

BOWRING PARK & GOLF COURSE

POLICY & PROCEDURES FOR SAFEGUARDING ADULTS AT RISK

Author:	Designated Safeguarding Lead
Contributors:	Operations Manager
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It is the policy of Bowring Park & Golf Course to actively promote the welfare of all children, young people and adults at risk with whom it comes into contact by establishing appropriate safeguarding standards across all its activities, events, services, trading and venues.

This policy must be followed by all personnel, including, employees, volunteers and other staff. Responsibility for the implementation of this policy lies with everyone.

Safeguarding Lead/s

Our lead/s for Safeguarding are:

Name:	Helen Paton
Role:	Development Manager
Tel:	0151 477 8606
Email:	helen@onedayregen.com

1. Introduction

1.1 Purpose of this policy

The purpose of this policy is to provide a framework for all staff and volunteers of Bowring Park & Golf Course when dealing with safeguarding issues. It should be used in conjunction with the Safeguarding Procedures (Appendix A) to help prevent and reduce the risk of abuse to all adults at risk who visit and engage with Bowring Park & Golf Course onsite, offsite, online or those who have contact with staff or volunteers.

1.2 Scope and Legal Framework

This policy, and its associated procedures, is mandatory for all staff including temporary, agency, freelance and contract staff (hereafter referred to as 'staff') and volunteers, as they must be aware of their individual and collective roles and responsibilities in safeguarding adults at risk from abuse and neglect.

The policy and the procedures have been implemented according to the following legislation and national guidelines:

- Sexual Offences Act 2003
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Deprivation of Liberty Safeguards
- The Disclosure and Barring Service 2013
- The Care Act 2014
- The Care and Support Statutory Guidance, August 2017 (*currently under review*)

More details can be found in section 7 of this policy.

1.3 Bowring Park and Golf Course

Bowring Park & Golf Course is open to everyone and we hope that time spent on site provides inspiring, engaging and safe experiences. We aspire to be welcoming, friendly, respectful, caring and inclusive to all, including children, young people and adults at risk.

This policy is complemented by our Safeguarding Procedures (Appendix A), which defines our responsibilities, standards and processes when dealing with safeguarding matters.

1.4 Outcomes

As a result of following this policy and practising its procedures, we hope adults at risk will be better protected from the impact of abuse and neglect. Staff and volunteers will take reasonable steps to safeguard and protect adults at risk, including contacting statutory

agencies and/or, if appropriate, discussing concerns with the adult at risk and, when appropriate, with their parents / carers or advocates.

2. Key Principles

This policy and corresponding procedures aim to achieve a culture within Bowring Park & Golf Course in which a proactive approach is taken to safeguarding, promoting and protecting the rights of vulnerable adults.

We recognise that:

- All adults that work, volunteer or use Bowring Park & Golf Course, its sites and services, have the right to live a life free from abuse, harm and neglect, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity;
- Collaboration with local Safeguarding Adults Boards and compliance with the local multi-agency Safeguarding Adults Procedures is necessary, as appropriate;
- All staff and volunteers have a responsibility to ensure they:
 - are informed, trained and understand their duty to operate within this policy and procedures
 - share them with volunteers and contractors, who may be working with vulnerable adults;
- All staff and volunteers have a share in the responsibility to take appropriate steps to protect adults at risk.

3. Policy Statement

This policy and associated procedures apply to all staff including temporary, agency, freelance and contract staff and volunteers (herein collectively referred to as “staff, and volunteers”).

- We are committed to the prevention of and protection from abuse and neglect of all vulnerable adults who come into contact with its staff, or volunteers within the Park & Golf Course.
- We are committed to taking all reasonable steps to prevent the abuse of vulnerable adults, whether that abuse is perpetrated by staff or volunteers. Where practical, it will also take reasonable steps to prevent the abuse of vulnerable adults being perpetrated by family members or the public in the spaces that it controls;
- We will ensure staff and volunteers are carefully recruited and necessary checks are made in line with our Safeguarding Procedures and recruitment policies;
- We are committed to meeting its duty of care to all adults who come into contact with our staff or volunteers. If there are concerns about staff or volunteers perpetrating abuse, we will facilitate any action required to address this without delay. This will include actions required to address abusive behaviours and attitudes.

- We are committed to ensuring that the right staffing, training and reporting structure is in place to enable safeguarding concerns to be dealt with effectively and to ensure the correct processes are followed, as detailed in the procedures. This includes the escalation of concerns posing a significant risk.
- On occasions when staff have been dismissed because of concerns about abuse or neglect, they will be referred by us to the Disclosure & Barring Service (DBS) and professional bodies;
- We are committed to working with the police and Adult Safeguarding Boards and local authority, especially if there are perceived risks or concerns about staff, contractors or volunteers;
- We will take all reasonable steps to ensure that third party organisations delivering activities, events or services onsite have up to date and appropriate safeguarding policies and procedures.
- We will take reasonable steps to ensure that vulnerable adults who come into contact with our staff, or volunteers are given information, advice and support where appropriate about the risk of abuse;
- We will publish this safeguarding policy and corresponding procedures online, on our website.

4. Safeguarding Structure and Responsibilities

Bowring Park & Golf Course Management Team will help deliver and monitor its safeguarding responsibilities. It is comprised of the Designated Safeguarding Sponsor (DSS) Designated Safeguarding Lead (DSL) and the Designated Safeguarding Officer (DSO).

Collectively, they champion safeguarding, raise awareness and ensure safeguarding training is delivered within the team. They work together to make recommendations to the Designated Safeguarding Lead, who in turn, presents recommendations and provides regular reports to the Designated Safeguarding Sponsor.

The Designated Safeguarding Lead and Designated Safeguarding Officer have responsibility for responding to concerns about the abuse of vulnerable adults when these are raised with them. Once the safeguarding procedures have been initiated, the Designated Safeguarding Officer will escalate concerns that pose a significant risk to the Designated Safeguarding Lead, who in turn will report to the Designated Safeguarding Sponsor.

The **Designated Safeguarding Sponsor** (DSS) is the Bowring Park and Golf Course Managing Director who has overall responsibility for Safeguarding in the organisation. S/he meets with the **Designated Safeguarding Lead** (DSL) twice a year as a

minimum to provide advice on procedural matters and their impact on the organisation, reviewing reports produced by the Designated Safeguarding Lead, when cases that pose significant risk are escalated.

The **Designated Safeguarding Lead** (DSL) – has the lead responsibility for all safeguarding and protection matters at Bowring Park & Golf Course. S/he will escalate concerns to the **Designated Safeguarding Sponsor** if these pose a significant risk and, where appropriate, make referrals to external bodies such local authorities or the police. The **Designated Safeguarding Lead** is responsible for coordinating all needs, training and actions across the organisation, in collaboration with relevant colleagues. The **Designated Safeguarding Lead** will take measures to improve systems and practices where necessary, ensuring training to staff is sufficient and policies and procedures are practical and accessible.

The **Designated Safeguarding Lead** will brief the **Designated Safeguarding Sponsor** regularly on safeguarding issues.

The **Designated Safeguarding Officer** (DSO) – has the responsibility for safeguarding on their site and / or area of work. For example:

- Safeguarding matters in their park, including general visits, activities and events (by exception of activities / events delivered by Learning, Projects or Volunteering teams).
- Volunteering supervises safeguarding matters related to volunteers and the activities they lead.
- The Operations Manager supervises safeguarding allegations related to staff, contractors and freelancers and subsequent disciplinary actions if needed.

The Safeguarding Team is formed by:

- Safeguarding Sponsor - Matt Bell, Managing Director, Bowring Park and Golf Course;
- Safeguarding Lead - Helen Paton, Development Manager for Bowring Park and Golf Course
- Safeguarding Officer - Nicola Meredith, Horticultural Ranger, Bowring Park and Golf Course.

5. Risk Assessment

Should this policy and associated procedure be ignored or disregarded, the possible outcomes are:

- For vulnerable adults at risk of abuse or neglect to be placed at further risk of harm and neglect;
- For staff and volunteers to potentially be subjected to inquiry, investigation

- internally or externally for failing to take appropriate steps;
- For Bowring Park & Golf Course to be at risk of public scrutiny and the ultimate risk of legal prosecution. The above can lead to negative media attention, reporting and damage to our reputation.
 - Visitors may lose confidence in Bowring Park & Golf Course as an organisation, resulting in fewer visitors. Partners, contractors and funders may also lose trust. The loss of public trust and reputation may bring failure to deliver our objectives.

6. Definitions

Safeguarding Adults at risk of abuse or neglect is defined for the purposes of this policy as protecting an adult's right to live in safety, free from abuse or neglect while at the same time making sure that the adult's wellbeing is promoted. This includes, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

The Safeguarding duties apply to adults at risk. An adult at risk (or vulnerable adult) is defined as an individual who is 18 years of age or older, and who:

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

We welcome a wide variety of visitors on-site per year. It is inevitable that some of these visitors will be considered a vulnerable adult and, as such, be at risk of abuse or neglect.

Abuse and Neglect is defined as 'ill-treatment (including sexual abuse and forms of ill treatment that are not physical); the impairment of, or an avoidable deterioration in, physical or mental health; and the impairment of physical, emotional, social or behavioural development' (*Who Decides?*, Law Commission, 1997)

Abuse is defined as 'a violation of an individual's human and civil rights by any other person or persons' (*No Secrets*, DH and Home Office, 2000)

7. Legislation

This policy and associated procedures have been developed taking account of the following legislation and associated guidelines:

- **Sexual Offences Act 2003** introduced a number of new offences concerning adults at risk and children;
- **Mental Capacity Act 2005** provided the general principle that everybody has

the 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 should be the least restrictive intervention;

- **Safeguarding Vulnerable Groups Act 2006** introduced the Vetting and Barring Scheme (VBS) and the role of the Independent Safeguarding Authority (ISA). The ISA made decisions on who should be barred from working with children and vulnerable adults. The VBS dealt with activities classified as 'regulated', including both paid and unpaid (voluntary) work. With the VBS and ISA now defunct, their functions have been absorbed by the Disclosure and Barring Service (DBS);
- **Deprivation of Liberty Safeguards** was introduced into the **Mental Capacity Act 2005** and came into force in 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack of capacity to consent to the arrangements made or their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm;
- The **Disclosure and Barring Service 2013** (DBS, last updated 2015), was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). Under the provisions of the Safeguarding Vulnerable Groups Act 2006, the DBS makes decisions about who should be barred from working with vulnerable groups. There are two ISA Barred Lists (one for those barred from working with children and one for those barred from working with vulnerable adults). Barred individuals can be placed on one or both of these lists. Organisations and employers can request DBS checks on potential employees as part of their recruitment and induction procedures;
- The **Care Act 2014** introduces new responsibilities for local authorities with major implications for adult care and support providers, people who use services, carers and advocates. This Act puts adult safeguarding on a statutory footing.

Guidelines

- **The Care and Support Statutory Guidance August 2017** *This act is currently under review.*

BOWRING PARK & GOLF COURSE

APPENDIX A

SAFEGUARDING PROCEDURES

ADULTS AT RISK / CHILDREN & YOUNG PEOPLE

Safeguarding Recruitment and Training

All personnel will:

- be recruited using checks and measures that are, proportionate to their job role and contact with at risk groups.
- receive a copy of the Safeguarding Policy within two weeks of appointment.
- attend adult safeguarding training every three years face to face (or two years for online), as appropriate to their job roles.

Review

Policy & Procedures will be reviewed annually and whenever there is a change in the related legislation. This will help ensure that our Policy & Procedures are up to date and fit for purpose.

Our Code of Conduct

All personnel will:

- Treat everyone with whom they come into contact with respect.
- Treat everyone equally and not discriminate on the grounds of age, gender, race, religion or belief, sexual orientation or disability.
- Keep their private and professional relationships with the public separate, including when using social media.
- Be aware that any personal contact with a child or an adult at risk, with whom they work professionally, is never appropriate outside the work environment, including on social media.
- Where possible, ensure that there is always one other colleague present during any organised activities or official journeys when working with at risk groups.
- Exercise caution when discussing sensitive issues with children or adults at risk.
- Report any safeguarding concerns about the behaviour of colleagues or members of the public to SO without delay.
- Treat and handle safeguarding information securely at all times, when storing, sharing and accessing the information. The access and sharing of safeguarding information must be on a strict need to know basis.
- Know how to keep data safe and secure. This should include the personal contact data of individuals, such as mobile numbers, email addresses and social networking profiles.

- Only touch members of the public when it is essential, for example, administering first aid.
- Use our photography and filming consent form to confirm parents or carers of children under the age of sixteen, or adults who lack capacity, agree to photography and/or filming during activities. When children, or adults who lack capacity, are attending with a partner organisation or community group, it is that organisation's responsibility to seek permission and inform personnel if there are issues.
- Speak with DSL if they consider their work may put them into a position that might lead to an allegation of professional misconduct.
- Exercise their right to whistleblow if they are concerned safeguarding issues are being mismanaged or ignored within the team.
- Maintain confidentiality at all times, including with family and friends.

Safeguarding Concerns

You may have safeguarding concerns about how a child, young person or an adult at risk appears or behaves, or they may choose to talk to you about something which concerns them. It is important to:

- Always take what they tell you seriously;
- Listen but do not investigate;
- When working with groups who are visiting the site, inform the Group Lead (unless an allegation is made against members of the organisation) and record the incident.
- Follow the **Procedures** below

Safeguarding Concerns Regarding Colleagues or other Personnel.

Report your concern to the Safeguarding Officer (SO) without delay. If SO is implicated in any way, please refer to Designated Safeguarding Lead.

Procedures

You are informed, witness or become aware of possible abuse or neglect:

- If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.
- Where a child or an adult at risk is not in immediate danger the first person you should report to is the Designated Safeguarding Officer.
- Gather any relevant information and complete a Safeguarding Incident Report Form (Appendix B)

The Designated Safeguarding Lead may then take the following steps:

- Contact the Knowsley Safeguarding Adults Board or the Knowsley Multi Agency Safeguarding Hub (see Useful Contacts)
- Document any further conversations or steps taken in the process.

What if my concerns are being ignored or not acted upon?

Anyone can whistle blow if they are concerned safeguarding issues are being mismanaged or ignored within Bowring Park & Golf Course. They can do this by contacting their local social care services, the Police on 101 or the Charity Commission England and Wales:

whistleblowing@charitycommission.gov.uk

Useful Contacts & Documents

[Care and Support for Adults in Knowsley | Knowsley Safeguarding Adults Board](#)

[Knowsley Safeguarding Adults Procedures](#)

[Knowsley Safeguarding Adults Board](#)

[Knowsley Multi Agency Safeguarding Hub](#): 0151 443 2600

[Samaritans](#): 08457 90 90 90

[NSPCC](#) Helpline: 0808 800 5000

[ChildLine](#): 0800 1111

[Kidscape](#)

[Anti-Bullying Alliance](#)

Forms of abuse

The Children Act 1989 defines four types of abuse: physical, emotional, sexual and neglect.

These categories of abuse apply and will be relevant to Vulnerable Adults as well as to children.

1. Physical Abuse

Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child or vulnerable adult. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness.

2. Emotional Abuse

Emotional abuse is persistent emotional ill treatment causing severe and persistent effects on the child or vulnerable adult's emotional development and may involve:

- Conveying the message that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person
- Imposing developmentally inappropriate expectations

- Causing the child or vulnerable adult to feel frightened or in danger – e.g. witnessing domestic violence
- Exploitation or corruption of children, young people or vulnerable adults

Some level of emotional abuse is involved in most types of ill treatment, although emotional abuse may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening, and includes penetrative and non-penetrative acts.

It may also include non-contact activities such as looking at, or being involved in, the production of pornographic materials, watching sexual activities or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

Neglect

Neglect involves the persistent failure to meet basic physical and/or psychological needs, which is likely to result in serious impairment of the neglected person's health and development. It may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of basic emotional needs.

Personnel should also be aware of other factors which influence these forms of abuse such as financial, racial or homophobic abuse and other safeguarding concerns including bullying, radicalisation, online abuse and trafficking.

APPENDIX B
Bowring Park & Golf Course
Safeguarding Incident Report Form

Recorder's Name:	
Address:	
Post Code:	Telephone No:

Child or Adult's Name:	
Address:	
Post Code:	Telephone No:

Complainant's Name:	
Address:	
Post Code:	Telephone No:

Details of the allegations: [include: date; time; location; and nature of the incident]

Additional information: [include: witnesses; corroborative statements; etc.]

Action taken:

Date:

Time:

Signature of Recorder:

Signature of Complainant:

Data protection:

Bowring Park & Golf Course may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Children and Young People Safeguarding Policy and Procedures.

Strict confidentiality will be maintained and information will only be shared on a "need to know" basis in the interests of safeguarding and in accordance with the company's data protection policy. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and County bodies, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children's Social Care.