



SAFEGUARDING ADULTS

Budo Martial Arts

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This policy has been assessed for compliance with [CQC Fundamental Standards](#).

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1. INTRODUCTION

The Definition of Safeguarding

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. Every member of staff in the Budo Karate Club (later referred to as the Club) Staff working with vulnerable adults must act positively to report abuse where it is identified or suspected, whilst at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views wishes and beliefs in deciding on any action (Care Act 2014).

This policy outlines the role of the Club staff and volunteers in preventing the abuse and neglect of adults at risk, raising concerns where adults at risk are experiencing abuse or neglect, and in initiating or supporting multi-agency safeguarding adult's procedures in line with local multi-agency policies and agreements.

As set out in the Care Act 2014 the lead agency for multi-agency safeguarding procedures is the Local Authority.

This policy is intended to support the Berkshire wide multiagency procedures and guidelines (Berkshire Safeguarding Adults, 2023).

2. PURPOSE OF POLICY

Background

At the heart of all safeguarding adults work is the protection and wellbeing of service users and their carers. Everyone has the basic human right to dignity, freedom and respect.

This document sets out to provide clear guidance on reporting any concerns or allegations of abuse and to set out the levels of responsibility by:

- Ensuring that the Club promotes a culture in which patients, relatives, carers and staff feel that they are able to raise concerns.
- Ensuring that staff are aware of the policy.
- Ensuring that adults at risk are not subject to any form of abuse.
- Ensuring that staff receive the appropriate training.
- Ensuring that any allegations of abuse are reported immediately and appropriate action taken.

Safeguarding Adults Boards (SABs) are one of the key mechanisms for safeguarding vulnerable adults from abuse and neglect. They are now a legal requirement under the Care Act 2014.

The main objective of a SAB is to assure itself that local safeguarding arrangements and partners act to help and protect adults in its area who meet the criteria of an adult at risk.

The four Safeguarding Adult Boards in Berkshire are: -

- West Berkshire, Reading and Wokingham combined.
- Slough

- Bracknell Combined Adult and Children's Board
- Windsor & Maidenhead combined Adult and Children's Board

Allegations of the abuse or neglect of children, including those aged 16 and 18 years old are to be dealt with through the Child Protection Policy.

3. SCOPE OF POLICY

This policy is relevant to all staff in the Club and all adults at risk who staff may have contact with, in the course of their work.

4. ASSOCIATED DOCUMENTS

This policy should be read in accordance with the EKF (English Karate Association) safeguarding children policy:

[EKF-Adults-at-Risk-Policy-revised-June-23-web.pdf](#)

5. DEFINITIONS OF KEY TERMS

Adults at risk

This policy focusses on the needs of adults at risk in relation to abuse. An adult at risk is defined by the Care Act 2014 as:

- Someone who is 18 years and over.
- Has needs for care and support (whether or not the local authority is meeting any of those needs).
- Is experiencing, or at risk of abuse or neglect.
- 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.

In real terms the people most likely to be assessed as vulnerable are those adults who are:

- Elderly and frail.
- Suffer from a mental illness including Dementia.
- Have a physical disability.
- Have a sensory disability.
- Have a learning disability.
- Suffer from a severe and incapacitating physical illness.
- In an abusive relationship and are unable to make the decisions they would wish to make or fear of increased risk of harm and abuse to them or their child/children
- Living in a culture that places restrictions on freedoms and rights, including forced practices that meet with the expectations of that community.

Safeguarding

Safeguarding refers to all work which enables an adult to retain independence, well-being and choice and to access their human rights to live a life that is free from abuse and neglect.

Safeguarding adults is complex and diverse in its nature and covers a spectrum of activity from prevention through to multi-agency responses when

harm occurs. It is about the safety and well-being of all the people accessing our club and providing additional measures for those who are unable to protect themselves.

Abuse

The term abuse is subject to many interpretations, and for the purpose of this document is defined as:

“Abuse is a violation of an individual’s human and civil rights by any other person or persons” (Care Act 2014).

6. ROLES AND RESPONSIBILITIES

The Club Director:

Has the overall responsibility for ensuring that there is organisational commitment to safeguarding adults at risk within the Club.

Safeguarding Officers

Are responsible for Ensuring that this Policy is disseminated, implemented, and monitored; and

Promoting and supporting the aims and objectives of this policy.

Safeguarding officers are available to offer support, advice and guidance to the club staff and volunteers. The contact details are

Liudmila Knowles
Tel: 07563821023

All staff:

The safeguarding of adults at risk is everyone’s responsibility. All staff are required to read and implement this policy.

7. CONTENT OF POLICY

7.1. Types of Abuse

The Care Act recognises 10 forms of abuse (DH 2014), these are listed below. Please see

Safeguarding Nexus page for more information

- Physical abuse
- Domestic abuse
- Sexual abuse
- Psychological abuse
- Financial and material abuse
- Modern Slavery
- Discriminatory abuse
- Organisational abuse
- Neglect or acts of omission
- Self-neglect

7.2. Perpetrators of abuse and circumstances of abuse

Adults at risk may be abused by a wide range of people including relatives and family members, professional staff and paid carers, volunteers, neighbours, friends and associates and strangers.

Abuse can occur in any setting and places presumed safe, or in public places.

7.3. Signs of abuse

Signs that a person is being abused may be present. This may include, but is not limited to, the following:

- Any change in a person's behaviour, appearance, financial circumstance.
- Any unusual reactions towards a particular individual or setting.
- Withdrawal from usual activities and contacts.
- Seeking shelter or protection.
- Increased frequency of access to medical services i.e. GP, A&E departments.
- Unexplained/explained bruising or inconsistency in explanation of injuries.

7.4. Prevent

The radicalisation of adults at risk is abuse.

7.5. Safeguarding Thresholds

There is no precise definition of what should be categorised as a safeguarding issue. If in doubt staff should always seek advice from the Local Authority Safeguarding lead. They will advise whether a referral should be made, or whether the concern is not considered to fall within the scope of safeguarding processes.

7.6. What to do when abuse is disclosed

Concerns about the well-being and safety of an adult at risk must always be taken seriously. This includes situations where the concern has been made anonymously.

Any member of staff (including volunteers) who become aware of a safeguarding concern should ensure that emergency assistance for the person, if required, is obtained without delay.

Staff should listen carefully and sympathetically to what the adult tells them but avoid asking detailed or probing questions that might affect the investigation or future therapeutic input. Do:

- Stay calm and listen.
- Take what you are being told seriously.
- Offer support to help them stop the abuse happening.
- Be aware that medical or other evidence might be needed.
- Gather more information in a sensitive way, but if a crime has been committed do not ask leading questions.
- If the person is at risk of immediate harm, call the emergency services.
- Take responsibility for reporting, do not assume someone else will do it.
- Do not promise to keep the disclosure a secret, explain to person that information may have to be shared if other vulnerable adults are at risk or a crime has been committed.

7.7. Referral process

Consent for this referral should be sought from the patient/victim. Referrals must only be made with the consent of this person, unless it is considered this person does not have the mental capacity to make this decision, is under influence or coercion, there is a public interest to protect other vulnerable adults or children, there is significant risk or the alleged perpetrator is a person in a position of trust.

The Safeguarding referral should be made to the Local Authority where the abuse occurred. Within Berkshire there are 6 Local Authorities: West Berkshire, Reading, Wokingham, Bracknell, Slough and Windsor & Maidenhead.

Referrals can be made by contacting Local Authority. Local Authority contacts are:

BRACKNELL FOREST Adult Social Care 01344 351500 Adult.SocialCare@bracknell-forest.gov.uk

READING Adult Social Care Advice & Signposting 0118 937 3747 0118 937 6550
CSAAdvice.Signposting@reading.gov.uk

ROYAL BOROUGH OF WINDSOR & MAIDENHEAD Front Door Adult Services Team
01628 683744 Safeguardinghub@RBWM.gov.uk

SLOUGH Adult Social Care 01753 475111 (option 1 x 2)
safeguarding.adults@slough.gov.uk

WEST BERKS Adult Social Care 01635 503050 Safeguardingadults@westberks.gov.uk

WOKINGHAM Adult Safeguarding Hub 0118 974 6371
adultsafeguardinghub@wokingham.gov.uk

Out of Hours Emergency Duty Service 01344 351999

The Local Authorities adhere to guidance setting out timescales for responses and the stages of the safeguarding process. Please refer to [Appendix 1](#).

7.8. Out of Hours

Outside of normal working hours, staff should raise any urgent safeguarding concerns to the Emergency Duty Service (EDS) . The contact number for EDS are provided above.

7.9. Allegations against employees/volunteers/students

This applies to allegations against the Club staff as well as employees / volunteers working with adults at risk.

When managing allegations against the Club Staff, the person to whom the allegation is reported should immediately inform the Club Director who will initiate the appropriate policy/process [EKF-Safeguarding-Children-Policy-June-23-3.pdf](#).

However, if you feel unable to tell the Club Director, please contact EKF.

All staff also have a duty to report allegations/concerns regarding practice involving people who work with vulnerable adults outside of the Club, for example, in a different club or a

voluntary agency. Where allegations have been made that a person working in any of these positions has:

- Harmed a person.
- May have committed a criminal offence.
- Displays behaviours indicative that they are unsuitable to work with vulnerable adults.

7.10. Confidentiality

Personal information held by agencies must be obtained and processed fairly and lawfully and stored securely.

Personal information about adults who are at risk of abuse and neglect held by agencies should not normally be shared or disclosed without the consent of the person. When there is a need to share information and consent cannot be obtained, the following points should be considered:

- Who are you sharing the information with, do they have a need to know?
- What are you sharing, are you providing only the relevant and necessary information required?
- How are you sharing the information, are you providing it in a protected way, such as secure email?

Information sharing is governed by:

- UKGDPR
- The Data Protection Act 2018 (DPA18)
- Common Law Duty of Confidence.
- Human Rights Act (article 8).

The law permits the disclosure of confidential information if it is:

- Necessary to safeguard an adult at risk from abuse or neglect.
- In the public interest.
- Required by a court order or other legal obligation.
- When a child is at risk as a result of the abuse.

7.11. Sharing Information

The question of sharing or disclosing information with the view to protecting adults at risk presents a number of ethical, professional, practical and legal considerations that must be made before disclosure. It is necessary to identify the circumstances in which the usual practice of respecting confidentiality should be overridden in order to protect the adult at risk, for example is the adult being intimidated or if there is concern about another adult at risk.

The principles of information sharing are summarised below:

Information will only be shared on a need to know basis when it is in the best interests of the service user.

- Confidentiality must not be confused with secrecy.
- Depending on the agency information is being considered to be shared with and the circumstances leading the need for disclosure, informed consent should be obtained unless it would increase risk either to the individual the information is about or another individual or where informing the individual may prejudice an investigation. In these cases, an appropriate legal basis must be identified for the disclosure. Where information is to be disclosed to the police without consent, the police must present the Club with an appropriately completed and countersigned DP Form (Data Protection Form) to allow the organisation to determine necessity and relevance of the information to the investigation.

- It is inappropriate for the staff to give assurance of absolute confidentiality in cases where there are concerns about abuse, particularly in those situations when other vulnerable people may be at risk.
- Consider where you may share information without the individual's consent, for example: where there may be risk of significant harm to a vulnerable adult. Or where a serious crime has been committed.

Awareness of abuse and understanding of the methods of reporting and dealing with abuse is a fundamental component of staff development and training.

All new Staff starters in the Club are provided with Level 1 Safeguarding Adults training as part of their induction.

Staff groups are identified at each level, these are not exhaustive lists. It is recognised that there is a plethora of roles which are likely to increase over the coming years. The staff groups identified are examples of the types of role which correspond to the stated level.

7.12. Training

All staff must attend Safeguarding Adult training 1 relevant to their role as soon as possible after commencing employment. Further Safeguarding Adult training must then be accessed at a level relevant to an individual's role.

8. REFERENCES

- Care Act (DH 2014). Care and Support Statutory Guidance. This document replaces the 'No secrets' guidance.
- Mental Capacity Act Code of Practice. (2007) Department of Health.
- Mental Health Act Code of Practice (2008) Department of Health.
- Berkshire Safeguarding Adults [Home Of Berkshire Safe Guarding For Adults \(berkshiresafeguardingadults.co.uk\)](http://berkshiresafeguardingadults.co.uk)
- [Royal College of Nursing \(RCN\) website \(2021\)](http://www.rcn.org)

Appendix 2: Summary of stages of adult safeguarding processes

SUMMARY OF STAGES OF ADULT SAFEGUARDING PROCESSES

STAGE	PROCESS	OUTCOME	TIMESCALE
CONCERN	Reporting concerns of abuse or neglect, which are received or noticed within a partner organisation.	Any immediate protection needs are addressed following a risk assessment. The partner organisation will make a referral where appropriate.	Immediate.
REFERRAL	Gathering information about that concern by consulting agencies and undertaking a further risk assessment.	A decision is made as set out below.	Within one working day.
DECISION	Deciding whether the Safeguarding Adults procedures are appropriate to address the concern.	No further action, or action under the safeguarding procedures as set out below.	By the end of the working day following the one on which the referral was made.
SAFEGUARDING ASSESSMENT STRATEGY	Formulating a multi-agency plan for assessing the risk and addressing any immediate protection needs.	Assessment plan.	Within five working days.
SAFEGUARDING ASSESSMENT	Coordinating the collection of the information about abuse or neglect that might occur. This may include an investigation, e.g. a criminal or disciplinary investigation.	Determine whether a Safeguarding Plan is needed and if so, the elements of it.	Within four working weeks of the safeguarding referral.