

# Safeguarding Adults Policy and Procedures

## Leap

### Buckinghamshire & Milton Keynes Active Partnership

Updated January 2026

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<b>1</b>	<p><b>Introduction</b></p> <p>Leap is committed to creating and maintaining a safe and positive environment and accepts its responsibility to safeguard the welfare of all adults involved in physical activity sessions within projects and programmes that it is accountable for as well as supporting provision within local clubs and organisations in accordance with the Care Act 2014.</p> <p>Leap’s safeguarding adults’ policy and procedures apply to all individuals involved in working for and on behalf of the organisation and support our aim to tackle inactivity throughout Buckinghamshire and Milton Keynes.</p> <p>Leap will encourage and support partner organisations, including clubs, partners, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding adult policy and procedures.</p>
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<b>2</b>	<p><b>Responsibilities</b></p> <p>As part of our commitment to safeguarding all adults, the Active Partnership expects all stakeholders, officers, employees and volunteers who work with adults to comply with the policy and regulations within it. This includes funded/grant schemes operated by the Partnership.</p> <p>All these groups should understand their responsibility to act on any information they receive that may indicate an adult at risk has been or is at risk of being harmed. These responsibilities include:</p> <ul style="list-style-type: none"><li>• To accept a duty of care towards all adults they come into contact with</li><li>• To promote and safeguard the welfare of all adults they come into contact with</li><li>• To respect, listen to and promote the rights of all adults</li></ul>
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	<ul style="list-style-type: none"> <li>• To take any concerns seriously</li> <li>• To respond promptly and appropriately to any allegations or concerns that are raised.</li> <li>• To follow the Partnership and other locally agreed procedures relating to the protection of all adults</li> </ul> <p>The Lead Adult Safeguarding Officer takes the Lead for the Partnership and will have responsibility for coordinating the monitoring, implementation and review of this policy.</p>
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<b>3</b>	<b>What to do if you have a concern or someone raises concerns with you.</b>
	<p>You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice.</p> <p>You must report this to the Lead Adult Safeguarding Officer, Abbi McKane or if the Lead Safeguarding Officer is implicated or unavailable then report to the Deputy Adult Safeguarding Officer, Chris Gregory or in the absence of both report your concern to Mark Ormerod CEO.</p> <p>Concerns about poor practises of an organisation can also be reported to the Sport Welfare Officer (see Leap website <a href="http://www.leapwithus.org.uk">www.leapwithus.org.uk</a>).</p> <p>If you are at an international event and have a concern, then speak to the coach or a team official.</p> <p>If you are concerned someone is in immediate danger, contact the police straight away by dialling 999.</p> <p>It is important when considering your concern that you also consider the needs and wishes of the person at risk, considering the nature of the concern.</p>

<b>4</b>	<b>Responding to a Disclosure</b>
	<p><b><i>The 5 R's</i></b></p> <p><b><i>Recognise - see signs and symptoms of abuse</i></b>  <b><i>Respond - don't panic, stay calm and reassure</i></b>  <b><i>Report – gain consent, assume capacity</i></b>  <b><i>Record – as soon as possible after the disclosure</i></b>  <b><i>Refer – see flowchart</i></b></p> <p>If possible, gain consent to share the information disclosed. There are exceptions such as</p>

- The person making the disclosure is at imminent risk of harm
- Another person is at imminent risk of harm
- The person making the disclosure lacks capacity to consent (unless there is evidence to the contrary, capacity should be assumed)
- The disclosure involves a person In a Position of Trust (PIPoT)

Make a note of what the person has said using his or her own words as soon as is practicable, after the disclosure.

As long as it does not increase the risk to the individual, you should explain to them that you need to share your concern with your Lead Safeguarding Officer.

Complete an Incident Form and submit to Abbi McKane, Lead Safeguarding Officer or in her absence the Deputy Safeguarding Officer.

Describe the circumstances in which the disclosure came about.

Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

Be mindful of the need to maintain confidentiality, this information must only be shared with your Lead Safeguarding Officer and others on a need-to-know basis.

If the matter is urgent and relates to the immediate safety of an adult at risk, then contact the police immediately.

*It may not be that all adults are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, However, where there are concerns about the safety of an adult at risk, record what has been observed in detail and follow the procedures to report these concerns.*

### **Actions to Avoid**

The person receiving the disclosure should not:

- panic
- allow their shock or distaste to show
- probe for more information than is offered
- speculate or make assumptions
- make negative comments about the alleged abuser
- approach the alleged abuser; or
- make promises or agree to keep secrets

5	<p><b>Promoting Good Practice</b></p>
	<p>Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about action to take. Abuse can occur within many situations including the home and the sporting environment.</p> <p>A coach, instructor, teacher, official or volunteer may have regular contact with adults and be an important link in identifying cases where an adult at risk needs protection. All cases of poor practice should be reported using the incident report form.</p> <p><b>Good Practice Guidelines</b></p> <p>As a matter of good practice, all personnel in sport should be encouraged to demonstrate exemplary behaviour especially coaches who are in a position of trust. The following are common sense examples of how to create a positive culture and climate within sport:</p> <p><b>Good practice means:</b></p> <ul style="list-style-type: none"> <li>• always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)</li> <li>• treating all individuals equally, and with respect and dignity</li> <li>• always putting the welfare of participants first, before winning or achieving goals</li> <li>• maintaining a safe and appropriate distance with participants (eg it is not appropriate to have an intimate relationship with an adult at risk or to share a room with them)</li> <li>• building balanced relationships based on mutual trust which empowers adults to share in the decision-making process       <ul style="list-style-type: none"> <li>• making sport fun, enjoyable and promoting fair play</li> <li>• ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the NGB</li> </ul> </li> <li>• adults and their carers (if appropriate) should always be consulted and their agreement gained       <ul style="list-style-type: none"> <li>• keeping up to date with the technical skills, qualifications and insurance in sport</li> <li>• involving carers if appropriate and ensure coaches and officials work in pairs</li> <li>• ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (NB However, same gender abuse can also occur)</li> </ul> </li> <li>• ensuring that at tournaments or residential, only people with relevant permissions enter the rooms of adults and coaches do not invite adults into their rooms       <ul style="list-style-type: none"> <li>• giving enthusiastic and constructive feedback rather than negative criticism</li> </ul> </li> <li>• recognising the needs and capacity of all adults - avoiding excessive training or competition and not pushing them against their will</li> <li>• securing consent in writing from adults and/or their carers if the need arises to give permission for the administration of emergency first aid and/or other medical treatment       <ul style="list-style-type: none"> <li>• keeping a written record of any injury that occurs, along with the details of any treatment given; and</li> </ul> </li> </ul>

- requesting consent (if applicable) if club officials are required to transport adults in their cars
  - A safe environment

### Poor Practise

Poor practice includes any behaviour that contravenes the organisation's Code of Ethics and Conduct which is constituted around the following:

- Rights – for example of the participant, the carer, the coach, the official etc
- Responsibilities – for example responsibility for the welfare of the participants, the sport, the profession of coaching and their own development
- Respect – for example of other participants, officials and their decisions, coaches and the rules

The following should **never** be sanctioned. Staff/volunteers should never:

- spend 1 to 1 time alone with an adult at risk away from others
- take an adult at risk to your home where they will be alone with you
- engage in rough, physical or sexually provocative games, including horseplay
- share a room with an adult at risk
- allow or engage in any form of inappropriate touching
- allow an adult at risk to use inappropriate language unchallenged
- make sexually suggestive comments to an adult at risk, even in fun
- reduce an adult at risk to tears as a form of control
- use violence or humiliation as a form of discipline.
- allow allegations made by an adult at risk to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for adults, that they can do for themselves

It may sometimes be necessary for staff or volunteers to do things of a personal nature for adults, particularly if they have a disability that prevents them for doing these things for themselves. These tasks should only be carried out with the full understanding and written consent of the adult at risk or if appropriate, their carers. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event. Carers if appropriate should also be informed of the incident:

- if you accidentally hurt a participant
- if he/she seems distressed in any manner
- if a participant appears to be sexually aroused by your actions; or
- if a participant misunderstands or misinterprets something you have done

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<b>6</b>	<p><b>Further policies/reading</b></p> <ul style="list-style-type: none"> <li>• Whistle Blowing</li> <li>• Social media</li> <li>• Complaints</li> <li>• Disciplinary</li> <li>• Leap Equality Policy</li> <li>• Safer Recruitment</li> <li>• Data Protection/GDPR</li> <li>• Confidentiality</li> <li>• Modern Slavery</li> </ul> <p>Policies, procedures and supporting information are available on request by contacting.</p> <p>Leap Lead Adult Safeguarding Officer: Abbi McKane, <a href="mailto:amckane@leapwithus.org.uk">amckane@leapwithus.org.uk</a> 01296 585658</p>
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**Review date**

This policy will be reviewed annually or sooner in the event of legislative changes or revised policies and best practice.

**Appendix 1**

**Useful contacts**

**Leap**

**Leap Adult Safeguarding Lead Officer**

Name: Abbi McKane

Email: [amckane@leapwithus.org.uk](mailto:amckane@leapwithus.org.uk)

Telephone: 01296 585204

**Leap Deputy Adult Safeguarding Officer**

Name: Chris Gregory

Email: [cgregory@leapwithus.org.uk](mailto:cgregory@leapwithus.org.uk)

Telephone: 07841311624

**Buckinghamshire**

- **To Report a concern about an Adult at Risk in Buckinghamshire contact**  
Buckinghamshire Council Adult Social Care First Response on:
- **Telephone:** 0800 137 915 or
- **Email:** [ascfirstresponse@buckinghamshire.gov.uk](mailto:ascfirstresponse@buckinghamshire.gov.uk)
  - Or the Emergency Out of Hours Social Work Team on 0800 999 7677.

You can also find more support and advice on the  
<http://www.buckinghamshirepartnership.co.uk/safeguarding-adults-board/> Home -  
[Buckinghamshire Safeguarding Adults Board \(buckssafeguarding.org.uk\)](http://www.buckinghamshirepartnership.co.uk/safeguarding-adults-board/)

### **People In A Position of Trust (PIPOT)(Bucks)**

If you wish to make a referral regarding someone in a position of trust, please email the Local Safeguarding Adults Manager at [LASM@Buckinghamshire.gov.uk](mailto:LASM@Buckinghamshire.gov.uk)

### **Buckinghamshire Safeguarding Adults Board**

Walton Street  
Aylesbury  
HP20 1UA  
[bsab@buckinghamshire.gov.uk](mailto:bsab@buckinghamshire.gov.uk)  
Adults Board 01296 387146

### **Milton Keynes**

- **To report a concern about an Adult at Risk in Milton Keynes**
- **Telephone:** 01908 252835
- **Email:** [safeguardingadults@milton-keynes.gov.uk](mailto:safeguardingadults@milton-keynes.gov.uk)
- **Out of hours;** 01908 725005

You can also find more support and advice on the [Milton Keynes Council's Adult Social Care](#).

MK Together Safeguarding Partnership

Telephone: 01908 254373

Email: [mktogether@milton-keynes.gov.uk](mailto:mktogether@milton-keynes.gov.uk)

Website: [mktogether.co.uk](http://mktogether.co.uk)

### **Other Support**

**Ann Craft Trust - Safeguarding Adults in Sport and Activity:**

Website: [www.anncrafttrust.org](http://www.anncrafttrust.org)

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

Telephone: 0115 951 5400

## Appendix 2

### Incident Report Form

#### Safeguarding Adult Incident Report Form

To be completed by a Leap team member, coach or volunteer working through Leap following concerns/allegations/disclosures regarding the welfare of an Adult.

Please remember your responsibility is to report any concerns you have about the welfare of an Adult, but **NOT** to decide or to investigate whether they are being abused.

Your name:
Your position:
Your Telephone Contact Nos:
Name of adult at risk:
Address (if known):
Carers/next of kin names and address (if known):
Date of birth (if known):
Are you reporting your own concerns [ ] or those of someone else [ ]? (Please tick) If someone else's please state their name, position and contact number if known
Who is the allegation about? If known, what are their Date of Birth and contact details?  Are they in a position of Trust? Yes [ ] No [ ] (please tick).  What position do they hold?
Date and time of any incident/disclosure:
If you are reporting your own concerns/disclosure made to you, report the facts as you observe them (including visible injuries / behaviours) and the account of the person making the disclosure to you (in their own words if possible)
If you are reporting the concerns of someone else report their account (using their own words where possible)

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Detail any other actions taken, including anyone else who has been consulted, with names, contact details and organisation where possible.

Has permission been given to contact the next of kin/carers? Yes [ ] No [ ] (please tick).  
If yes, what information has been given?

Has permission been given to report the concern to Adult Social Care? Yes [ ] No [ ] (please tick).

Please use the space below to record and other facts, circumstances which you think may be relevant

Signature:

Print name:

Date:

All concerns about the welfare of safeguarding Adults should be reported immediately to the Safeguarding Officer (Abbi McKane 01296 585658 or in her absence Chris Gregory 07841311624). Or in their absence Mark Ormerod 07957 361170  
If there is risk of imminent harm, contact the Police by dialing 999

Please ensure this form is completed as soon as possible after a disclosure or a concern is raised. Once completed the original copy of this form should be given to the Leap Lead Safeguarding Officer within 48 hours.

Remember to maintain confidentiality and seek the permission of the adult at risk to report the concern.

Do not discuss this incident with anyone other than those who need to know.

### Appendix 3 Dealing with concerns

