plan are regularly reviewed and revised through the **Safeguarding Steering Group** to monitor Fight for Peace's safeguarding arrangements and identify actions for improvement.
- **The Chief Executive** has overall **accountability** for all matters concerning safeguarding and adult protection and the Board of Trustees will ensure that safeguarding is a standing agenda item for consideration at all Board meetings.
- **The Designated Safeguarding Lead (DSL)** will be consulted in the formulation of this policy and is responsible for safeguarding and promoting the welfare of adults involved in Fight for Peace's services and activities, supporting staff with concerns and (in consultation with the Safeguarding Team and through Cause for Concern meetings and Fight for Peace's **Concern Management Group** process) ensuring that appropriate expertise, experience, independence and scrutiny are applied to the management of concerns, ensuring that referrals are made appropriately to statutory agencies. **The DSL** will also **take responsibility** for identifying key learning, themes, issues and priorities for action from the management of concerns and any training and learning needs for the Fight for Peace's workforce.
- The DSL is supported in this role by the two **Deputy DSLs** and by the **Designated Lead Trustee for Safeguarding who will also be consulted.**
- Adults and partners will be **informed** about our policies and procedures and how they are supported.
- The organisation will be **informed** and asked to ensure they read and understand this policy.

(the Terms of Reference for the Safeguarding Steering Group and the Safeguarding Case Management Group can be seen in Appendix Five)

7. Safer recruitment

Fight for Peace recognises that our staff and volunteers are our greatest resource. We take our

responsibilities for ensuring that any individuals who we deploy, or employ are not just appropriately experienced and qualified but also suitable and appropriate to work within our services.

Our recruitment and selection policy sets out this commitment which includes a robust approach to advertisement and applications to ensure our safeguarding commitment is clearly communicated, interviews which explore behaviours and attitudes, criminal record checks through the Disclosure and Barring Service (DBS), the take up of references and verifying the applicant's identity, qualifications, right to work documentation and employment/volunteering history.

All staff engaged in any way in activities involving responsibilities for our service users and members are required to have an enhanced level DBS check and will not be allowed to work in any capacity until clearance has been received by Fight for Peace's DSL. Any safeguarding concerns which arise as a result of the recruitment and/or DBS processes will be triaged with the Chair of the Concern Management Group (*see Appendix Five*).

8. Positions of Power and Trust

Sections 16 to 19 of the Sexual Offences Act 2000 (the Act) created a new offence of abuse of trust, applying to the whole of the UK. **All staff are considered to hold Positions of Trust** in relation to young people and members who are participating in Fight for Peace activities and programmes, irrespective of the age of those (*see Appendix Nine*).

9. Making Safeguarding Personal

'Making safeguarding personal' means that adult safeguarding should be person led and outcome focussed. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control. As well as improving quality of life, well-being and safety.

Wherever possible discuss safeguarding concerns with the adult to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

10. Wellbeing Principle

The concept of wellbeing is embedded throughout the Care Act, and it is one that is relevant to adult safeguarding in our activities. Wellbeing is different for each of us however the Act sets out broad categories that contribute to our sense of wellbeing, many of which link directly with Fight for Peace's mission and purpose. By keeping these themes in mind, we can all ensure that adult participants can engage with Fight for Peace positively:

- Personal dignity (including treatment of the individual with respect)
- Physical and mental health and emotional wellbeing
- Protection from abuse and neglect
- Control by the individual over their day-to-day life (including over care and support provided and the way they are provided)
- Participation in work, education, training or recreation
- Social and economic wellbeing
- Domestic, family and personal domains
- Suitability of the individual's living accommodation
- The individual's contribution to society.

Section 2 - Safeguarding Procedures

1. What to do if you have a concern or someone raises concerns with you.

- It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.
- It is not your responsibility to decide whether or not an adult has been harmed or abused. It is however everyone's responsibility to respond to and report concerns.
- If you are concerned 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.
- It is important not to wait until you are certain and not to manage risks and concerns in isolation.
- Fight for Peace's values underpin all of our work and any behaviours and attitudes which are not aligned to these values should be reported without delay.
- Fight for Peace's safeguarding policy is supported by the Champions Code for all involved with the organisation (*see Appendix Four*)
- 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 DSL or a member of the Safeguarding Team as soon as possible.
- When sharing concerns with the Safeguarding Team (see page 3 of this policy), it is good practice to seek the adult's views on what they would like to happen next and to inform the adult you will be passing on your concern in order to seek advice and support (unless you feel that this would increase risks for you or for the individual).
- It is important when considering your concern that you also ensure that you keep the person informed about any decisions and action taken about them and always consider their needs and wishes.
- If concerns relate to any member of the Safeguarding Team, the CEO should be informed without delay.

2. How to respond to a concern:

- Make a record of your concerns.
- Make a record of what you have observed and/or what has been said (using the person's original words as far as possible and as soon as is practicable).
- Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns to Fight for Peace's Safeguarding Team who will offer support and advice.
- Describe the circumstances in which the concerns have arisen and/or a disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is as accurate as possible but do not wait until you are certain, act upon the concern without delay.
- Be mindful of the need to be confidential at all times, this information must only be shared with Fight for Peace's DSL, a member of the Safeguarding Team and other staff on a need-to-know basis.
- If the matter is urgent and relates to the immediate safety or welfare of an adult at risk, then contact the emergency services immediately on 999.

3. Mental Capacity and Decision Making (see also Appendix Two)

Mental capacity refers to the ability to make a decision at the time that decision is needed. 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 or traumatised 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 or impaired cognitive function.

Mental capacity is important for safeguarding for several reasons.

Not being allowed to make decisions that one is capable of making is abuse. Where an adult is being threatened or abused and they are scared of the consequences of going against the views of the person abusing them, it is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make 'free and informed decisions'.

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, but 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 help the person make 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 a way to do that which restricts their freedom and rights as little as possible.

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 Fight for Peace 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 from being in contact with the person causing harm.

4. Information-sharing

Sharing information with the right people is central to good practice in safeguarding adults. However, information sharing must only ever be with those with a 'need to know'.

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.

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 (e.g., Fight for Peace's Safeguarding Team)
- Case management meetings can take place to agree to coordinate actions by the organisation

There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly, personal information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed. Their wishes should be respected unless there are overriding reasons for sharing information.

The circumstances when we need to share information without the adult's consent include those where:

- It is not safe to contact the adult to gain their consent – i.e., it might put them or the person making contact at further risk.
- You believe they or someone else is at risk, including children.
- You believe the adult is being coerced or is under duress.
- It is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- The adult does not have the mental capacity to consent to information being shared about them.
- The person causing harm has care and support needs.
- The concerns are about an adult at risk living in Wales or Northern Ireland (where there is a duty to report to the Local Authority).

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

If Fight for Peace is in any doubt as to whether to share information, we will seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm. Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

5. Multi-Agency Working

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.

Fight for Peace will cooperate with the Local Authority and the Police including to:

- Provide more information about a concern Fight for Peace has 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.

END

Appendices

Appendix One - Sources of Advice and Support

Concerns should be shared with Fight for Peace's Safeguarding Team. Contact numbers are provided below:

Designated Safeguarding Lead (DSL):

Jamie Lowe, Head of Academy

Contact details:

Email: jamie@fightforpeace.net

Mob: 07436 035 668

Deputy DSLs:

Maria Gomes, Practice and Professional Standards Manager

Contact details:

Email: maria.gomes@fightforpeace.net

Mob: 07483 318944

Leonas Greicius, Personal Development Manager

Contact details:

Email: leonas@fightforpeace.net

Mob: 07908 436534

Silvino Domingos, Sports Development Manager

Contact details:

Email: silvino.domingos@fightforpeace.net

Mob: 07805 987850

External Sources of Support

Newham Multi-Agency Safeguarding Hub:

MASH opening hours are Monday to Thursday, 9am to 5.15pm or Friday 9am to 5.00pm

Email: MASH@newham.gov.uk

Tel: 020 3373 4600 option 3

Out of Hours: 020 8430 2000

London Multi-Agency Adult Safeguarding Policy and Procedures (April 2019)

<https://londonadass.org.uk/wp-content/uploads/2019/05/2019.04.23-Review-of-the-Multi-Agency-Adult-Safeguarding-policy-and-procedures-final-.pdf>

Association of Directors of Adult Social Services (adass)

London Safeguarding Resources

<https://londonadass.org.uk/safeguarding/>

Police:

Emergency: 999

Local: Call 101 and ask for the local Constabulary's Child Protection Team in the area in which concerns have arisen

Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

NSPCC Helpline: 0808 800 5000

NSPCC Whistleblowing Helpline for Professionals: 0800 028 0285

Individuals should be encouraged to speak to their GP in all instances where they have any health support issues e.g. mental health, depression, anxiety, struggling to cope, unmet healthcare needs

Numbers to note: NHS: 111 and Emergency Services: 999

Samaritans: 116 123 Email: jo@samaritans.org

This helpline is for anyone who needs support with anxiety, depression, worries or concerns. They can help you to talk through anything which is troubling you and offer help and support. 24 hours a day, 365 days a year, free to call.

Mind Infoline: 0300 123 3393 Email: info@mind.org.uk

For anyone who needs to discuss mental health problems, where to get help, medication and alternative treatments and advocacy. Lines are open 9am to 6pm, Monday to Fridays except Bank Holidays.

SANEline: 0300 304 7000

Support for mental health problems 4.30pm to 10.30pm daily.

SHOUT: Text 85258

The UK's first 24/7 text message support service. Offering a free and confidential platform for young people in crisis to have conversations around mental health so that no-one has to face their problems and fears alone.

<http://youngminds.org.uk>

FRANK: 0300 123 6600

National helpline providing advice and information about drugs

National Association for the Children of Alcoholics: 0800 358 3456

Free helpline for anyone whose parent(s) has an alcohol problem.

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

National Domestic Violence Helpline: 0808 2000 247

This helpline is free and operates 24 hours a day to support anyone experiencing domestic abuse, domestic violence (including coercion and control), or worried about someone they know who may be experiencing this.

NAPAC: 0808 801 0331

Supporting recovery from abuse in childhood. The service is confidential, and the number won't show on your bill. 10am to 9pm Mon-Thurs and 10am to 6pm Fridays.

NSPCC: 0808 800 5000

If you're worried about a child, or you work with children and young people and need advice or information, the helpline is available 24 hours a day, 7 days a week.

Family Lives: 0808 800 2222

Provides advice and support to parents.

Men's Advice Line: 0808 801 0327

A confidential helpline for men experiencing domestic violence.

Beat: 0808 801 0677

Beat offers help and support to people affected by eating disorders. Provides details of support networks, self-help groups and Beat's national helpline.

CALM (Campaign Against Living Miserably): 0800 58 58 58

Webchat: <https://www.thecalmzone.net/help/webchat/>

A helpline for people in the UK who are down or have hit a wall for any reason, who need to talk or find information and support. (5pm – midnight 365 days a year)

Karma Nirvana: 0800 5999

Supporting victims of honour-based violence, abuse and forced marriage.

MOSAC: 0800 980 1958

Supports all non-abusing parents and carers whose children have been sexually abused.

Winston's Wish: 08088 020 021

Supports bereaved children, their families and the professionals who care for and support them.

PAPYRUS Hopeline: 0800 068 4141

Charity for the prevention of young suicide. (open 9am-midnight 365 days a year)

Email: pat@papyrus-uk.org

Hub of Hope

<https://hubofhope.co.uk/>

Chasing the Stigma (CTS) has launched the **Hub of Hope** - a national mental health database, bringing help and support together in one place, with a focus on clear and consistent pathways to mental health for all stakeholders across the UK.

Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk

www.rapecrisis.co.uk

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.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839

Fax: 020 8392 1830

Email: info@suzylamplugh.org

www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support

Appendix Two - Signs and indicators of concern, abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone within the organisation or staff may suspect that an individual is being abused or neglected outside of a Fight for Peace setting. There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but concerns should not be ignored. Indicators 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 engaging with Fight for Peace support and contact.
- Someone losing or gaining weight / an unkempt appearance /marked deterioration in personal hygiene.
- A change in the behaviour or confidence of a person, particularly if this appears to be in relation to the presence of a specific individual(s).
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you / another person they are being abused (a disclosure).
- Harassing of an individual in relation to protected characteristics under the Equality Act.
- Not meeting the needs of the participant.
- Anybody intentionally striking another individual or unwanted physical contact.
- The sending of unwanted sexually explicit text messages to an individual.
- Threats of harm or abuse.
- Persistent blaming of an individual or undermining of their self-esteem and confidence.
- Indicators of substance misuse.
- Unexplained sources of income.

Fight for Peace recognises some of the reasons why adults may be at increased risk of abuse:

- Stereotyping
- Prejudice
- Discrimination, including ethnic or racial
- Isolation
- Low self-image and low self-esteem resulting in vulnerable self-presentation
- Lack of knowledge about appropriate behaviours by others
- Desire for acceptance, affection and attention
- Lack of social support and stability
- Poverty and unemployment
- Powerlessness to protect themselves
- Dependency upon others to care for them
- Inability to communicate that abuse has occurred (including language and communication differences)
- Mistrust of statutory and support agencies

Types of Abuse and Neglect

There are different types and patterns of abuse and neglect and different circumstances in which they may take place. Very few adults or young people would define themselves as being abused or exploited and it is important that the language we use does not stigmatise or serve to block individuals reflecting upon the behaviours, attitudes and impacts of those

who may cause them harm or disempower them. The Care Act 2014 identifies the following as an illustrative guide and is not intended to be exhaustive list as to the sort of behaviour which could give rise to a safeguarding concern.

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 – 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 Abuse – 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 Abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to 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 Abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual Abuse – 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 Abuse – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect – 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 Abuse – 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.

Not included in the Care Act 2014 but also relevant:

Cyber Bullying – cyber bullying occurs when someone repeatedly makes fun of another person online or 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 make 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’ (or ‘mate hate’) as defined by the Safety Net Project as ‘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.

Misogyny, sexual violence and sexual harassment

Misogyny is the prejudice, hatred, dislike, or mistrust of women, manifested in various forms such as physical intimidation and abuse, sexual harassment and rape, social shunning and ostracism. This can prevail unchallenged in strongly male dominated environments and cultures. It can manifest as ingrained and institutionalised prejudice against women and sexism. These issues have been the source of concern and media attention in UK education and in wider society (#MeToo movement⁶).

Microaggression

Microaggression is a term used for brief and commonplace daily verbal, behavioural or environmental indignities, whether intentional or unintentional, that communicate hostile, derogatory, or negative attitudes toward stigmatized or culturally marginalized groups. This is an area which particularly impacts those who are from Black and Minority ethnic groups. The term racial microaggressions was first proposed by psychiatrist Chester M. Pierce, MD, in the 1970s, but psychologists have significantly amplified the concept in recent years. Some racism is so subtle that neither victim nor perpetrator may entirely understand what is going on. For these individuals there is not a choice to be colour-blind or unaware of racism but for many white people it is extremely difficult to get them to realise and acknowledge that maybe at an unconscious level they have biased thoughts, attitudes and feelings that negatively impact or harm people of colour.

Honour-Based Violence (HBV)

‘Honour-based’ violence encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBV are considered to be abuse in the UK.

Female Genital Mutilation (FGM)

Female genital mutilation (FGM)⁷ is a procedure where the female genitals are deliberately cut, injured or changed, but there's no medical reason for this to be done. Also known as female circumcision or cutting, and by other terms, such as sunna, gudniin, halalays, tahur, megrez and khitan, among others. FGM is usually carried out on young girls between infancy and the age of 15, most commonly before the onset of puberty but it can occur as an adult. It is illegal in the UK and is abuse. It's very painful and can seriously harm the health of women and girls. It can also cause long-term problems with sex, childbirth and mental health.

⁶ <https://metoomvmt.org/>

⁷ <https://www.england.nhs.uk/wp-content/uploads/2016/12/fgm-pocket-guide-v5-final.pdf>

Many such procedures are carried out abroad and staff should be particularly alert to anxiety or concerns expressed by a young woman of any age about going on a long holiday or extended trip overseas.

Forced Marriage

A forced marriage is a marriage in which a female (and sometimes a male) does not consent to the marriage but is coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse. In England and Wales the practice is a criminal offence under the Anti-Social Behaviour, Crime and Policing Act 2014. The reporting of any concerns about either suspected forced marriage or FGM is mandatory.

A forced marriage is not the same as an arranged marriage. In an arranged marriage, which is common in several cultures, the families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses. Staff should be particularly alert to suspicions or concerns raised in relation to any young person who is being taken abroad who appears anxious or expresses fears that they may be prevented from returning to the UK.

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.

County Lines

As set out in the Serious Violence Strategy (April 2018), published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Criminal Exploitation

'where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate an individual who may be vulnerable into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

Appendix Three - Mental Capacity

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 coercion and control, language and communication differences, 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".

The issue of capacity or decision making is a key one in safeguarding adults. It is useful for organisations to have an overview of the concept of capacity.

We make many decisions every day, often without realising. We make so many decisions that it's easy to take this ability for granted.

But some people are only able to make some decisions, and a small number of people cannot make any decisions. Being unable to make a decision is called "lacking capacity".

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 like learning disability, dementia, mental health needs, acquired brain injury, and physical ill health.

The Mental Capacity Act 2005 (MCA) states that every individual has the right to make their own decisions and provides the framework for this to happen.

The MCA is about making sure that people over the age of 16 have the support they need to make as many decisions as possible.

The MCA also protects people who need family, friends, or paid support staff to make decisions for them because they lack capacity to make specific decisions.

Our ability to make decisions can change over the course of a day.

Here are some examples that demonstrate how the timing of a question can affect the response:

- 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.

In each of these examples, it may appear as though the person cannot make a decision. But later in the day, presented with the same decision, they may be able to at least be involved. The MCA recognises that capacity is decision-specific, so no one will be labelled as entirely lacking capacity. The MCA also recognises that decisions can be about big life-changing events, such as where to live, but equally about small events, such as what to wear on a cold day.

To help you to understand the MCA, consider the following five points:

1. Assume that people are able to make decisions, unless it is shown that they are not. If you have concerns about a person's level of understanding, you should check this with them, and if applicable, with the people supporting them.
2. Give people as much support as they need to make decisions. You may be involved in this – you might need to think about the way you communicate or provide information, and you may be asked your opinion.
3. People have the right to make unwise decisions. The important thing is that they understand the implications. If they understand the implications, consider how risks might be minimised.
4. If someone is not able to make a decision, then the person helping them must only make decisions in their "best interests". This means that the decision must be what is best for the person, not for anyone else. If someone was making a decision on your behalf, you would want it to reflect the decision you would make if you were able to.
5. Find the least restrictive way of doing what needs to be done.

Remember:

- You should not discriminate or make assumptions about someone's ability to make decisions, and you should not pre-empt a best-interest's decision merely on the basis of a person's age, appearance, condition, or behaviour.
- When it comes to decision-making, you could be involved in a minor way, or asked to provide more detail. The way you provide information might influence a person's ultimate decision. A person may be receiving support that is not in-line with the MCA, so you must be prepared to address this.

Consent and Information Sharing

Staff and volunteers should always share safeguarding concerns with the DSL or a member of the Safeguarding Team, in line with Fight for Peace's safeguarding policy (see Appendix One) except in emergency situations. As long as it does not increase the risk to the individual or to themselves, the member of staff or volunteer should explain to them that it is their duty to share any concerns with Fight for Peace's Safeguarding Lead in order to access support and advice.

The DSL and/or the Safeguarding Team 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.

To make an adult safeguarding referral you need to call the local safeguarding adults team which is part of a MASH (Multi-Agency Safeguarding Hub) in Newham but may be separate if the adult lives in a different London Borough. A conversation can be had with the safeguarding adults team without disclosing the identity of the person in the first instance in order to clarify concerns and seek advice. If it is thought that a referral needs to be made to the safeguarding adults team, consent should be sought where possible from the adult at risk, except where there is an immediate risk of harm.

Individuals may not give their consent to the sharing of safeguarding information with the safeguarding adults team for a number of reasons including fear of consequences, lack of trust and negative previous experiences. Reassurance, appropriate support and revisiting the issues at another time may help to change their views and understanding about whether it is best to share information and seek assessment and support.

If they still do not consent, then their wishes should usually be respected. However, there are circumstances where information can be shared without consent such as when the adult does not have the capacity to consent, it is in the public interest because it may affect other people or a serious crime has been committed. This should always be discussed with Fight for Peace's Safeguarding Lead and the local authority safeguarding adults team.

If someone does not want you to share information outside of the organisation or you do not have consent to share the information, 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.

When sharing information there are seven Golden Rules that should always be followed.

1. Seek advice if in any doubt.
2. Be transparent – neither the Data Protection Act (DPA) or GDPR are 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 both the Data Protection Act (DPA) and GDPR is to ensure personal information is shared appropriately, except in circumstances whereby doing so may place the person or others at significant harm.

Appendix Four - Champions Code - The Fight for Peace Code of Conduct

Champions Code [Commitment]

The Fight for Peace Champions Code guides our work, helps us live our values and have the greatest impact on our young people.

The Fight for Peace Champions Code is in two parts: Our Commitment and Our Principles. This document, Our Commitment, sets out the commitments we make as Fight for Peace staff.

All staff agree to the responsibilities set out in this code and it is used in appraisals and 1:1 s as a tool to hold us all accountable to the high standards we need to provide the best support to young people.

OUR COMMITMENT

I commit to the following:

I will:

- Live by the Fight for Peace values and principles of the Champions Code (see Champions Code - Our Principles).
- Put the interests of young people first in all of my decision making and the actions I take.
- Actively keep young people safe by complying with Fight for Peace's *Safeguarding policies* (see the [staff handbook](#)) and principles, maintaining professional boundaries with members, and role modelling positive behaviour to all staff.
- Respect the basic rights of others by acting fairly, honestly and inclusively, and by treating all people with dignity and respect as set out in our *Equal Opportunities Policy* (see the staff handbook).
- Always challenge inappropriate behaviour and raise any concerns with regards to discrimination on the basis of sexuality, ethnicity, race, gender, belief, class or disability.
- Protect the safety and well-being of everyone at Fight for Peace.
- Maintain high standards of personal and professional conduct, in accordance with Fight for Peace principles and practice.
- Commit to continuous professional development including formal and informal learning opportunities, training, mentoring, supervision, reflective practice and responding to professional challenge positively to ensure practice standards are maintained and improved.
- Be honest with myself and others about what I think and provide constructive feedback where I think we can do things better or differently.
- Follow through on my commitments and remain accountable to the team and the young people we work with.
- Commit to learning about my colleagues and understanding how I can support myself and others to work to our strengths.
- Protect the organisation's assets and resources, including keeping our buildings clean, tidy and safe.

- Seek feedback from colleagues and be open and transparent about what I'm doing well and where I can improve. others.
- Put Fight for Peace and our young people first when making decisions which affect our work.

As members of staff I understand I can expect to:

- Enjoy the time I spend at work and receive good support from my line manager and others in the team.
- Be listened to.
- Feel welcome, valued and not judged based on my race, gender, sexuality, faith/beliefs or perceived seniority and experience.
- Have autonomy over my work within clear guidelines.
- Be informed of our safeguarding and reporting procedures and be clear about expectations of my responses and what I need to do if I feel concerned or notice something doesn't seem right.
- Be clear about how decisions are made at senior and trustee level and expect transparency and participation in key decisions as much as possible.
- Have access to ongoing training and development opportunities.

Behaviour that is not acceptable at Fight for Peace

I will not:

- Allow concerns or allegations to go unreported.
- Engage in disrespectful, violent, aggressive or intimidating behaviour.
- Engage in or demonstrate any form of discrimination against staff or young people.
- Take unnecessary risks.
- Smoke, consume alcohol or use illegal substances in the presence of Fight for Peace members, at work or outside of work.
- Engage in bribery, including offering, promising, giving, accepting or seeking a bribe as set out in our *Anti-Corruption and Bribery Policy* (see the staff handbook).
- Develop inappropriate relationships with children and young people as set out in our *Professional Boundaries Policy* (see the staff handbook).
- Make inappropriate promises to children and young people.
- Engage in behaviour that is in any way abusive to young people or staff, including having any form of sexual contact or intimate relationship with a child or young person.
- Let children and young people have my personal contact details (mobile number, email or address) or have contact with them via a personal social media account.
- Patronise or be unkind to children and young people or staff.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of conduct

Fight for Peace expects all staff and volunteers to follow the values and behaviours set out in this code and all of our policies and procedures. If any staff member or volunteer consistently behaves in a way which goes against our values or breaches any of the points set out above in *Behaviour that is unacceptable*, disciplinary procedures will be followed to address the issue (see the staff handbook).

If you become aware of any breaches of this code, you must report them to **[insert name/role]**.

Declaration:

I have read and understood the Champions Code Commitment and agree to uphold Fight for Peace's reputation and quality of performance through my behaviour and conduct at work.

Signature:

Name:

Date:

THE CHAMPIONS CODE [PRINCIPLES]

The Fight for Peace Champions Code guides our work, helps us live our values and have the greatest impact on our young people.

This part of the Champions Code is divided into **values**, **principles** and **behaviours**. This is represented in the diagram below and reflected in the format of the rest of the document.

Our Values guide and underpin everything we do at Fight for Peace. **Our Principles** are these values in action, concrete ways of approaching our work which help ensure we are doing the best we can for our young people. And **Our Behaviours** are specific examples of the principles in practice.



OUR PRINCIPLES

1

Young people come first

Young people are why we are here, why Fight for Peace exists. As a team of staff we're all part of providing the environment and support for young people to be the best they can be, and the importance of this mission demands that we put the needs of young people first in everything we do, while recognising that to deliver value, we must first feel valued. Young people's safety and wellbeing is always number one, and the decisions we make, big and

small, always reflect what's best for them. More than this though, it means working alongside our members when making decisions, so that they have the space, support and guidance to create the best possible Fight for Peace now and in the future.

Example behaviours

- Speaking to a Fight for Peace Safeguarding Lead when we are concerned about a young person, even if it's a small thing.
- Being available for young people, and giving them your time, even if it's outside our role.
- Always ensuring that young people's views are heard, respected and accounted for.
- Resisting taking short cuts which can put young people and Fight for Peace at risk.
- Being clear and transparent with young people about the limitations on relationships between staff and young people outside of Fight for Peace.

2

Be in each other's corner

When we work together we change the world. Our diversity of backgrounds and skills is our greatest strength, and when we recognise this, combine our efforts and back each other, we're so much better at supporting our young people. For us at Fight for Peace, being in each other's corner means striving to provide the physical and emotional help and support that we all need in our work, and pushing each other forward by celebrating each other's achievements and being open and honest in our guidance and feedback. This does not mean being complicit or shielding colleagues in the event of concerns arising, but rather embracing a spirit of accountability and openness to ensure that we maintain the highest standards of integrity and professional practice. It's also about taking care of the little things, like respecting each other by turning up on time, answering messages, communicating always, and showing up when we are needed.

Example behaviours

- Following through on our commitments and doing what we say we are going to do
- Believing in people and coming to every situation with a positive attitude towards others.
- Getting to know each other and build strong working relationships
- Showing consideration to our colleagues by attending meetings on time, being engaged and respecting others.
- Challenging any form of exclusion or discrimination around gender, sexuality, religion, race, ethnicity, class and disability.

3

Have a champion mindset

The measure of a champion is not in trophies won or plaudits received, rather it's in the values followed, the character shown and, perhaps most importantly, the response to adversity. As members of the Fight for Peace team, our champion mindset determines the impact we have on the lives of young people. For us it's about aiming for the highest standards in everything we do, taking responsibility and leadership for providing the best support for our young people, pushing ourselves beyond our comfort zone and doing extra when we are needed. And being courageous in making decisions, facing setbacks and

standing up for what is right. For us it also means not always getting things right, but owning our mistakes when we make them, growing and coming back stronger.

Example behaviours

- Respecting our own needs and asking for support when we need it
- Participating fully in the life of Fight for Peace - stepping out of our comfort zones and seeking to understand the different aspects of Fight for Peace's work, getting involved in Academy sessions, being present and supporting events.
- Being open and transparent about what we are doing well and where we can improve.
- Building in time to reflect on our work - what went well, what we can improve for next time.

4

Choose courage over comfort

It falls to all of us to lead Fight for Peace forward and ensure we are doing the best for our young people. This demands boldness and courage in each and every one of us. Courage to challenge what is wrong and not let things go unchecked, to act on ideas we have to improve how we work, to make uncomfortable decisions and express our opinions, and to stand up for what is right. Leadership is not a position, it's a mindset. Fight for Peace depends on our courage and leadership: if it's not you that takes a stand, then who?

Example behaviours

- Being honest and challenging people respectfully;
- Helping people grow by providing constructive feedback where we think we can do things better;
- Taking ownership of the things we are responsible for;
- Embracing opportunities to take the lead.

5

Nurture our home

Our Academies, offices and facilities are not just buildings - places to work, or to workout - they are spaces that inspire, motivate and teach us, spaces that reflect our values, that tell our story, and that honour our journey and celebrate those that have contributed to it. They are our homes from home. They stop being this, though, when we fail to respect and nourish them, and when we fail to teach and encourage others - our colleagues and young people - to do the same. Protecting our home means investing in creating the best possible environment we can for our young people to thrive, and in each one of us taking ownership to care for and maintain it in the best way we can. It means having a mindset of excellence for ourselves, our space and everyone we welcome to it.

Example behaviours

- Washing up after ourselves and encouraging others to do the same.
- Picking up litter and caring for our outside spaces.
- Helping clear up at the end of sessions and events.

- Being the host, welcoming and introducing ourselves to unfamiliar faces and guests.

6

Be the example you want to see

The influence each of us has on our colleagues and our young people is powerful, and constant. The way we approach our work, the mindset we adopt, the courage we show, the excellence we strive for, and the example we set, ultimately determines how well Fight for Peace performs and the level of impact we have on young people. The challenge we take on as Fight for Peace staff is to own the responsibility that comes with this and actively shape who we are as a team, our environment and our impact. For sure, we don't get it right every time, but we aim to always be what we admire and want to see in others.

Example behaviours

- Being a positive role model, behaving in line with our values.
- Being accountable for our actions and inactions, successes and learning
- Recognising that whatever our position in Fight for Peace, our behaviour has an impact.
- Representing the organisation regardless of whether you're wearing the Fight for Peace T-shirt

7

Our mission is bigger than us

Fight for Peace's reason to exist - to support young people - is bigger than any single one of us. We each play a vital role in the mission, but none of us can carry out the work of Fight for Peace alone. The importance and impact of our work demands that we always prioritise what's best for Fight for Peace and, therefore, our young people over what is easier or better for us as individuals. This could mean stepping out of our job role to support a colleague, attending an event out of hours or a meeting you'd really rather skip, or giving honest feedback where it's needed. By taking this approach and by meeting tough choices with character, we give Fight for Peace the greatest chance of positively impacting young people. And where we fail to do this, we in turn fail the young people we are here to serve, both in the example we set and the support we are able to provide.

Example behaviours

- Stepping out of our job role to support a colleague
- Attending an event out of hours or a meeting we'd really rather skip.
- Giving honest feedback where it's needed.
- Fulfilling our job duties so that they positively impact other parts of Fight for Peace.
- Valuing everyone equally and being curious about other people's jobs.

8

We are strongest in partnership

When organisations work together, we are stronger and better at supporting our young people. To achieve real impact in our communities, we need to avoid being territorial and competitive about our work and build strong, trusting relationships

between organisations, and between us and those who support our work. This means embodying the spirit of partnership working - recognising the insight and strengths of partners; facilitating opportunities for collaboration, big and small; sharing our learning; championing the work of our partners and providing support to smaller organisations to thrive; and being open and transparent in our communication. Crucially, it also means expecting of our partners the same high standards that we expect of ourselves, both in behaviour and commitment to young people. This demands that we are robust in using our values to determine the partners we choose to stand alongside. Genuine, respectful partnership working generates greater impact for our communities and young people.

Example behaviours

- Understanding the limits of Fight for Peace support and making the most of the strengths and expertise of our partners, including supporting young people to access partner services when needed.
- Taking the time to get to know our partners, build strong relationships with them and celebrate their work.
- Adapting to our partners' preferences, processes and time zones rather than imposing ways of working.
- Being honest with partners and managing expectations.
- Choosing our partners based on their alignment with Fight for Peace's values.
- Holding our partners to the same high standards we demand of ourselves, both in their conduct and their interaction with and representation of young people.

9

Leave Fight for Peace better than you found it

Leaving Fight for Peace better than we found it is making sure that the organisation we leave - and none of us will be here forever - is better at supporting young people than the one we entered. That could be contributing to building a better programme, a stronger team, a nicer environment. It's also about what we do day to day, leaving a space in a better state than we find it, a gym that's tidier than when we entered, a front entrance that has less litter than when we arrived. Both cases, big and small, are made up of many small actions and both build a Fight for Peace that's better at supporting young people, now and long into the future.

Example behaviours

- Looking for ways to improve Fight for Peace - contributing to building a better programme, a stronger team, a nicer environment.
- Investing in colleagues' development.
- Leaving our facilities and spaces in a state we can all be proud of.

Appendix Five - Terms of Reference

Concern Management Group (CMG) Terms of Reference

Document author	Gill Camina, USS Ltd
Document owner	Head of Academy
Version	1
Date	17.5.2021
Other related policies	Safeguarding children and young people Safeguarding adults Safer recruitment policies. Conflict of Interest policy

1. CMG membership

The CMG will comprise up to five members of staff and an independent safeguarding specialist with relevant safeguarding management experience and expertise. The staff members should include , designated safeguarding lead, the deputy safeguarding lead and individuals with appropriate expertise from within the organisation (e.g. HR/legal, Youth Work, Operations).

Meetings will be held as required and this can be undertaken face-to-face or via video conference. The independently contracted safeguarding expert who will act as a source of specialist information and Chair the meetings. Other people may be invited to attend meetings where appropriate.

At least three CMG members are required to present a quorum and individuals may withdraw from consideration of individual cases where there is a perceived or declared conflict of interest.

All meetings will be minuted by Fight For Peace and the minutes agreed by members once completed.

2. Purpose

The primary role of the CMG is to offer advice and guidance in relation to safeguarding concerns and cases and to support FFP Safeguarding Leads in carrying out their role and responsibilities. Specifically, this includes the responsibility to:

- Provide independent opinion to assist decision making.
- Promote cooperation, consistency and confidence in decision making.
- Initially assess and agree immediate response (e.g. triage of concerns received, does there appear a case to answer?)

- Identify the appropriate 'route' for each case (e.g. internal/disciplinary action alone or referral to statutory agencies plus internal/disciplinary action)
- Monitor, review the progress of and close cases where appropriate.
- Advise on practice and policy development. Any urgent changes referred directly to the Senior Leadership Team.
- Decide upon the course of action for all adverse DBS disclosures
- Monitor consistency and appropriateness of assessments made by FFP in relation to adverse disclosures received from the Disclosure and Barring Service (DBS), where required.
- To agree to temporary or permanent suspensions on behalf of FFP where required.
- To monitor and review progress on all cases and to identify any trends or actions which may require a review/revision of existing policies/procedures
- To identify/communicate learning from cases to the Safeguarding Steering Group, Senior Leadership team) and CEO

3. What the Case Management Group will not do:

- Replace the role and responsibility of the statutory agencies. The group will be notified of any action that is being taken by the statutory agencies investigating concerns about the welfare of any person referred.
- Remove or relieve FFP of its safeguarding and other governance responsibilities
- Ignore the relevant experience and expertise which the organisation can contribute.
- Have the responsibility to make sole decisions, in the case of dispute or disagreement the matter will be decided on by the CMG Chair.

4. Definitions:

- **Cases:** Any information or concerns received by FFP which may have safeguarding implications, however these arise e.g. through disclosures, reporting, observation, statutory agency notification of recruitment processes
- **Lead Officer:** FFP will have a nominated and recognised strategic and operational lead officer and a deputy in relation to safeguarding. Their role will be to represent the organisation and manage all cases and referrals in line with the process and actions agreed with the CMG.
- **Independent Safeguarding Expert:** Will be an expert in safeguarding whose appointment will be approved by the FFP Board. This person will provide a consultation and triage facility to the safeguarding lead and ongoing support to those involved in the management of safeguarding on behalf of FFP and the Case Management Group, including attendance at meetings.
- **Co-opted Case Management Group Members:**
Where necessary, additional representation from individuals with relevant experience, whose primary role is to offer advice and guidance in relation to relevant/specific areas of practice or safeguarding expertise, can be co-opted onto the group as required to ensure appropriate support for the Safeguarding Leads in carrying out their role and responsibilities through the CMG procedures.
- **Investigators:** Individuals recognised and contracted by the organisation to carry out information gathering and clarification of concerns as directed by FFP's safeguarding leads.

5. Principles

1. Independence

It is essential that the group is empowered by FFP to make decisions on the 'route' that cases will take without influence or prejudice by others in the organisation.

2. Confidentiality

All safeguarding matters must be regarded as highly confidential and not for disclosure outside the group unless so agreed, on a strictly need to know basis in line with all relevant legislation.

3. **Expertise**

The group will include FFP's safeguarding lead and deputy and individuals who have relevant knowledge and expertise to enable the group to fulfil its purpose. It is critical that there are members who are external to the organisation's management groups and who have current professional child protection knowledge and experience.

4. **Equity and Anti-discriminatory Practice**

All decisions made by the group need to be fair, open and transparent. An open mind needs to be kept in all cases until they have been investigated and concluded. The group should be guided by FFP's values and policies and the principle that all individuals have the right to protection from abuse regardless of their age, race, social circumstances, ethnic origin, gender identity, disability, beliefs, religion or sexual orientation. Records must be maintained which demonstrate a clear case management and risk assessment model in relation to decision making.

5. **The Welfare of the Child is Paramount**

This principle is enshrined in the Children Act 1989. In any decision taken by the group, the welfare of children is the paramount concern and takes precedence over those of any professional or adult where there is a perceived conflict of interest. The rights of Adults at Risk to support and protection, as set out by the Care Act 2014, are also recognised by FFP.

END

SAFEGUARDING STEERING GROUP

Terms of Reference

1. PURPOSE

Fight for Peace has empowered the safeguarding steering group to develop, monitor and review the organisation's approach and plans for safeguarding children, young people and adults at risk.

The group will facilitate ownership of the organisation's Safeguarding Implementation/Action Plan and actions in it and ensure that safeguarding is prioritised for everyone at Fight For Peace.

The group will report to the Executive progress of the plan on a monthly basis and highlight any concerns and/or newly identified issues requiring urgent action.

2. MEMBERSHIP

- Designated Safeguarding Lead
- Deputy Safeguarding Lead.
- Head of Academy
- Key members of the Academy delivery team
- HR/Operations lead.

3. KEY AREAS OF FOCUS

In conjunction with the organisation's senior management:

1. Develop, monitor and review FFP's 'safeguarding (implementation/action) plan' for children, young people and Adults at Risk in line with organisational priorities, objectives and current UK legislation.
2. Ensure that the organisation's safeguarding policies and procedures for children, young people and adults are in place and are regularly reviewed and revised as necessary.
3. Ensure all necessary safeguarding related policies and procedures are in place and are accessible and implemented throughout the organisation.
 - Safer Recruitment
 - Disciplinary
 - Grievance
 - Complaints
 - Whistleblowing
 - Health and safety policy and procedures
 - Conflict of interest.
 - Code of conduct/Champions code.
 - Social media
 - Induction and supervision and training
 - Anti-corruption and bribery
 - Professional boundaries
 - Equal opportunities

4. Development, monitoring and review of a Safeguarding education/training strategy
5. Advise/act on the child and adult welfare/protection implications of any organisational projects/development.
6. Champion and promote safeguarding awareness in the organisation with colleagues and young people.

4. This group will not:

Discuss individual safeguarding cases. These will be shared at the Cause for Concern group. (or Case Management Group if escalated)

5. Meeting frequency & protocols:

Meetings will be held every 2 Months, and minutes will be kept of items discussed, actions agreed and progress made.

The meeting will be chaired by the Designated Safeguarding Lead.

The meeting will require a quorum of 3 to proceed.

Minutes of meetings will be shared with the Executive on a monthly basis.

END

Appendix Six - Making Safeguarding personal

The safeguarding process places a stronger emphasis on achieving satisfactory outcomes that take into account the individual choices and requirements of everyone involved. “What good is it making someone safer if it merely makes them miserable?” – Lord Justice Mundy, “What Price Dignity?” (2010)

What this means in practice is that adults should be more involved in the safeguarding process. Their views, wishes, feelings and beliefs must be taken into account when decisions are made.

The Care Act 2014 builds on the concept, stating that “We all have different preferences, histories, circumstances and lifestyles so it is unhelpful to prescribe a process that must be followed whenever a concern is raised.”

However, the Act is also clear that there are key issues that should be taken into account when abuse or neglect are suspected, and that there should be clear guidelines regarding this.

<https://www.local.gov.uk/topics/social-care-health-and-integration/adult-social-care/making-safeguarding-personal>

The legislation also 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 Centred 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 member of our staff, a safe family member or friend of their choice or a professional advocate (usually from a third sector).

Appendix Seven - Legislation and Government Initiatives

Sexual Offences Act 2003

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

The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children. www.opsi.gov.uk

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. www.dca.gov.uk

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

Liberty Protection Standards (LPS)

<https://www.scie.org.uk/mca/dols/practice/lps>

In July 2018, the government published a Mental Capacity (Amendment) Bill, which passed into law in May 2019. It replaces the Deprivation of Liberty Safeguards (DoLS) with a scheme known as the Liberty Protection Safeguards (although the term is not used in the Bill itself).

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). www.gov.uk/dbs-update-service

The Care Act 2014 – statutory guidance

<http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted>

The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

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.

Appendix Eight: Safeguarding Recording Process/Form

<p>Fight for Peace International SAFEGUARDING REFERRAL FORM (INTERNAL USE ONLY)</p>

Note: Try to obtain as much detail as possible in the beginning. The more information available at the start of a referral means the correct response can be made at the earliest stage. Record the information the earliest possible (within 48 hours) to avoid the information to fade away.

Details of the staff completing this form:			
Name:		Surname:	
Role:		Contact Number:	
Email addresses:		Date:	
Witness Name:		Witness Surname:	
Witness Role:		Contact Number:	
Witness email address:			Date:

Section 1 THE CHILD / YOUNG PERSON AT RISK			
Title:		Surname:	
DOB:		Age:	Forenames:
Address:			
Gender: (Please Circle)	Male/Female/ Transgender/Gender Neutral/Non-Binary/ Gender Fluid/ Gender Queer/ Non-Gender/Crossdresser/Agender/Neutrois/Genderless		Other:
1st language:		Disability:	

Section 2 PLEASE CIRCLE- PARENTAL RESPONSIBILITY (UNDER 18'S)				
Mother	Father	Grandparents	LA Foster Care	Other:
Name:		Surname:		

Name:		Surname:	
-------	--	----------	--

Section 3 NAME OF HOUSEHOLD MEMBERS OR OTHER HOUSEHOLD MEMBERS WHO ARE SIGNIFICANT TO THE CHILD/ YOUNG PERSON					
Name:	Surname:	Age:	Gender:	Address: (if different)	Relationship:

Section 4 WHAT SERVICES ARE INVOLVED WITH THE CHILD/YOUNG PERSON/FAMILY			
Name:	Agency:	Address:	Telephone/email

Section 5 PLEASE STATE BELOW THE REASON/S YOU ARE MAKING THIS REFERRAL (Please write in detail what are your concerns based on, including if consent from the young person has been granted)

Appendix Nine - Position of Power and Trust

An adult is in a position of trust where a young person in their care has some dependency on them and there is an element of vulnerability involved. This would include almost every Fight for Peace service user. It serves to protect young people who are receiving education or undergoing training.

The Act makes it an offence for a person aged 18 or over to have sexual intercourse or engage in an intimate relationship with a person under that age where they are in a “position of trust” in relation to the younger person, even if they are both over the age of consent. Fight for Peace’s safeguarding policies extend this protection to all participants irrespective of their age. Staff who enter into any intimate relationship with a service user may be subject to disciplinary action. Any concerns about an inappropriate relationship or communications between a member of staff and any service user will be treated as a potentially serious safeguarding concern and Fight for Peace will immediately seek the support of the Local Authority Designated Officer (LADO / Team) to ensure that appropriate action is taken without delay.

The government has decided to create a new Section 22A of the Act in which they will extend positions of trust offences to include where an adult is coaching, teaching, training, supervising or instructing in a sport or a religion to a 16 or 17-year-old on a regular basis. The law is currently under review to ensure that it is extended to include sports coaches and others in positions of power/trust in a paid or volunteer capacity.