

WTSE – PP.0036v1

Safeguarding (Adults)

Policy & Procedures

Document Control Protocol:

Document type	WTSE – PP.0036v1 – Safeguarding (adults Policy & procedures
Document owner	Governance and Operations Manager
Lead contact	Performance Director
Document status	Approved
Version number	v1
Approved by	WTSE Board of Directors
Date of publication	16/01/2023
Date of scheduled review	16/01/2026
Date of original publication	16/01/2023
Revision frequency	3 years
Superseded documents	WTSE Safeguarding Adults Policy
Associated documents	WTSE GDPR Policy, WTSE Procedures, Codes of Practice, Good Practice Guides

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DEFINED TERMS

Adult: Anyone aged 18 or over.

Carer : A carer is someone who has the responsibility for providing or arranging care for someone else who, because of long term illness or disability or age, is not able to care for him or herself.

Case Management Board: A small group of appropriately qualified WTSP appointed people (co-ordinated by the WTSP Lead Safeguarding Officer) to oversee safeguarding matters.

Child/Children: A child is anyone who has not yet reached their 18th birthday.

Child protection: Particular activity undertaken to protect specific children who are suffering or are at risk of suffering significant harm as a result of abuse or neglect.

Disabled: The Disability Discrimination Act (1995) defines a person as having a disability 'if the person has a physical or mental impairment which has substantial and long-term adverse effect on their ability to carry out normal day to day activities'.

Regulated activity: For the purposes of identifying roles or individuals qualifying for Disclosure and Barring Service Check, regulated activity is defined as: involving contact with children or adults at risk and is of a specified nature (e.g. teaching, training, coaching, care, supervision, advice, medical treatment or in certain circumstances transport) on a frequent, intensive and/or overnight basis; or involving contact with children or adults at risk in a specified place (e.g. schools, care homes etc.), frequently or intensively. For more information, please click on the [link](#).

Need to know: In the context of sharing confidential information, disclosing details only to those people who “have to be”, informed in the interests of a child or children. The factors that need to be considered when determining whether to disclose information include: the reason for sharing the information; the level of detail that needs to be disclosed; with whom the information will be shared; and whether disclosing the information is a proportionate response to the need to protect a child from harm.

Safeguarding: Safeguarding refers to a range of proactive measures taken to keep children and adults, safe and promote their wellbeing.

Social Services: Throughout the procedures the generic term social services is used to represent the relevant local authority social services functions with regard to children and adults at risk.

1 Introduction

- 1.1 The Welsh Target Shooting Federation (WTSF) is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in shooting sports, in accordance with the Care Act 2014.
- 1.2 The WTSF Safeguarding (Adults) policy and procedures apply to all individuals involved in shooting. The WTSF will encourage member associations, including members, suppliers, sponsors and customers, to adopt and demonstrate their commitment to the principles and practice of equality, diversity and inclusion as set out in the **WTSF ED&I Policy and Procedures**.

2 Background

- 2.1 Adult or Vulnerable Adult or Adult at Risk? 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. Vulnerable is believed to be a disempowering term.
- 2.2 "At risk" is a term which has become broadly accepted to mean that someone may be more vulnerable to abuse than someone else. For example, an adult with a learning disability may well be more at risk of financial abuse as they may struggle with managing their finances, this could leave them at risk from an unscrupulous person.
- 2.3 "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.
- 2.4 To describe the adults that we are referring to in this document, we will use the definition from the Wales (Social Services and Wellbeing Act 2014):

"An adult at risk is an individual aged 18 years and over who:

 - 2.4.1 is experiencing or is at risk of abuse or neglect, and;
 - 2.1.2 has needs for care and support (whether or not the authority is meeting any of those needs) and;
 - 2.1.3 as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

In sport this may look like but is not limited to:

- 2.4.1 an athlete being sent threatening and sexually explicit text messages from their coach
- 2.4.2 a member of a learning-disabled sports club being exploited by another member who regularly takes money from them at lunch.
- 2.4.3 this could include any adult at any time

3 Core Principles

3.1 The guidance given in the Policy is based on the following principles:

- 3.1.1 All adults (anyone aged 18 years or over), regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or transgender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- 3.1.2 The WTSF will seek to ensure that our sport is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- 3.1.3 The rights, dignity and worth of all adults will always be respected.
- 3.1.4 We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.
- 3.1.5 We recognise that a disabled adult may or may not identify themselves or be identified as an adult 'at risk'. (For definition of 'At Risk' see section 4 Definitions).
- 3.1.6 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 shooting sports (eg. inappropriate behaviour of a coach) or outside (eg. in the wider community).
- 3.1.7 All allegations will be taken seriously and responded to quickly in line with WTSF Safeguarding (Adults) Policy and Procedures.
- 3.1.8 The WTSF recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards. (The Local Safeguarding Adults Board (LSAB) brings together local statutory and independent sector agencies working with vulnerable adults at risk of abuse. The LSAB is responsible for ensuring the Multi-Agency Safeguarding Adults Policy and Procedures are effective and prevent adults from experiencing significant harm).
- 3.1.9 The WTSF Safeguarding (Adults) Policy and Procedures are mandatory. Noting the remit of the WTSF and its jurisdiction, the WTSF encourages its member Associations to adopt a similar policy.

- 3.2 Safeguarding duties apply to an adult who:
- 3.2.1 Has needs for care and support (whether or not the local authority is meeting any of those needs) and/or
 - 3.2.2 Is experiencing, or at risk of, abuse or neglect and
 - 3.2.3 As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect

4 Legislation and Guidance

- 4.1 The practices and procedures within this policy are based on the principles contained within the UK and International legislation and Government Guidance as follows:
- 4.1.1 The Data Protection Act 1994 and 1998
 - 4.1.2 General Data Protection Regulation 2018
 - 4.1.3 The Human Rights Act 1998
 - 4.1.4 Social Services and Well-Being Act 2014
 - 4.1.5 Wales Safeguarding Procedures 2019
 - 4.1.6 The Safeguarding Vulnerable Groups Act 2006
 - 4.1.7 The Equality Act 2010
 - 4.1.8 The Protection of Freedoms Act 2012
 - 4.1.9 Sexual Offences Act 2003
 - 4.1.10 Mental Capacity Act 2005
 - 4.1.11 Domestic Violence, Crime and Victims (Amendment) Act 2012

5 WTFS Objectives

- 5.1 The WTFS is committed to having the following in place:
- 5.1.1 All WTFS Staff and Contracted Discipline Coaches will be trained as Safeguarding Welfare Officers.
 - 5.1.2 The WTFS will have a trained Lead Safeguarding Officer to produce and disseminate guidance and resources to support the Policy and Procedures, facilitate reporting and recording and leading the WTFS Case Management Group.
 - 5.1.3 The WTFS will have robust procedures for dealing with allegations of abuse or poor practice against those within and outside shooting sports.
 - 5.1.4 The WTFS will have a Case Management Group that effectively deals with issues, manages concerns and refers to a disciplinary panel where necessary (ie. where concerns arise about the behaviour of someone within the WTFS).
 - 5.1.5 Appropriate whistle blowing procedures.

5.1.6 An open and inclusive culture that enables safeguarding and ED&I issues to be addressed.

6 Equality, Diversity and Inclusion (see the WTSP Equality, Diversity & Inclusion Policy, Procedures and Guidance)

6.1 The WTSP recognises the importance of ensuring that this policy, the procedures and the guidance in place, ensure *all* adults are protected from abuse and poor practice. The WTSP acknowledges that some adults with disabilities or adults from an ethnic minority community, can be more vulnerable to abuse. Care will be taken to ensure safeguards are in place to take account of individual needs and recognise that there may be additional challenges that need to be addressed to help all adults to raise concerns.

7 Safe Recruitment (See the WTSP Recruitment Policy)

7.1 Although the vast majority of people seeking to work or volunteer do not present a risk to children or adults, it is accepted that some individuals have inappropriate motives in seeking this type of work. Safe recruitment procedures should help to deter or prevent inappropriate individuals from gaining positions as well as clarifying the WTSP's commitment to safeguarding high standards of behaviour.

7.2 The WTSP is committed to applying a robust recruitment process and recruit individuals who share the WTSP values and approach to safeguarding. These procedures will apply to both paid and voluntary positions, even where there is only one applicant for a position.

8 Code of Conduct

8.1 All WTSP Board Members will be required to sign and adhere to a WTSP Board Member's Code of Conduct which includes reference to Safeguarding.

8.2 All WTSP Members of Staff will be required to sign and adhere to a WTSP Staff Members Code of Conduct which includes reference to Safeguarding.

8.3 All Contractors will be required to sign and adhere to a WTSP Contractors Code of Conduct which includes reference to Safeguarding.

8.4 All WTSP Volunteers will be required to sign and adhere to a WTSP Volunteers Code of Conduct which includes reference to Safeguarding.

8.5 All parents/carers of athletes on any of the WTSP Performance Programmes will be required to sign and adhere to a Parents/Carers Code of Conduct which includes reference to Safeguarding.

9 Review and Monitoring

- 9.1 This policy will be reviewed on a defined frequency basis, and/or in light of any:
- 9.1.1 changes in relevant legislation and/or government guidance
 - 9.1.2 requirements of the Regional Safeguarding Boards, NSPCC Child Protection in Sport Unit, Ann Craft Trust & Sport Wales
 - 9.1.3 learning from serious cases
- 9.2 In addition, the WTSP will review the effectiveness and implementation of the policy and procedures by:
- 9.2.1 Monitoring compliance with reporting, policy and procedures
 - 9.2.2 Providing reports to the Board on all matters relating to safeguarding
 - 9.2.3 Carrying out case reviews following the conclusion of any major child protection case within the sport
 - 9.2.4 Reviewing the outcomes for the adult, the complainant and families in cases where the WTSP has taken action
 - 9.2.5 Seeking the views of key stakeholders in the sport, including adults

Section Two – WTSF Safeguarding (Adults) Procedures – Recognising Abuse

1 Introduction

2 Definition of Abuse

2.1 Abuse is a violation of an adult individual's human and/or civil rights by another person or persons. (An adult is anyone aged 18 or over). Abuse can take many forms:

- 2.1.1 **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.
- 2.1.2 **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.
- 2.1.3 **Domestic Abuse** – including psychological, physical, sexual, financial, emotional abuse.
- 2.1.4 **Discriminatory** – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender and/or gender identity, age, disability, sexual orientation, religion, being married or in a civil partnership and being pregnant or on maternity leave or any of the protected characteristics of the Equality Act. Research tells us that bullying of vulnerable groups can be an issue in sport. In a shooting setting this could be the harassing of an individual because they are or are perceived to be transgender.
- 2.1.5 **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. In a shooting setting, this could be training without a necessary break.
- 2.1.6 **Physical Abuse** – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. In a shooting setting, this could be a coach intentionally striking an athlete.
- 2.1.7 **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. In a shooting setting, this could

be a fellow athlete who sends sexually explicit text messages to an adult they are training alongside.

- 2.1.9 **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. In a shooting setting, this could be someone taking equipment from another athlete.
- 2.1.10 **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 hearing. In a shooting setting, this could be a coach not ensuring athletes have access to water.
- 2.1.11 **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. In a shooting setting, this could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.
- 2.1.12 **Cyber Bullying** – cyberbullying 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.

3 Indicators of Abuse

- 3.1 Abuse can take place in any context and by all manner of perpetrator. There are many signs and indicators that may suggest someone is being abused, these include but are not limited to:
 - 3.1.1 Unexplained bruises or injuries – or lack of medical attention when an injury is present.
 - 3.1.2 Person has belongings or money going missing.
 - 3.1.3 Person is not attending/no longer enjoying their shooting sessions.
 - 3.1.4 Someone losing or gaining weight/an unkempt appearance.
 - 3.1.5 A change in the behaviour or confidence of a person.
 - 3.1.6 They may self-harm.
 - 3.1.7 They may have a fear of a particular group or individual.

3.1.8 They may tell you/another person they are being abused – make a disclosure.

3.2 The above list is not exhaustive and the presence of one or more of the indicators should not be accepted as proof that abuse is taking place. It is **NOT** the responsibility of those involved to decide that abuse is occurring. However, it is **everyone's** responsibility to be vigilant and act on any concerns in the proper way.

4 **Bullying (see WTSF Bullying Policy & Procedures)**

4.1 Bullying may be perpetrated by another person or group of people. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can be split into the following categories:

4.1.1 Emotional - being unfriendly, excluding, tormenting (eg. hiding belongings, threatening gestures)

4.1.2 Physical - pushing, kicking, hitting, punching or any use of violence

4.1.3 Racist - racial taunts, graffiti, gestures

4.1.4 Sexual - unwanted physical contact or sexually abusive comments

4.1.5 Homophobic - because of, or focusing on the issue of sexuality

4.1.6 Verbal - name-calling, sarcasm, spreading rumours, teasing

4.1.7 Cyber/Online - all areas of internet, such as email, social media avenues & internet chat room misuse, mobile threats by text messaging & calls.

4.1.8 Misuse of associated technology, eg. camera & video facilities

4.2 In sport, bullying may arise when a parent or coach pushes the adult too hard to succeed, or a rival athlete or official uses bullying behaviour. Signs of bullying include:

4.2.1 behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions

4.2.2 an unexplained drop off in performance

4.2.3 physical signs such as stomach aches, headaches, difficulty in sleeping, scratching and bruising, damaged clothes, bingeing eg. on food, alcohol or cigarettes

4.2.4 a shortage of money or frequent loss of possessions

5 **Poor Practice**

5.1 There are some behaviours or practices that would be considered poor practice and although highly unacceptable within the sport, would not be fully encapsulated by

the definitions of abuse. Nevertheless, they must always be reported, addressed and action taken to prevent reoccurrence.

- 5.2 In some cases, there is a fine line between poor practice and abuse and it may be important to seek guidance from Social Services and/or the Police before a concern is treated as poor practice. If, following consideration by the WTSP Welfare Officer, WTSP Lead Officer and, if appropriate, following consultation with statutory authorities, a concern is deemed to be a matter of poor practice rather than abuse, a suitable course of remedial action should be agreed by the Case Management Group. Although it is often possible to resolve poor practice through guidance, mentoring and additional training, particularly where the individual is willing to accept their conduct was inappropriate, in some instances, poor practice concerns need to be managed as a disciplinary matter by invoking the appropriate policy and procedures.

6 Practices never to be sanctioned

- 6.1 The following practices should never be sanctioned:
- 6.1.1 Engaging in rough, physical or sexually provocative games
 - 6.1.2 Allowing or engaging in any form of inappropriate touching
 - 6.1.3 Making sexually suggestive remarks
 - 6.1.4 Reducing an adult to tears as a form of control
 - 6.1.5 Allowing allegations made by an adult to go unchallenged, unrecorded or not acted upon
 - 6.1.6 Carrying out personal care for an adult that the adult can do unaided
 - 6.1.7 Abusing a privileged position of power or trust
 - 6.1.8 Resorting to bullying tactics, or verbal abuse
 - 6.1.9 Causing a participant to lose self-esteem by embarrassing, humiliating or undermining the individual

7 Incidents that must be reported and recorded

- 7.1 In the event that any of the following incidents occur, they should be reported immediately to the appropriate WTSP Welfare Officer or WTSP Lead Officer, who must make a record of the incident and ensure the parents/carer of the adult are informed:
- 7.1.1 if you accidentally hurt an adult
 - 7.1.2 if an adult seems distressed in any manner
 - 7.1.3 if an adult appears to be sexually aroused by your actions
 - 7.1.4 if an adult misunderstands or misinterprets something you have done

- 7.2 It is essential that everyone challenges poor practice, even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed.

8 Wellbeing Principle

- 8.1 *“The success of sport, in terms of helping people achieve their potential, making the most of existing talent, and attracting new people to sport relies on putting people – their safety, wellbeing and welfare – at the centre of what sport does”* Duty of Care in Sport Independent Report to Government Baroness Tanni Grey-Thompson DBE, DL.

- 8.2 The concept of ‘well-being’ is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.

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

9 Person Centred Safeguarding/Making Safeguarding Personal

- 9.1 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.

- 9.2 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.

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

10 Principles of Adult Safeguarding in Wales (Social Services & Well Being Act 2014)

- 10.1 The Act's principles are:

- 10.1.1 Responsibility - Safeguarding is everyone's responsibility.
- 10.1.2 Well-being - Any actions taken must safeguard the person's well-being.
- 10.1.3 Person-centred approach - Understand what outcomes the adult wishes to achieve and what matters to them.
- 10.1.4 Voice and control - Expect people to know what is best for them and support them to be involved in decision making about their lives.
- 10.1.5 Language - Make an active offer of use of the Welsh language and use professional interpreters where other languages are needed.
- 10.1.6 Prevention - It is better to take action before harm occurs.

11 Mental Capacity and Decision Making

- 11.1 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.

- 11.2 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:

- 11.2.1 Understand information
- 11.2.2 Remember it for long enough
- 11.2.3 Think about the information

11.2.4 Communicate our decision

11.3 A person's ability to do this may be affected by things such as learning disability, dementia, mental health needs, acquired brain injury and physical ill health. Most adults have the ability to make their own decisions given the right support however, some adults with care and support needs have the experience of other people making decisions about them and for them.

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

11.4.1 A person with epilepsy may not be able to make a decision following a seizure.

11.4.2 Someone who is anxious may not be able to make a decision at that point.

11.4.3 A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

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

11.6 Another situation is where an adult is being abused and they are scared of the consequences of going against the views of the person abusing them. 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'.

11.7 Mental Capacity must also be considered when we believe abuse or neglect might be taking place. It is important to make sure an 'adult at risk' has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell you their views. Each home nation has legislation that describes when and how we can make decisions for

people who are unable to make decisions for themselves. The principles are the same:

- 11.7.1 We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed.
 - 11.7.2 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.
 - 11.7.3 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.
 - 11.7.4 If the action we are taking to keep people safe will restrict them then we must think of the way to do that which restricts to their freedom and rights as little as possible.
- 11.8 Many potential difficulties with making decisions can be overcome with preparation. A person needing support to help them make decisions whilst taking part in a sports organisation will ordinarily be accompanied by someone eg. a family member or formal carer whose role includes supporting them to make decisions. It is good practice to get as much information about the person as possible. Some people with care and support needs will have a 'One page profile' or a 'This is me' document that describes important things about them. Some of those things will be about how to support the person, their routines, food and drink choices etc. but will also include things they like and don't like doing. It's also important to have an agreement with the person who has enrolled the adult in the sports activity about how different types of decisions will be made on a day-to-day basis.
- 11.9 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.
- 11.10 There may be times when a sporting organisation needs to make decisions on behalf of an individual in an emergency. Decisions taken in order to safeguard an adult who cannot make the decision for themselves could include:
- 11.10.1 Sharing information about safeguarding concerns with people that can help protect them.
 - 11.10.2 Stopping them being in contact with the person causing harm.

Section Three WTSF Safeguarding (Adult) Procedures – Responding to Incident/Concerns/Disclosure

1 Introduction

- 1.1 Abuse of an adult concerns can arise in many different situations and contexts. It is not the role of anyone within the sport to investigate possible abuse concerns but it is essential that all staff and volunteers clearly understand the action that must be taken in the event of:
 - 1.1.1 A direct disclosure of abuse from an adult
 - 1.1.2 A disclosure from an adult of abuse that occurred during their childhood (historical or non-recent abuse)
 - 1.1.3 Observed abuse, neglect or poor practice
 - 1.1.4 Observed concerning changes in an adult's behaviour, appearance or relationships, or other possible indicators of abuse
 - 1.1.5 A report from a third party (e.g. another adult within the club) or via an external organisation.
- 1.2 Safeguarding for adults concerns fall into two categories:
 - 1.2.1 Internal – arising from behaviour or experiences within the WTSF organisation or the wider shooting sports environment (eg. allegations of abuse by a coach)
 - 1.2.2 External – arising outside the organisation (eg. allegations of abuse at home).
- 1.3 Everyone has a responsibility to respond to any concerns about the welfare of adults - irrespective of whether the cause of the concern is internal or external - and to ensure that they take action by reporting this in line with the organisation's procedures. In some cases, sharing a concern will not trigger an investigation, but may help to build up a picture, along with information from other sources, which suggests that an adult may be suffering harm.
- 1.4 If any person has knowledge, concerns or suspicions that an adult is suffering, has suffered or is likely to be at risk of harm, it is their responsibility to ensure that the concerns are referred to the Lead Safeguarding Officer, Social Services &/or the Police, who have the statutory duties and powers to make enquiries and intervene when necessary.
- 1.5 The following procedures outline the steps that should be taken and provides guidance on sharing relevant information with Social Services and/or Police and other relevant organisations without delay and within agreed protocols.

2 Responding to a disclosure from an adult

- 2.1 If an adult discloses that they or another person is being abused, the person receiving the information should:
- 2.1.1 Stay calm and ensure that the adult feels safe and is not at any immediate risk.
 - 2.1.2 Show the adult that you have heard what they are saying, and that you take their allegations seriously.
 - 2.1.3 Encourage the adult to talk, but do not prompt or ask leading questions. Don't interrupt when the adult is recalling significant events. Don't make them repeat their account.
 - 2.1.4 Recognise any difficulties the adult may have in explaining the incidents.
 - 2.1.5 Reassure the adult that they have done the right thing in revealing the information.
 - 2.1.6 Explain what actions you must take, in a way that is appropriate to the understanding of the adult.
 - 2.1.7 Do not promise to keep what you have been told secret or confidential, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust.
 - 2.1.8 If the adult indicates that she/he does not wish others to be informed about the allegations, it is important to sensitively explain why you need to share the information.
 - 2.1.9 Write down as soon as you can and no later than 24 hours what you have been told, using the exact words used wherever possible, preferably using the **WTSF Incident/Concerns/Disclosure Form** (attached below) which will prompt you for the required information such as:
 - 2.1.9.1 Dates and times
 - 2.1.9.2 Any names mentioned
 - 2.1.9.3 To whom the information was given
 - 2.1.9.4 Information that is fact, hearsay or opinion should be noted as such
 - 2.1.9.5 Ensure the record is signed and dated.
- 2.2 Actions to avoid:
- 2.2.1 Dismissing the concern
 - 2.2.2 Panicking
 - 2.2.3 Allowing shock or distaste to show
 - 2.2.4 Probing for more information than is offered
 - 2.2.5 Promising to keep the disclosure secret
 - 2.2.6 Speculating or making assumptions

- 2.2.7 Approaching the accused person (this may put the adult at further risk and/or jeopardise a criminal investigation).
- 2.2.8 Investigation of the disclosure
- 2.2.9 Making negative comments about the accused person

3 Reporting Concerns

- 3.1 Regardless of how concerns may have arisen, the person receiving the disclosure or who witnessed an incident must ensure the information is reported. They must not allow personal opinions regarding the credibility of any individual, or the information they have received, to prevent them from making the referral. They should not worry that they may be mistaken as the responsibility to make the assessment of the concern rests with the statutory agencies.
- 3.2 In the event that abuse is suspected, the concern must be reported to Social Services and/or the Police without delay and in all cases, within 24 hours. The following action should be taken:
 - 3.2.1 Report your concerns to the WTSF Welfare Officer within your organisation. If they are not available, report the matter to the WTSF Lead Officer or another senior person within the organisation.
 - 3.2.2 The Welfare Officer/Lead Officer or senior person must refer the matter without delay to Social Services and/or the Police. The police need only be called where there is immediate risk to an adult. If it is believed that there is no immediate danger, the initial referral should be made to Social Services. Concerns that arise outside office hours should be made to the Social Services Emergency Duty Service (**see Appendix for contact details**) or to the Police.
 - 3.2.3 Any carer will be informed at the earliest opportunity, unless this is inconsistent with the need to ensure the adult's safety, but advice should be sought from Social Services as to what information should be provided, by whom and when.
 - 3.2.4 If the adult is at immediate risk and action needs to be taken urgently, a 999 call must be made to the Police.
 - 3.2.5 In the event that there is any uncertainty as to whether a referral is appropriate, Social Services will be able to offer advice on what action to take.
 - 3.2.6 In the case of historical or non-recent abuse, disclosures must still be reported to the WTSF Welfare Officer/Lead Officer, Social Services and/or Police, as above, as the perpetrator may continue to present a risk to others.

4 Recording Information

- 4.1 Although urgent referrals should not be delayed, Social Services or Police referrals should be confirmed in writing within two working days. The report can be made using the **WTSF Incident/Concerns/Disclosure Report Form** which will prompt the following information:
- 4.1.1 Personal details of the child concerned including full name, age or date of birth, gender, race, ethnic origin and address.
 - 4.1.2 Details of any carer and an indication of what, if any, information has been shared.
 - 4.1.3 The nature of the concerns.
 - 4.1.4 How and why those concerns have arisen.
 - 4.1.5 Description of any visible injuries including bruising.
 - 4.1.6 Any observed changes in the adult's behaviour, relationships, etc.
 - 4.1.7 Detailed description of any account of how any injuries occurred.
 - 4.1.8 Any times and dates or other relevant information.
 - 4.1.9 A clear distinction between what is fact, hearsay or opinion.
 - 4.1.10 Full details of the person about whom the concern/allegation is made including full name, date of birth, address, relationship with the adult concerned and/or position held in the club, if any.
 - 4.1.11 Any information you have on the adult's special needs.
 - 4.1.12 Information about the person making the referral, including contact details, role and relationship to the child.
- 4.2 The contact details of the social services duty officer or police officer to whom the concerns were passed, their name and crime reference number together with the time and date of the call, and any agreed action to be taken should be recorded.

5 Concerns within the Sport

- 5.1 Concerns that relate to WTSF staff, contractors or volunteers will be taken very seriously. Where there is a suspicion that an adult has been abused by someone within the organisation, in addition to the above procedures, the individual may, in consultation with the statutory agencies, be placed under suspension pending the outcome of Social Services and/or Police enquiries.
- 5.2 In these cases, there may be three types of investigation:
- 5.2.1 Criminal - conducted by the police
 - 5.2.2 Adult at risk protection - carried out by Social Services and the Police
 - 5.2.3 WTSF Disciplinary - conducted by the organisation on conclusion of statutory agency investigations

5.3 The WTSP Lead Safeguarding Officer will:

- 5.3.1 Consider whether the subject has access to children and/or adults elsewhere and if so, who needs to be informed.
- 5.3.2 Work closely with Social Services and Police and attend strategy meetings as required.
- 5.3.3 Provide appropriate support to anyone who may be affected by an abuse situation including, where appropriate, the alleged perpetrator.
- 5.3.4 Follow up any external investigation with an internal action, if required, irrespective of the findings of a Police/Social Services investigation. (The WTSP will conduct an investigation to determine what, if any action is required to ensure children and adults are safeguarded within the sport. Where disciplinary action is deemed appropriate, the civil standard of proof of the 'balance of probability' will be applied. Thus, the decision will rest on whether it is more likely than not that the allegation is true).
- 5.3.5 Refer to the [Disclosure and Barring Service e.g. Referrals](#) anyone who has been excluded from the sport (or would or might have been excluded if the individual had not otherwise ceased involvement in the sport) on the grounds that they harmed an adult at, caused an adult to be harmed, put an adult at risk of harm, attempted to harm an adult or incited another to harm an adult.
- 5.3.6 Review the case and ensure any alterations to or further preventive measures within the sport are required and addressed.

6 Concerns Outside the Sport

- 6.1 Many adults in sport develop positive relationships with adults at risk and are ideally placed to recognise signs or indicators of concerns, or to receive a disclosure of abuse from a person directly. It is essential that concerns coming to light within sport, but actually arising elsewhere in the adult's life (eg. at home or in the wider community), are acted upon in the adult's interests and reported. As with concerns within the sport such situations should invoke the same reporting and recording responses as if the incident/concerns/disclosure related to a matter inside the sport

7 Confidentiality and Information Sharing

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

and relevant. They must be stored confidentially with access only to those with a need to know. 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 persons 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.

- 7.2 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:
- 7.2.1 Anyone who has a concern about harm can make a report to an appropriate person within the same organisation
 - 7.2.2 Case management meetings can take place to agree to co-ordinate actions by the organisation
- 7.3 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 over-riding reasons for sharing information. The circumstances when we need to share information without the adult's consent include those where:
- 7.3.1 it is not safe to contact the adult to gain their consent – ie. it might put them or the person making contact at further risk.
 - 7.3.2 you believe they or someone else is at risk, including children.
 - 7.3.3 you believe the adult is being coerced or is under duress.
 - 7.3.4 it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
 - 7.3.5 the adult does not have mental capacity to consent to information being shared about them.
 - 7.3.6 the person causing harm has care and support needs.
 - 7.3.7 the concerns are about an adult at risk living in Wales or (where there is a duty to report to the Local Authority).
- 7.4 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 you are in doubt as to whether to share information 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.

- 7.5 The WTSP will only share confidential information without consent where there is a reasonable belief that failure to disclose would place the adult at risk or others at increased risk of significant harm and/or would undermine the prevention, detection or prosecution of a serious crime. For example, in sport where a sexual complaint about a coach outside of the sport is made but the victim does not wish to inform the statutory authorities, a referral should still be made as the coach is in regulated activity and consideration must also be given to protecting others within sport given the coach's position.
- 7.6 All staff, members and volunteers are expected to ensure that information relating to an adult protection concern is passed to the Lead Safeguarding Officer at the WTSP to enable appropriate action to be taken. It is essential that only those who "need to know" are informed.
- 7.7 The decision to share will be taken by the WTSP Lead Safeguarding Officer and/or WTSP Welfare Officer, in consultation with a senior official providing that this will not delay the referral. Confidential information will only be passed to agencies that require access for safeguarding purposes on a 'need to know' basis. A record will be maintained of the reason for the disclosure, to whom it was shared and the details that were provided.
- 7.8 Further information on sharing information and consent can be found here [Wales Safeguarding Procedures - consent](#)

8 Whistle Blowing (See WTSP Whistle Blowing Policy)

- 8.1 Safeguarding adults requires everyone to be committed to the highest possible standards of openness, integrity and accountability. The WTSP supports an environment where staff and volunteers, members and the public are encouraged to raise safeguarding and protection concerns. Anyone who reports a legitimate concern to the organisation will be supported and all concerns will be taken seriously.
- 8.2 It is acknowledged that individuals are often very reluctant to report concerns through fear of negative reprisal. The WTSP will take action against anyone who has harassed or victimised a whistle-blower. The identity of individuals who wish to

remain anonymous will not be disclosed, without first taking time to explain the circumstances in which the disclosure may be desirable.

8.3 In the first instance, poor practice concerns should be referred to the WTSP Welfare Officer or WTSP Lead Safeguarding Officer or other WTSP senior official, except where:

8.3.1 The whistle-blower believes there would be a risk of victimisation, either to the whistle-blower or the adult at risk, if the matter was raised internally within the WTSP; or

8.3.2 The whistle-blower has already raised the matter internally and the matter was covered up or no action was taken and the situation remains unchanged.

9 Media Interest

9.1 Safeguarding incidents can generate significant media interest. Anyone who is approached by the media should refrain from providing any information and should follow the following guidance:

9.1.1 Take a note of the journalist's name and contact details and whom they represent.

9.1.2 Establish exactly what information the journalist requires.

9.1.3 Establish whether the journalist is working to any deadlines and inform them that the matter will be referred to the WTSP to discuss a response.

9.1.4 Inform the WTSP Lead Officer who will assist in formulating an appropriate response in consultation with senior officials and/or the WTSP Board.

9.1.5 A copy of the response will be sent to the journalist and other relevant individuals.

10 Support Services

10.1 Both the victim of abuse and anyone who is investigated for allegations of abuse may benefit from information about support services. It is also useful to provide this information for anyone else who has been affected by an incident of abuse, including family members, those involved in responding to the incident, and sometimes other adults, parents/carers or club members. **(See a list of Safeguarding Support Services in the Appendix)**

10.2 Anyone who has made a disclosure of abuse, has been the subject of an allegation, or has been indirectly affected by an incident will be offered information on support services. **(See a list of Safeguarding Support Services in the Appendix)**



- 10.3 Anyone within the organisation who is the subject of an abuse allegation will also be provided with contact details for support services they may require. **(See a list of Safeguarding Support Services in the Appendix)**



APPENDIX 1

WTSF Safeguarding Incident Report Form

Please give as much detail as you can throughout the form, each box will expand as you click into it and type:

Date this form is being used

Date of the incident (if different)

Your name

Your role

Your contact details, phone number/s, address and email address

Child/Adult at Risk's Name

Child/Adult at Risk's Address

Child/Adult at Risk's Date of Birth

Child/Adult at Risk's Ethnic Origin

Does the child/adult at risk have a disability, additional health and/or learning needs? If so, please describe

Child/Adult at Risk's Gender

Parent/s/carers name



Parent/s/carers contact details, phone number/s, address and email address

Have the Parent/s/carers been notified of this incident?

If YES, please provide details of what was said/action agreed

Are you reporting – A Your own concerns? B Someone else's concerns or C Disclosure by the child/vulnerable adult affected?

Date, time, place and the nature of the event where the incident took place

Please provide a detailed account of the incident/concerns/disclosure here. Please explain whether you are recording this incident as fact, opinion or hearsay

Please provide the child's/vulnerable adult's account of the incident if you have one

Name/s of any witnesses to the incident/concerns/disclosure and their contact details

If there were witnesses, please provide their accounts of the incident/concerns/disclosure if you have them

Name of the person alleged to have caused incident/concerns/disclosure

Their role/relationship with the injured party (e.g., parent; coach; fellow athlete, WTFSF staff etc)

Their contact details, phone number/s, address, email address (if known)

Please give details of any persons to whom you may already have disclosed this information e.g. The WTSP Lead Safeguarding Officer, a Police Officer and/or the Social Services Representative

I hereby confirm that I have completed this form to the best of my ability, without malice or prejudice as a true account of the incident/concerns/disclosure:

Your dated signature

This form is to be sent to the WTSP Lead Safeguarding Officer as soon as possible after the incident/concerns/disclosure occurred, email *.

You may be assured that the submission of any Safeguarding issue will be dealt with swiftly and comprehensively according to the WTSP Safeguarding Policy.

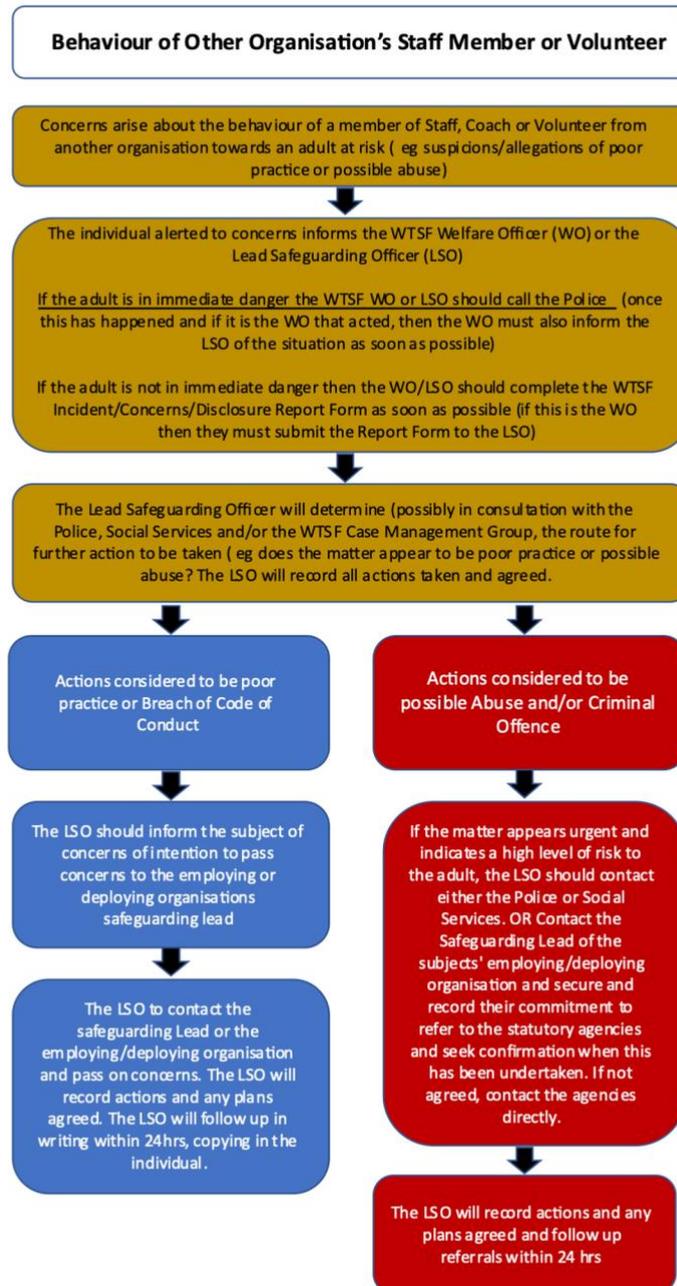


Appendix 2



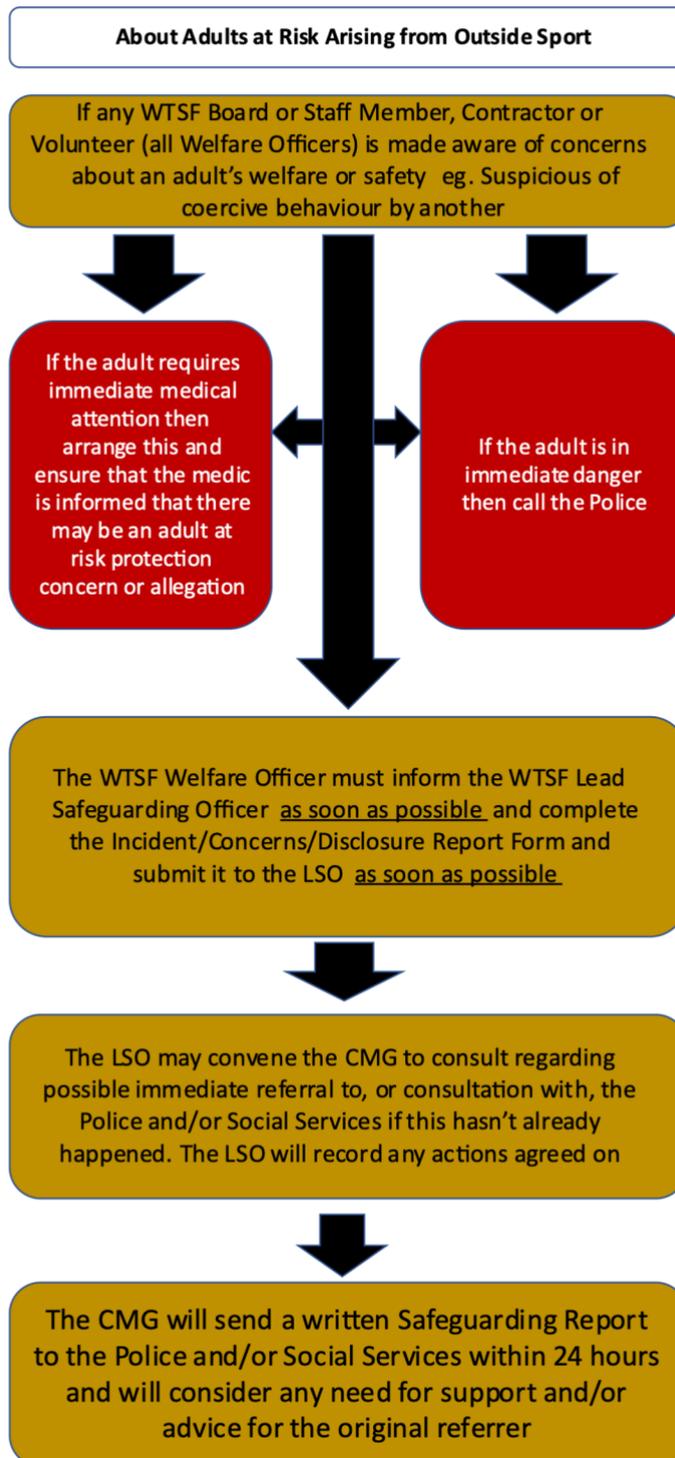


Appendix 3





Appendix 4



5 Safeguarding (Adult) Support Services

5.1 WTSF Lead Officer:

Name:	John Dallimore
Phone:	029 2033 4932
Email:	Safeguarding@wtsf.org.uk
Website:	www.wtsf.org.uk

5.2 Social Services

Name:	Social Services
Phone:	101

5.3 Police

Name:	Police
Phone:	999 (emergency)
Phone:	101

5.5 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	Phone:	0115 951 5400
	Email:	Ann-Craft-Trust@nottingham.ac.uk
	Website:	www.anncrafttrust.org

5.6 Organisations for Women

5.6.1 National Domestic Abuse helpline

The National Domestic Abuse Helpline is a freephone 24 hour helpline which provides advice and support to women and can refer them to emergency accommodation. The National Domestic Abuse Helpline is run by Refuge. There are translation facilities if your first language is not English. The Helpline also offers BT Type talk for callers with hearing difficulties. The Helpline worker contacts the Type talk operator so that the caller can communicate through them.

Phone:	0808 2000 247
Website:	www.nationaldahelpline.org.uk

5.6.2 Refuge

Their helpline offers advice and support to women experiencing domestic violence. Refuge also provide safe, emergency accommodation through a network of refuges throughout the UK, including culturally-specific services for women from minority ethnic communities and cultures. Their website

also includes some information for men who are either being abused or who are abusers.

Phone: 0808 2000 247
Website: www.refuge.org.uk

5.6.3 Welsh Women's Aid

Welsh Women's Aid manage Live Fear Free - previously the All Wales Domestic Abuse and Sexual Violence Helpline.

Phone: 029 2054 1551
Website: <http://livefearfree.gov.wales>

5.6.4 Rights of Women

Rights of Women offers confidential legal advice on domestic and sexual violence. You can find out more about what they do and when they're open on their website.

Website: www.rightsofwomen.org.uk

5.6.5 Finding Legal Options for Women Survivors (FLOWS)

FLOWS gives legal advice to women who are affected by domestic abuse - they also give advice to front line workers.

Website: www.rcjadvicewales.org.uk/family/flows-finding-legal-options-for-women-survivors

5.6.6 Southall Black Sisters

Southall Black Sisters provide advice for Black (Asian and African-Caribbean) women with issues including domestic abuse, forced marriage, immigration and homelessness.

Phone: 020 8571 9595
Website: www.southallblacksisters.org.uk

5.6.7 Bawso

Bawso are a specialist organisation for BME communities in Wales. They run a helpline for BME women who have experienced domestic abuse. They also give advice on other issues, including female genital mutilation, forced marriage and modern slavery.

Phone: 0800 7318147

Website: www.bawso.org.uk

5.7 Organisations for Men

5.7.1 Respect - Men's Advice Line

The Men's Advice Line is a confidential helpline for all men experiencing domestic violence by a current or ex-partner. They provide emotional support and practical advice, and can give you details of specialist services that can give you advice on legal, housing, child contact, mental health and other issues.

Phone: 0808 8010327

Website: www.mensadvice.org.uk

5.7.2 ManKind Initiative

The ManKind Initiative is a charity offering information and support to men who are victims of domestic abuse or violence. This can include information and support on reporting incidents, police procedures, housing, benefits and injunctions. They can refer you to a refuge, local authority or other another support service if you need it.

Phone: 01823 334244

Website: new.mankind.org.uk

5.7.3 Survivors UK

This is a helpline for men who have been victims of rape or sexual abuse. They may be able to arrange counselling or a support group if you live in the London area, or provide details of an appropriate service if you don't.

Phone: 0203 598 3898

Website: www.survivorsuk.org

5.7.4 Everyman Project

The Everyman Project offers counselling to men in the London area who want to change their violent or abusive behaviour. It also has a national helpline which offers advice to anyone worried about their own, or someone else's, violent or abusive behaviour.

Phone: 020 3642 8850

Website: www.everymanproject.co.uk

5.7.5 The Dyn project

The Dyn project runs a helpline to support men in Wales experiencing domestic abuse. The helpline is confidential, non-judgemental and free to call. The Dyn Wales website has general information about domestic abuse and a directory of services in each local authority in Wales. The project also offers face-to-face advice, information and support to men who experience domestic abuse within Cardiff.

Phone: 0808 801 0321
Website: www.saferwales.com

5.8 Organisations for Women and Men

5.8.1 RCJ Advice Family Service

RCJ Advice Family Service can give legal advice to people who are affected by domestic abuse or need family law help.

Phone: 020 3475 4373
Website: www.rcjadvic.org.uk

5.8.2 Rape Crisis

Rape Crisis (England and Wales) is an umbrella organisation for Rape Crisis Centres across England and Wales. The website has contact details for centres and gives basic information about rape and sexual violence for survivors, friends, family, students and professionals. Rape Crisis (England and Wales) also runs a freephone helpline.

Phone: 01452 526770
Website: www.rapecrisis.org.uk

5.8.3 Honour Network Helpline

The Honour Network Helpline is a national helpline run by Karma Nirvana, a national charity which advises victims and survivors of forced marriage and honour-based abuse.

Phone: 0800 5999 247
Website: www.karmanirvana.org.uk

5.8.4 Hourglass

Hourglass gives confidential advice and information to older people who are victims of violence or abuse. A relative or friend of the person being abused

can also contact the helpline on behalf of the older person. The helpline can be used in the case of older people who live at home, in a care home or who are in hospital.

Phone: 0808 808 8141
Website: wearehourglass.org

5.8.5 National Stalking Helpline

The National Stalking Helpline can provide advice on how to deal with any type of stalking behaviour. This includes advice on how to report the behaviour to the police, and what you can expect if you report something.

Phone: 0808 802 0300
Website: www.stalkinghelpline.org

5.8.6 Older People's Commissioner for Wales

The Older People's Commissioner for Wales makes sure the interests of older people in Wales are safeguarded. The Commissioner can specifically look at the way that a local authority or health body deals with elder abuse and can take individual cases if the case raises issues that have a wider impact on older people.

Phone: 0344 264 0670
Website: www.olderpeoplewales.com

5.9 Organisations for lesbian, gay, bisexual and transgender people

5.9.1 National LGBT+ Domestic Abuse Helpline

Galop provides support for lesbian, gay, bisexual and transgender people experiencing domestic violence.

Phone: 0800 999 5428
Website: www.galop.org.uk/get-help

5.10 Organisations for disabled people

5.10.1 SignHealth - Domestic Abuse Service

SignHealth provides a specialist domestic abuse service to help Deaf people find safety and security. You can find out how to contact them on their website.

Phone: 07800 003421

Website: www.signhealth.org.uk/with-deaf-people/domestic-abuse/domestic-abuse-service/

5.10.2 Respond

Respond work with children and adults with learning disabilities who've either experienced abuse or abused other people.

Phone: 0800 028 6848

Website:
www.respond.org.uk

5.11 Organisations supporting Victims of Unfounded Allegations of Abuse

5.11.1 FACT

FACT works with people throughout the UK who work (or have worked) in positions of responsibility and trust who conscientiously maintain they have been falsely accused of abuse or misconduct of children or vulnerable people.

Phone: 0333 335 5827

Website: www.factuk.org