



PAFC SAFEGUARDING ADULTS AT RISK POLICY

Plymouth Argyle is committed to safeguarding and promoting the welfare of young people and adults at risk and expects all staff, volunteers and visitors to share this commitment.

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Safeguarding Adults at Risk Policy

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FOREWORD

The Safeguarding Adults at Risk Policy reflects the safeguarding ethos of the Club. PAFC is committed to providing a positive, inclusive experience for all people who come into contact with the PAFC Family. The Board of Directors endorse this document as part of the Club's constitution. Plymouth Argyle is committed to safeguarding and promoting the welfare of young people and adults at risk and expects all staff, volunteers and visitors to share this commitment. PAFC's Safeguarding Children Policy and Safeguarding Adults at Risk Policy are linked to ensure the safety and protection of all vulnerable groups. In combination with our other safeguarding policies we provide robust safeguarding procedures for everyone involved in delivering our activities.

Andrew Parkinson

September 2020

Chief Executive Officer on behalf of PAFC board of directors.

Key Safeguarding Terminology and Definitions

- PAFC / the Club – Plymouth Argyle Football Club. Any property or training ground belonging to or where PAFC operate, or where their activities occur.
- ACT – Argyle Community Trust.
- PALFC – Plymouth Argyle Ladies Football Club
- FA – Football Association
- EFL – English Football League
- CEO - Chief Executive Officer
- Staff – paid or unpaid workers, agency or third party workers, volunteers; who provides a service
- DSO – Dedicated Safeguarding Officer
- SSM – Senior Safeguarding Manager
- DLO – Disability Liaison Officer
- The Academy - to the standalone Academy department within PAFC which responsible for nurturing and developing the club's future generations of players.
- Child or young person – Defined by the Children's Act (1989) as any young person under the age of 18.
- Safeguarding - refers to the actions we take to ensure all vulnerable people are safe from harm when involved in our clubs and activities.
- Adult at risk – The care Act 2014 states; any person 18 or over has needs for care and support, is experiencing or at risk of abuse or neglect and as a result of those needs is unable protect themselves against the abuse or neglect or the risk of it.
- LADO – Local Authority Designated Officer
- ECHR – European Court of Human Rights

Related PAFC Policies and Reference Material

- Safeguarding and Child Protection Policy
- Code of Conduct
- Confidentiality Agreement
- Self-Declaration
- Safer Recruitment
- Staff Induction policy
- DBS Central Registry
- 'My Concern' on-line reporting
- Prevent Strategy
- Social Media Policy
- Acceptable IT use policy
- Equal Opportunities Policy
- Information sharing / data protection policy
- Health and Safety policy
- Complaints
- Whistle Blowing
- Staff Handbook
- Young Persons Handbook (child friendly which includes their rights)
- Academy: Elite players in open age football, House Parents, Travel plan, travel and trips
- Anti-bullying policy
- Photography / Image consent policy
- Work Experience
- Match Day safeguarding Plan
- Mascots and Flag Bearers
- Ball Assistants
- Furry Mascot
- ACT policies and protocols
- PALFC

PAFC SAFEGUARDING ORGANISATION

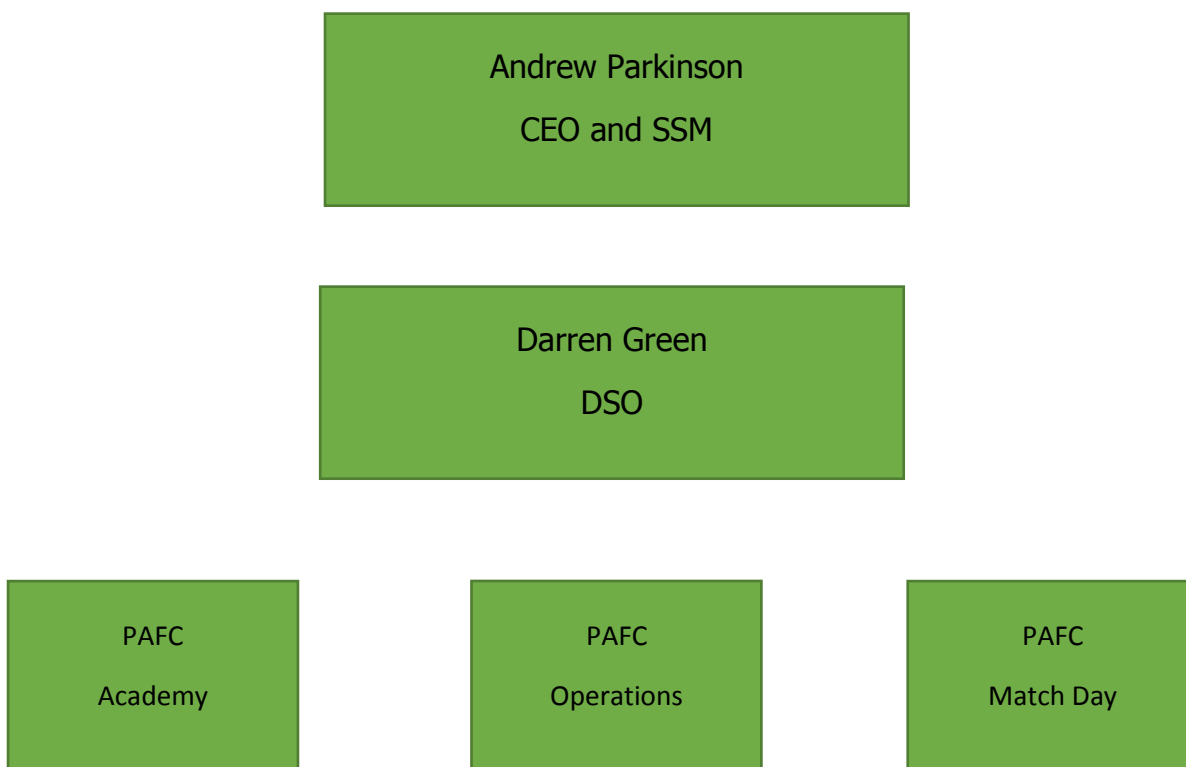
Safeguarding adults at risk across PAFC is given a very high priority. Darren Green is employed full-time to promote best practice and create a safer culture across the Club.

At PAFC operational board level, Andrew Parkinson (CEO) leads safeguarding and endorses this Policy and Procedures document.

PAFC has a Safeguarding Panel with senior representatives from around the business to ensure the highest standards are maintained consistently. Actions and decisions made by the Safeguarding Panel are relayed to the Board quarterly.

PAFC use additional documents and policies which give greater detail to this central policy document. Please refer to those and speak to the Safeguarding Team to clarify any queries.

The organisational structure for Safeguarding at PAFC is as outlined below:



Argyle Community Trust, who are part of the PAFC family, have their own safeguarding structure. Safeguarding officers are in regular contact and can represent each other as and when required.

Policy Statement

'Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and the experience of abuse or neglect, while at the same time making sure the adult's wellbeing is promoted' (Care Act 2014).

Abuse of adults links to the circumstances rather than the characteristics of the people experiencing harm. The term 'Vulnerable Adult' is seen as disempowering, the Care Act describes potentially 'At Risk' from harm or abuse.

The Ann Craft Trust is a leading safeguarding organisation funded by Sport England and supported by the EFL. The principles are shared with the ethos of PAFC and the key principles have been used within this document.

The purpose of this policy is to ensure that all staff are aware of the needs of 'adults at risk'. That appropriate training and guidance is in place in order to recognise abuse and provide guidance on how to report concerns or allegations.

Who We Will Keep Safe

PAFC believe that all people have the right to participate in activities in a safe environment. We will take all reasonable and practical steps to reduce harm to adults at risk and actively deliver our duty to protect them.

Safeguarding Context

We follow the 6 principles of safeguarding:

1. **Empowerment:** it is important for an adult at risk to be supported and encouraged to make their own decisions and give informed consent
2. **Prevention:** it is better to take action before harm occurs
3. **Proportionality:** the least intrusive response appropriate to the risk presented
4. **Protection:** support and representation for those in greatest need
5. **Partnership:** local solutions through services working with their communities – communities have a part to play in preventing, detecting and reporting neglect and abuse
6. **Accountability:** accountability and transparency in safeguarding practice

Early intervention at a lower level of concern will improve the outcome for an adult at risk.

Safeguarding Framework

PAFC safeguard all young and adults at risk who interact with us. We take all safeguarding concerns seriously and respond efficiently and appropriately.

A victim centred approach is fundamental. PAFC follow the guidelines as set by the government, working in partnership with the local authority and the police.

PAFC provide a safeguarding framework to promote best practice, demonstrate the right standards of behaviour in all interactions with the young and adults at risk. All people are treated equitably and fairly in line with our Equality and Diversity Policy.

PAFC provide a safe environment for our young and adults at risk in accordance with the law and regulatory guidance.

Partnerships

PAFC work in partnership with Plymouth Safeguarding Adults Partnership and other relevant multi-agency partnerships, including the Plymouth Prevent Partnership. PAFC abide by safeguarding information sharing protocols with statutory agencies, including the police.

PAFC work closely with the FA and EFL safeguarding teams to ensure compliance with a football wide governance.

There are regular meetings between the safeguarding teams of PAFC and the ACT, to confirm strong team working and collaboration.

Adults at risk are often known to a number of services and it is important that information is shared. This will increase awareness and ensure a co-ordinated response promote early intervention and prevention of more serious concerns.

Safeguarding Legislation

The Care Act 2014 has widened the scope of safeguarding and the responsibilities to promote the well-being of adults at risk. Safeguarding is the responsibility of everyone and PAFC support this ethos. The Care Act 2014 is used in conjunction with a number of other legislation and guidance to provide a safe environment. This is listed in the below Appendix.

Adult at Risk Abuse

Abuse can occur in any context in any place, whether at home or the workplace, in a care setting or in public. Where many people consider somewhere safe, this is not necessarily the case for an adult at risk. PAFC must remain a safe place, where adults at risk are confident to report a concern that happened outside of a PAFC activity.

Adults at risk may be abused by a wide range of people they may come into contact with including; family, friend, professional carer, another adult at risk, or someone who deliberately exploits the vulnerable. Stranger abuse can take various forms and can be carried out by more than one person.

Many people find it difficult to imagine that the vulnerable or older people are victims of abuse. It is often a hidden or ignored problem. Some adults at risk may not realise they are being abused, or be able to say what is happening.

Referrals are increasing as more people become aware of adult safeguarding. The most common are in the home setting and is neglect due to an act of omission.

What Is Abuse?

Abuse is the misuse of the power and control one person has over another. Abuse is not based on whether there was an element of intent, but rather that harm was caused, or the risk of harm on the individual.

An incident may be a single occasion or multiple acts. Abuse can be an inaction or lack of action that causes harm or the risk of harm. Abuse can be; intentional or unintentional, is not necessarily a criminal act and is a violation of their human and civil rights.

Some signs of abuse are:

- Bruises, falls or unexplained injuries
- Unkempt clothing may be a sign of neglect
- A change in financial situation
- A change of behaviour, such as loss of confidence
- Becoming withdrawn

Social media abuse is harder to detect. Emotional and psychological abuse are involved, often including financial or sexual abuse. This can occur through public sites or direct messaging and can include:

- Unwanted messages
- Inappropriate messages
- Stalking or Harassment
- Intimidation or bullying
- Financial requests
- Sexual coercion / abuse

It is not the responsibility of PAFC staff to decide that abuse is occurring, but it is their responsibility to act on any signs or concerns.

Specific Types of Abuse:

- Physical – including assault, restraint, inappropriate physical actions or misuse of medication
- Domestic Violence – can be physical, psychological, controlling, emotional, financial or honour based (violence and forced marriage, which is not restricted to gender or ethnic group)
- Sexual – includes, but not confined to; assault, exploitation, exposure, harassment, sexting, touching or teasing. Consent is an important factor, many adults at risk may not be able to give true consent or understand what consent means.
- Psychological – can take many forms. Emotional abuse is the basis, from which many branch from such as; withholding and restricting (contact, treats, movement, finance and many more), blame, humiliation and coerciveness.
- Financial – unauthorised theft, fraud, misappropriation or exploitation of money, possessions, material goods, assets or benefits
- Modern Slavery – This encompasses slavery, trafficking, forced labour and domestic servitude. Individuals are deceived, coerced or forced into inhumane treatment.
- Discriminatory – an act or omission based on a person's race, culture, belief, gender, age, sexual orientation or disability and may constitute a hate crime
- Organisational – The result of poor professional practice, lacking in framework, policy or protocols within an organisation, which results in a single or ongoing practice that harms or causes a risk of harm to an individual
- Neglect – including omissions, intentional or otherwise, where care needs are not met. This may include not providing or withholding a service (for example medication, food or heating)
- Self-neglect – not taking care for one's own personal needs, such as; hygiene, health, food and includes behaviours including hoarding. This may be intentional or an inability

Specific Safeguarding Issues:

- Hate crime – A hate crime is anything which is targeted at an individual because of hostility or prejudice towards their; disability, race, religion, sexual orientation or transgender identity or any other perceived difference
- Radicalisation – The process where an individual's vulnerabilities are exploited by another towards crime or terrorism
- Extremism – vocal or active opposition to fundamental British values including democracy, law, liberty, respect and tolerance
- Women and girls – are disproportionately victims of crime and abuse
- Abuse by another adult at risk – It is paramount to protect both parties involved
- Abuse of Trust – this is where one person has a position of power over another due to their work position
- Abuse by relative, friend or carer – there is a difference between unintentional and deliberate acts or omissions, however the harm or risk of harm caused must be considered to decide whether an intervention is required
- Abuse by children – if harm or risk of harm is caused by an under-18, the Adult at Risk policy needs to be followed, however the child's welfare must be considered and referred as required.
- Mental capacity – refers to whether an individual is able to have the capacity to make a decision or not. A person may have been assessed as not being able to and another has to make those decisions for them. This makes a person vulnerable to abuse.
- Deprivation of Liberty Safeguards (DoLS) – must be in place when a person having been assessed as not having mental capacity is being deprived of their liberty, in a place such as a care home.

Good Practice and Staff Conduct

Plymouth Argyle is committed to safeguarding and promoting the welfare of young people and adults at risk and expects all staff, volunteers and visitors to share this commitment.

PAFC accept the moral and legal responsibility to comply with the duty of care to protect and safeguard the young and adults at risk. PAFC promote an organisational culture to ensure all adults at risk are respected as individuals and can raise their concerns with confidence.

Due to their contact with adults at risk, PAFC staff are well placed to observe the changes in an adult's behaviour and outward signs of abuse. Adults at risk may turn to a trusted adult when they are in distress or at risk. It is vital that all staff are alert to this and understand the procedures for reporting their concerns and what appropriate action to take.

All staff have a responsibility to:

- provide a safe environment for adults at risk
- identify adults who may be in need of extra help, or maybe suffering harm
- challenge unacceptable behaviour and report poor practice
- take appropriate action and report concerns
- work with the DSO to deal with concerns

Good practice and staff conduct includes:

- treating all adults with respect and in accordance with their needs

- setting a good example conducting themselves appropriately
- encouraging others to be positive and respectful
- involving the adults at risk in any decision that may affect them
- being a good listener
- working in an open environment and within sight and hearing of others
- asking an individual's permission before physical contact, such as physical support or first aid
- be alert to changes in behaviour and signs of abuse, neglect or exploitation
- recognising that challenging behaviour may be a sign of abuse
- recognising that personal or family circumstance or lifestyle may add to vulnerability
- reporting concerns
- following PAFC policy with regard to personal relationships with participants, including virtual communication
- Adult relationships where there is or has been a power imbalance in the workplace must be avoided to reduce vulnerabilities
- While in a position of trust, inappropriate behaviour towards adults at risk is unacceptable and likely to be unlawful (Abuse of Position of Trust)
- Staff are encouraged to act responsible and help adults at risk keep themselves safe
- Staff who may come into contact with vulnerable people need to be conversant with the other PAFC safeguarding policies

Safeguarding and PAFC Staff

PAFC are committed to Safer Recruitment practices for paid and volunteer staff. Enhanced DBS checks, ensuring references are taken up. Induction and training on safeguarding is provided to all staff.

It is essential that all staff receive training and awareness to enable them to recognise and act when there are signs of abuse. Staff will be aware of and how to use the 'My Concern' reporting, recording and management system.

Staff are responsible for their own CPD, which includes certificate renewals, first aid and updating their DBS.

Complaints Procedure

PAFC complaints procedure will be followed where an adult at risk raises a concern about poor practice, when the threshold for referral is not met. Examples of poor practice would include singling an individual out, bullying, belittling or discrimination.

Formal complaints are managed by senior staff. Feedback is promoted in all areas of business. Complaints from staff are dealt with by PAFC disciplinary and grievance policy. Complaints which escalate into an adult protection concern will be managed by the DSO.

Raising a Concern

An adult safeguarding concern is any allegation about an adult who has or appears to have care and support needs, and where they may be at risk of or be subject to abuse or neglect, and not be able to protect themselves against this.

A concern can be raised by anyone.

Consent

Consideration of mental capacity is crucial all stages of safeguarding adults at risk. Determining the vulnerabilities and the choices made, given regard to the situation and the risk they leave themselves open to. All adults are deemed to have capacity unless there has been a formal assessment under the Mental Capacity Act.

If a person is deemed to have capacity and their informed choice puts them at risk, then that person (and carer / support agency / relevant person) should be consulted with to ensure the individual is offered all possible options. Should the individual still wish to be in a position of risk, consideration needs to be given to ascertain if they are doing so of their own free will, or being coerced or intimidated.

If the person is deemed not to have capacity, then staff should act in the best interests of the individual to do what is necessary to promote their health and well-being or prevent deterioration.

Advocacy – Independent Mental capacity Advocates (IMCAs) should be considered to represent the individual when there is no independent person able to represent them. They assist where there is a potential issue of capacity. In Plymouth, The Highbury Trust operate IMCAs.

- Act to protect the adult from immediate danger
- Make sure other service users are not at risk
- Seek the views of the individual and the outcome they would like
- Seek consent to share information
- Record the event using 'My concern'
- Report the matter and seek advice from the DSO

Please refer to:

Appendix – IMMEDIATE ACTIONS and

Appendix - SAFEGUARDING CONCERN REFERRAL INFORMATION

Reporting

When a concern has been raised, the DSO will collate the information and decide on a course of action and whether to make a referral. This may include speaking with the person reporting, HR, the individual involved (and appropriate carers and relevant people) and with partner agencies, which may include the police.

The information will be recorded on the 'My Concern' secure recording and case management system. The DSO will review the information and check the accuracy.

The DSO will follow EFL, FA and PAFC guidelines to ensure an open and transparent enquiry, being accountable and mindful of confidentiality.

Where the concern involves a member of staff, the appropriate disciplinary procedure will be commenced by HR, in conjunction with the line manager and the DSO.

When a referral has been made to adult social care, or FA/EFL depending on circumstances, the DSO will remain PAFC point of contact and work in partnership in line with relevant protocols and information sharing agreements.

A referral should be made when:

- The adult at risk is or believed to be at risk of being abused or neglected, and at risk of significant harm
- The adult at risk has capacity and wants the referral to happen
- The adult at risk has been assessed as not having capacity and the decision for a referral has been made in their best interests. This includes if a crime may or may not have been committed and it is in the best interests of the individual
- The abuse or neglect has been caused by a member of staff or volunteer

- Other people (including children) are at risk from the individual
- The concern is institutional
- The person causing the harm is also an adult at risk

When there is a decision not to refer there are numerous considerations to be made when an adult at risk does not wish for the matter to be referred. These include; capacity, undue influence, coercion or intimidation. A record must be made of the decision making process and communication with the individual.

When the adult at risk does not wish a referral, an investigation under safeguarding provision will only take place if; others are at risk from the same person, service or setting and the seriousness of the situation requires immediate action which is lawful, proportionate and necessary under ECHR.

When speaking with adults at risk, consideration should be given to how easily the individual is influenced, whether they fully understand what has been said and may not normally have people listen to their views.

When historic or previous abuse is disclosed after the event, PAFC will follow procedure to report to adult social care and the police.

When a PAFC staff member or volunteer delivers activities in the setting of another organisation, the relevant DSO should be informed in the first instance and then subsequently the PAFC line manager and DSO.

Managing Reports and Confidentiality

When a report is made it will be recorded on the secure My Concern system. The report will be managed by the DSO. People involved will be aware, but only on a need to know basis.

PAFC ensure that confidentiality of safeguarding cases is maintained.

Statutory information sharing protocols will be followed where necessary including the FA safeguarding case management, the EFL safeguarding team, the local authority and the police.

A victim centred approach to safeguarding is at the centre of the PAFC ethos. Wherever possible the individual will be involved in every aspect of managing the concern.

If a person is at immediate risk of harm or about to become the victim of a crime, the police must be informed via 999. All other concerns must be reported to the DSO, either directly or via the 'My Concern' system.

Staff are to follow the **Appendix – IMMEDIATE ACTIONS**

Reports Against Staff

If a report is made against PAFC staff or volunteer, the report will be taken seriously where relevant law, football protocols and policy will be adhered to and where appropriate information sharing between agencies will take place. This will be recorded on the secure My Concern system and managed by the DSO.

Every victim is to be taken seriously and believed in the first instance, in order for their confidence in PAFC and how we take safeguarding seriously.

Staff actions:

- Ensure all adults at risk are safe
- Inform a manager immediately.
- Remove alleged perpetrator from the work area
- Record information, witnesses and actions
- Do not investigate
- Do not question

- Ascertain if any other staff witnessed incident. Have them record what they saw/heard
- Inform witnesses not to discuss the incident
- Record incident on 'My Concern'. Use and retain the appended form for notes
- Maintain and secure evidence, especially if sexual abuse or assault alleged (clothing and hygiene items)

Manager actions:

- Inform DSO or SSM (CEO)
- Consider potential outcomes at an early stage. Prepare for every eventuality.
- Safeguard the welfare of; the victim, the reporting person if different, witnesses and the alleged suspect
- The DSO, SSM and HR will manage the case.

DSO responsibilities:

- Consider welfare of all parties involved
- Review the information, ensure all available evidence is secured and confirm recorded correctly on My Concern
- Note the potential for a false allegation and what may have caused the individual to make such a report and if they are at risk of harm from another source
- Discuss the allegation with SSM and HR and agree a plan of actions
- Make referrals to FA / EFL / Adult Social Care / LADO / Police as appropriate
- Maintain position as point of contact for all parties
- Only investigate where appropriate and in consultation with partner agencies
- If allegation substantiated, consult LADO, then inform DBS and other professional bodies as appropriate

Confidentiality, Information Sharing and Storage

PAFC will follow all agreed information sharing protocols with professional bodies and local statutory agencies and the police, where appropriate.

We will seek the agreement of the adult at risk (or their nominated person), to engage in information sharing. On the rare occasion where someone is at immediate risk of harm, we may decide to proceed without that agreement.

The key to delivering effective safeguarding practice is coordinated information sharing with an individual centred approach.

Information can be shared lawfully where there are concerns about the safety of an individual, and where it is in the best interests of that individual. Information sharing between organisations can improve the decision making process, assists in early intervention, prevention and in improving outcomes for the individual.

PAFC take confidentiality seriously and all personal information will be kept secure in line with our IT policy and GDPR guidance. We use the secure safeguarding management system 'My Concern'. Staff must only share safeguarding information in line with ECHR, being lawful, necessary and proportionate. All staff must be held accountable for their actions when passing personal information and must comply with the framework of this policy.

Appendix – USEFUL CONTACTS

Andrew Parkinson
Senior Safeguarding Manager
andrew.parkinson@pafc.co.uk
T: 01752 562561

Zac Newton
Head of HR
Zac.newton@pafc.co.uk
T: 01752 562561

Darren Green
Designated Safeguarding Officer
safeguarding@pafc.co.uk
T: 07933 751103

Phil Stokes
Head of Academy
phil.stokes@pafc.co.uk
T: 01752 562561

Alison Lowman
ACT Safeguarding
alison@argylecommunitytrust.co.uk
T: 01752 562561

EFL safeguarding@efl.com

FA safeguarding@thefa.com

Devon and Cornwall Police
Prevent office

101 / 999
01392 225130

Plymouth Safeguarding Adults Partnership

01752 668000
<https://www.plymouth.gov.uk/reportabuse>

Samaritans 08457 909090

Mind 0300 123 3393

Ann Craft Trust www.anncrafttrust.org

Appendix - LEGISLATION AND GUIDANCE

Abusive behaviour towards Adults at Risk can range from poor practice to Serious Criminal Offences and can be any form of physical, financial, emotional or sexual mistreatment, lack of care or exploitation that leads to injury, harm or financial loss.

This list is current legislation but not exhaustive:

The Care Act 2014

The Act enshrines in law the principle of social care and individual well-being. It puts adult safeguarding on a statutory footing. The Care Act recognises the below forms of abuse:

- Physical abuse
- Domestic violence or abuse Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

Section 42(1) describes a vulnerable adult as one who; has needs for care and support, is experiencing or at risk of abuse or neglect, and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

The Act encourages greater self-determination, allowing individuals to maintain independence and allow real choice. It encourages adults at risk to have greater control in their lives in order to prevent abuse and neglect, and options for dealing with abuse or neglect should it occur.

Mental capacity Act 2005

Where an individual has been professionally assessed as not having the capacity to make their own informed decisions, and in their best interests this is done by another person. The Act works in conjunction with The Mental Capacity Act Code of Practice.

The Equality Act 2010

The act replaced the Race Relations Act 1976 and the Disability Discrimination act 1995 to ensure consistency and strengthen the law. It now extends protection to groups not previously covered.

The Human Rights Act 1998 (ECHR)

The act is designed to protect individuals from abuse by state institutions and people working for them. It brings the guidelines of working; lawfully, actions must be covered by law, proportionate, actions must be appropriate to the circumstances and necessity, actions must be necessary. This is important for safeguarding and operating with statutory partners.

Data Protection Act 2018

The implementation of this and the wider General Data Protection Regulation (GDPR) ensures that information belonging to an individual is held; lawfully, limited to the purpose required, accurate, confidential and accountable.

Information sharing is permitted with agreement of the individual. Without consent information can be shared; if there is a lawful basis and where an individual's safety is at risk.

Sexual Offences Act 2003

In this setting, an abuse of position of trust is where there is an imbalance of power between the people involved where sexual behaviour occurs, and could include sexual humour or innuendo. This Act can encompass the power imbalance when there are sexual relationships between co-workers.

Appendix – IMMEDIATE ACTIONS

1

In an emergency call 999

If you think anyone needs urgent medical attention call 999 - ambulance

If anyone is at immediate risk of harm call 999 - police

2

Keep people safe

Keep yourself, the adult at risk and others safe

4

If you think a **crime** has happened or happening **call the police 101**

To report a crime, call the non-emergency contact number: 101

5

Make notes

Do not investigate, Do not interview, secure the information you have

6

Inform

Report to your line manager or the DSO

Consider informing Plymouth Social Services, adult care

7

Record

Use 'My Concern' to record the incident

If required use the attached referral information form to collate the information

Appendix - SAFEGUARDING CONCERN REFERRAL INFORMATION

'MY CONCERN' is the PAFC data base that it is essential to completed. This form may give assistance in obtaining the event details. If used it will subsequently need to be scanned into 'My Concern'.

Date of referral:

DSO:

Reference No:

REFERRER'S DETAILS			
Name		Relationship to Child / Vulnerable Adult	
Address			
Who made the disclosure?			
When was the disclosure made?		Telephone No.	
Postcode		E-mail Address	
Job Title		Further information	What was said and by whom?
Department			

PROFESSIONAL NETWORK (please provide name, contact no. and e-mail for any person who you have received advice from in relation to this referral)	
LADO	What is the impact of the concern / incident on the young person / adult in question?
Social Services	
Police	
Other (e.g. NSPCC)	

DETAILS OF CONCERN(S)			
Type of Abuse (Please tick as appropriate)	Sexual Abuse	Emotional Abuse	Bullying
	Neglect	Physical Abuse	Other (specify)
Incident(s) Details Please summarise the incident in as much detail as possible. Please ensure to clearly highlight the reason for concern and make reference to any specific dates, times and events.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Do you think that this referral relates to:	High Level Poor Practice	Risk of harm to Child / V. Adult	Not Sure
Action Taken Please specify if you have referred the case onto a statutory agency or any other organisation.	Has consent been obtained? <input type="checkbox"/>	Have the parents / guardians been informed? What time/ when? <input type="checkbox"/>	<input type="checkbox"/>

OTHER RELEVANT INFORMATION	
Further Information Please include any additional information that you think may be relevant to the investigation.	

Appendix - VERSION HISTORY

This policy will be constantly reviewed and revised to improve the response of PAFC.

VERSION	DATE	AUTHOR	STATUS	COMMENT
1.0	August 2020	Darren Green DSO	Draft	New Policy as required by EFL plan
1.1	August 2020	Darren Green DSO	Draft	To CEO
1.2	September 2020	Darren Green DSO	Draft	Add crest / tidy text
1.3	September 2020	Darren Green DSO	CEO endorsed	For publication