



COMMUNITY TRUST

POLICY FOR SAFEGUARDING ADULTS
AT RISK OF HARM OR ABUSE

"KEEP SAFE, KEEP OTHERS SAFE"

1. Introduction, policy intent / objectives, purpose and scope

Everyone has the right to live without fear of harm or abuse. Blackburn Rovers Football Club recognises that it has an active role to play in ensuring that everyone involved with the Club has a responsibility for safety and well-being. Through creating an environment and culture of trust and inclusion the Club is committed to:

- Preventing and reducing the risk of significant harm, abuse or exploitation of adults deemed at risk;
- responding effectively and appropriately to any incidents and concerns that arise; and
- raising awareness of key messages and procedures to those who may be abused and to potential abusers.

It is important to understand:

- why certain people are at risk;
- the circumstances they may experience;
- what to do if an incident occurs; and
- the need to send a strong message to would – be abusers that Blackburn Rovers is strongly committed to ensuring all who come into contact with the Club are safe and abuse in any form will not be tolerated.

The purpose of this Policy is:

- to provide an overview of safeguarding;
- to outline the procedures in place to ensure we safeguard adults who come into contact with Blackburn Rovers whether as a supporter, a customer, a member of staff or through the various activities and initiatives led by the Community Trust;
- to support staff working with or in contact with adults at risk;
- to provide direction to everyone about expected standards of behaviour and codes of practice when dealing with adults deemed to be at risk ;and
- to ensure we act appropriately should an incident arise.

The scope of this Policy covers Safeguarding Adults at risk. Procedures are in place for Safeguarding children and the Safeguarding Adult Officer will work in conjunction with Safeguarding Children Officer to form the Safeguarding Team. There is a link with Safeguarding Children but with a notable difference that whilst legislation is in place in relation to children as yet there is no legislation for adults. Issues and procedures differ between the two groups e.g. consent. However guidelines are in place and this policy is written in accordance with published guidance at the Club – namely Blackburn Rovers Safeguarding

Children Procedures and Blackburn Rovers' Community Trust Vulnerable Adults Policy and Guidance and the FA Premier League adult safeguarding Rules sections 0 and U with which we are required to comply.

This Policy will also form the basis for further material to be produced to raise awareness, and deliver communications and training to staff.

2. Background, derivation

The 'No Secrets Guidance' published by the Department of Health was designed to develop and implement multi-agency policies and procedures to protect 'vulnerable' adults from abuse. Since then various Government initiatives have been published including:

- Safeguarding Vulnerable Groups Act (2006);
- Safeguarding Adults 2005;
- Safeguarding Adults – a Consultation on Mental Capacity Act 2005; and
- Equality Act 2010 (incorporating the Disability Discrimination Act 1995).

For further detail see Annex 1

3. Principles

In designing the approach and robust procedures, Blackburn Rovers will embrace the following principles:

- Everyone has the right to live without fear of harm or abuse;
- Creating an environment of trust and inclusion;
- Everyone has the right to protection from abuse;
- Safeguarding practices are incorporated throughout the recruitment process;
- All staff working with adults deemed to be at risk will be checked by the Criminal Records Bureau;
- All staff will receive appropriate training and will be required to adhere to safe working practices including adherence to professional boundaries;
- All people connected to the Club including partner organisations will be made aware that there is a Safeguarding Team which includes an Adult Safeguarding Officer who can be contacted directly plus a team of safeguarding officers throughout the organisation
- All suspicions and allegations of abuse will be treated seriously and responded to swiftly and appropriately;
- Supporting documentation and training will be produced and delivered to support implementation of the policy;
- People working with adults deemed to be at risk will be protected by being made aware of best practice to reduce the risk of a wrongful allegation made against them; and

- We will work in partnership with external agencies and professionals e.g. the Local Authority Safeguarding Teams and the police

4. Duty of Care

The Club owes a duty of care to all people who come into contact with the Club including employees, volunteers and casual workers and will seek to discharge that duty including a situation where an employee may have been suspended following an allegation.

Employers also have a duty of care towards employees paid and unpaid under the Health and Safety at Work Act 1974. As such we must provide a safe working environment for adults and provide guidance about safe working practices. Employees should be treated fairly and reasonably in all circumstances. The Human Rights Act sets out principles regarding protection of individuals from abuse by state organisations or people working for those institutions. Adults who are subject to an allegation should be supported and the principles of natural justice applied.

The Health and Safety Act 1974 also imposes a duty on employees to take care of themselves and anyone else who may be affected by their actions or failings.

5. Professional boundaries

Professional boundaries are an essential part of all relationships with customers. It is important to recognise the difference between the supportive relationship and other types of non-professional relationship. Poor boundaries can put the customer and staff and possible others at risk. Guidance for Professional Boundaries will be in accordance with current procedures at the Club.

6. When might an adult be at risk?

An adult whose circumstances make them vulnerable and therefore at risk, is for the purpose of this policy a person who may not be able to take care of or protect themselves against significant harm. This may be because of disability (physical, mental and sensory impairments and learning disabilities) dementia, age, illness or lifestyle or someone who is supported with their day to day living. It can also include those people with caring responsibilities. An adult at risk does not necessarily belong to a defined community but to a group identified by social policy. An adult at risk is an adult whose wellbeing is dependent on receiving the appropriate support to reduce any risk of harm or abuse. However it must be remembered that an adult could be considered vulnerable depending on circumstances e.g. bereavement, release from prison.

Key activities in which adults at risk are likely to be involved at the Club

- Any Community Trust activity involving adults who might be described as above;
- Employment - employees including casual workers;
- Voluntary groups;
- Football matches - supporters attending on match days and who travel to away fixtures; and
- Events inside and outside the Club.

This list is not exhaustive.

7. Joint working / shared responsibility

Safeguarding adults at risk and those at risk of social exclusion to protect them from significant harm and abuse depends on effective joint working. To achieve this and where necessary to help bring to justice the perpetrators a commitment to building and fostering constructive working relationships is required within our own organisation and with external agencies and professionals e.g. Local Authorities, Safeguarding Adults' Boards, the Police, Housing Agencies, Health, Probation and the voluntary sector. We will seek to build and foster good working relationships to achieve our objectives. This should be promoted and supported by strong leadership and commitment from Senior Managers. We have a principle of inclusion for all at the Club relating to disabled people and we will seek to ensure this is applied across all aspects of the Club as inclusion is a key principle in reducing the opportunity for potential incidents.

8. Key people involved in safeguarding adults - see Annexes 2 , 3 and 4 for details of Roles and responsibilities

Safeguarding Adults Officer
Children's Services Officer
Designated Officers:

Christine Peacock – Ewood Park
Jane Cooper – Ewood Park
Beverley Phillips – Senior Training Centre,
Gemma Donnelly – Women's Football
Karen Sweeney – Match day operations
Gary Robinson – Community Trust
Julie Hainsworth - Catering
Stuart Jones - Academy – Education
Sarah Ellis– Ewood Park
Tony Finnegan – B'burn with Darwen

Lead Disclosure Officer
Local Authority Designated Officer for Management of allegations and professional abuse for adults
Local Authority Safeguarding Board
Safeguarding Development Co-ordinator BwD

Blackburn with Darwen
Andrew Pickles

9. What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons. It may consist of a single act or repeated acts. It may be an act of neglect, or omission or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. (No Secrets 2000).

Abuse results in significant harm or exploitation of the adult deemed at risk. It may be perpetrated by anyone who has power over the person whether a carer, relative paid member of staff or professional person or voluntary worker. It could also be as a result of persistently poor care, a rigid or oppressive regime or the prevalence of poor practice in organisations.

Types of abuse – see Annex 5 for indicators

- Physical
- Sexual
- Psychological/ Mental / Emotional
- Financial or material
- Neglect and acts of omission
- Discriminatory
- Institutional
- Self-neglect

Signs and signals

- Behavioural
- Medical / Forensic
- Disclosure / Witness
- Circumstantial

Patterns of abuse

- Serial
- Long term
- Opportunistic
- Situational

Predisposing factors that may be linked to abuse –

- The Domestic environment
- Residential social and health care environments

- Carers under stress

10. Principles and responsibilities for staff responding to an allegation of abuse

- Alerting
- First person response
- Keep a record
- Confidentiality
- Listening and reassuring
- Appropriate questioning
- Never make promises
- Don't be judgemental
- Duty to comply
- Treat with urgency

Alerting is the responsibility of the member of staff if they suspect that abuse of an adult may have occurred or is likely to occur. Any concern may have arisen by:

- direct disclosure from the adult; and
- a complaint or concern or observation of behaviours by another member of staff, volunteer, carer , customer, a member of the public or a relative.

Two people have responsibility at the alert stage – the person first made aware and their manager. The person first made aware should:

- take reasonable steps to ensure the adult is in no immediate danger and seek medical treatment as required as a matter of emergency. Do not discuss any allegation with the alleged perpetrator. Do not disturb or destroy articles that could be used in evidence;
- inform their line manager immediately or another manager if their line manager is implicated and the Safeguarding Adults Officer / person with delegated responsibility ; and
- record details of the allegation in a secure place. This should include the date and time of the incident, what the adult has said about the abuse, how it occurred or what has been said to the person alerted, the appearance and behaviour of the victim and any injuries observed.

Receiving an allegation of abuse against a member of staff.

All allegations/causes for concern will be dealt with in accordance with the model in place for dealing with incidents concerning children i.e. meeting / strategy moving forward / suspension / investigation / referral / ongoing liaison. Anyone

receiving an allegation should not start their own investigation and should not challenge the alleged abuser.

- All incidents or allegations involving a member of staff must be reported to the Safeguarding Adults Officer on the same day.
- If the allegation is against the Safeguarding Officer it must be reported to the Head of Human Resources or the Assistant Football Secretary in their absence.
- The Safeguarding Officer needs to gather the facts and discuss with the designated officer and HR who will agree the strategy moving forward including:
 - investigation; and
 - consideration of suspension.
- On receiving the information, the Safeguarding Adults Officer must report the concerns to the Local Authority Delegated Officer (LADO) who will refer to the Police if appropriate; the Football Association (FA) and the Premier League.
- The Local Authority Designated Person (LADO) will advise on the course of action required in respect of the investigation. In conjunction with the LADO the group will decide whether suspension is appropriate pending the investigation.
- If the LADO decides not to take the matter further it will be dealt with internally.
- If the LADO accepts the referral the Safeguarding Officer will work in partnership with the LADO until the end of the investigation.
- A decision will be taken as to the person's future employment at the Club in consultation with the LADO.

Allegations can also be received against a person who is not a member of staff e.g. a customer or a third party e.g. somewhere where the adult lives. The action is the same.

Cause for concern in any of the above cases can be raised.

11. Suspension procedure

Where suspension is considered and/or implemented it will be in accordance with current disciplinary procedures in operation at the Club.

12. Making a referral to the Local Authority

Once information is received the Safeguarding Officer should gather the facts, discuss with HR and make a referral to the Local Authority Safeguarding Adults

Team as soon as possible using form SA1. (See end of document for contact details.)

13. Code of safe working practice

The safe working practice guidance currently in place for staff and volunteers who work with children and young people is currently being reviewed to identify changes required to include adults.

14. Monitoring and Compliance

Internal monitoring and compliance procedures will be implemented in line with other requirements e.g. Premier League monitoring and compliance procedures and Adult Protection Plans arising from Case Conferences.

This Policy will be subject to review and changes and recommendations agreed at an internal Policy Meeting held annually.

15. Good practice in safeguarding adults – see Annex 6

The Good practice guidance in place for safeguarding children will be adopted for safeguarding adults and adapted where required. Best practice identified elsewhere – either internally in the Club or externally within the public and private sector will be considered and recommended for inclusion and implementation. Examples of best practice will be incorporated into this document as appropriate.

RELEVANT SAFEGUARDING CONTACTS

Contact Details:		
Trust/Club Safeguarding Officer:	Christine Peacock	CPeacock@rovers.co.uk 07717724646
Club Secretary:	Ian Silvester	isilvester@rovers.co.uk 01254 508203
Trust CEO:	Gary Robinson	gary.robinson@brfctrust.co.uk 01254 508256
Blackburn Children's Services:		CYPReferrals@blackburn.gov.uk
Local Authority Designated Person (LADO):	Megan Dumpleton	Megan.dumpleton@blackburn.gov.uk
Local Authority Safeguarding Adults Helpline		01254 585949
Blackburn Children's		01254 666400 (During Office Hours)

Social Care		01254 587547 (Out of Hours)
Blackburn Police		01254 51212

FOOTBALL RELATED ADVICE

FA Case Management	0800 169 1863 Extension 6300 or 6400 or via email on safeguarding@TheFA.com
EFL	0844 335 0183
EFL Trust	01772 325954
NSPCC 24 helpline	08088 005000 or text 88858
CEOP	https://www.ceop.police.uk/

Annex 1. Government Initiatives relating to the Safeguarding of Vulnerable Adults

Human Rights Act 1998

This Act came into force in this country on 2 October 2000. It brings the rights outlined in the European Convention of Human rights into English law for the first time. The Act is designed to protect individuals from abuse by state institutions and people working for these institutions. BILD has developed an easy guide to the Human Rights Act and its implications for people with learning disabilities.

Speaking Up For Justice 1998

This was a report of the Interdepartmental Working Group on the treatment of Vulnerable or Intimidated Witnesses in the Criminal Justice System. The aim of the Working Group was to improve access to justice for vulnerable or intimidated witnesses, including children. It made a total of 78 recommendations for improvements to the criminal justice system including the reporting of crime, identification of vulnerable or intimidated witnesses, and measures to assist witnesses before, during and after the trial. All 78 recommendations were accepted.

Youth Justice and Criminal Evidence Act 1999

The recommendations from Speaking Up For Justice that required legislative changes were incorporated into this Act.

No Secrets 2000 (under review 2010)

This is guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse. No Secrets gives guidance to local agencies who have a responsibility to investigate and take action when a vulnerable adult is believed to be suffering abuse. It offers a structure and content for the development of local inter-agency policies, procedures and joint protocols which will draw on good practice locally and nationally.

The Care Standards Act 2000

The Care Standards Act created the National Care Standards Commission, an independent, non-governmental public body, to regulate social and health care services previously regulated by local councils and health authorities. It also extended the scope of regulation to other services not previously registered, to include domiciliary care agencies, fostering agencies and residential family centres. The Commission for Social Care Inspection replaced NCSC in April 2004.

Achieving Best Evidence 2002

This document 'Achieving Best Evidence in Criminal Proceedings' offers guidance for vulnerable or intimidated witnesses, including children. It replaces the previous 'Memorandum of Good Practice' that only referred to children. There are two volumes covering the planning and conducting of interviews, witness preparation and support and witnesses in court.

Sexual Offences Act 2003

The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children.

Commission for Social Care Inspection 2004

The Commission replaced the National Care Standards Commission in April 2004.

Protection of Vulnerable Adults list (POVA) 2004

The list was implemented in July 2004. Employers can now apply to place employees on the list who they deem to be unsuitable to work with vulnerable adults. There does not have to have been a criminal prosecution. The person has a right of appeal. It is a criminal offence to apply for a job working with vulnerable adults while on the list.

The Mental Capacity Act 2005

Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention.

Safeguarding Vulnerable Groups Act 2006

Under the new law employers will be committing an offence and will face penalties if they employ people to work with children and vulnerable adults who they know are barred. In the most serious cases they could face penalties of up to five years in prison. Failure to make a background check could also result in fines of up to £5,000. The Safeguarding Vulnerable Groups Act integrated List 99 (for people banned from working as teachers), and the Protection of Children Act lists which cover those working in childcare settings.

It also established a new list of people barred from working with vulnerable adults to replace the Protection of Vulnerable Adults list.

Care Quality Commission (CQC) 2009

The Care Quality Commission is the independent regulator of health and social private companies and voluntary organisations. CQC replaced the Commission for Social Care Inspection.

Annexes 2,3, and 4.

Annex 2 Role and responsibilities for the Adult Safeguarding Officer

- Ensure that Blackburn Rovers fulfils its duty to safeguarding children and adults at risk who are connected in any way with the Club by creating a proactive Safeguarding Team and raising awareness of the team within each Department;
- Ensure compliance with the Premier League rules O and U;
- Raise awareness of safeguarding and communicate policies and procedures;
- Ensure incidents are managed in accordance with requirements;
- Create a culture of trust and inclusion;
- Share and implement best practice;
- Identify training requirements;
- Deliver / arrange delivery of - training and raise awareness;
- Arrange quarterly meetings or as required and contact the DSO on a monthly basis by phone if face to face is not an option.

Annex 3. Role and responsibilities for Designated Officers

- Ensure familiarity and compliance with and commitment to Policies and Procedures;
- Manage and report incidents, disclosures etc. in accordance with Policies and Procedures;
- Raise awareness of safeguarding practices in your area of responsibility and create a culture of trust and inclusion;

- Deliver or arrange delivery of awareness training and key messages for your staff and ensure you and your deputy have received adequate training to fulfil your role; and
- Appoint a Deputy to cover absences
- Be responsible for providing support to staff involved in an allegation
- To recognise the importance of professional boundaries in working relationships.

Annex 4. Role and responsibilities of Local Authority Designated Officer

- Advise whether this matter should be handed to LA or dealt with internally
- Involve the Safeguarding Officer in Strategy meetings;
- Act as a liaison between Blackburn Rovers FC, Blackburn with Darwen Local Authority Safeguarding Board (LASB) ands Blackburn with Darwen Safeguarding Team.

Annex 5. Indicators of abuse

Physical abuse includes hitting, slapping, pushing kicking, misuse of medication, misuse of restraint or inappropriate sanctions:

- A history of unexplained falls, minor injuries or malnutrition
- Unexplained bruises in various stages of healing
- Unexplained fractures or fractures in various stages of healing
- Injuries reflecting the shape of an object
- Unexplained burns
- Immersion burns, rope burns or cigarette burns
- Injuries to head , face or scalp
- Varicose ulcers or pressure sores
- Wet clothing or bedding
- Signs of under or overuse of medication

Sexual abuse includes rape and sexual assault or sexual acts to which the person at risk has not consented or could not consent or was pressured into consenting:

- A significant change in sexual behaviour
- Sexually implicit/explicit behaviour around certain individuals
- Unexplained changes in behaviour
- Unusual difficulty in walking or sitting
- Torn, stained or bloody underwear
- Sexually transmitted disease
- Urinary tract or vaginal infection
- Full or partial disclosure or hints of sexual abuse.

Psychological abuse includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks:

- The person appears withdrawn, agitated or anxious in general
- The person appears intimidated or subdued in the presence of the carer
- The person appears frightened of making choices or expressing his/her wishes
- The person appears fearful or flinches on approach
- Changes in sleep patterns
- The person may be tearful

Financial or material includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions or the misuse or misappropriation of property, possessions or benefits:

- Unexplained withdrawals from bank or building society accounts
- Unexplained disappearance of financial documents

- Sudden inability to pay bills
- Disparity between assets and apparent living conditions
- Carer concerned pre-occupied with financial questions rather than care or well-being
- Lack of reasonable co-operation from the person managing finances
- Carers failing to account for expenses incurred on a person's behalf.

Neglect, self-neglect and acts of omission includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care, the withholding of the necessities of life such as medication, adequate nutrition and heating:

- Inadequate food, fluids, heating, lighting
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Clothing in poor condition
- Failure to seek medical advice or summon assistance as required
- Failure to access dentistry, chiropody or other appropriate services
- Refusal to allow access to appropriate callers or visitors.

Discriminatory abuse includes racist or sexist remarks or comments based on a person's impairment, disability age or illness and other forms of harassment, slurs or similar treatment. This may also include isolation or withdrawal from religious or cultural activity, services or supportive networks.

- Inappropriate remarks or comments
- Poor quality care or support to certain groups of clients
- Client prefers not to be cared for or supported by certain member(s) of staff
- Staff members may seem to avoid supporting certain groups of clients
- Inappropriate social contact or activity offered
- Lack of choice of appropriate food
- Minimal or no contact with relevant groups or organisations etc.
- No individualised care plan or no reference in care plan to specialised needs.

Institutional abuse involves the collective failure of an organisation to provide an appropriate and professional service to adults at risk. It can be seen or detected in processes attitudes and behaviours that amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and stereotyping. It includes the failure to ensure the unnecessary safeguards are in place to protect adults at risk and maintain good standards of care in accordance with individual needs, including training of staff, supervision and management, record keeping and liaising with other care providers.

Annex 6. Good practice in safeguarding

Keeping Records

Always make an accurate record of the things you have observed or been told. This should include a note of the date and time of a particular incident, or when a particular concern came to your attention. If the young person has told you something, it is essential that you write this down in the young person's own words. The written record should include a note about the size and appearance of any injury (a sketch is helpful). Injuries a young person arrives with at the start of any session should be noted; any injuries received during a session should always be recorded in the Accident Book. This information will be useful when making a referral about suspected abuse. Your Safeguarding Children Officer may ask to see these records should there be a referral to Social Services.

Confidentiality

The purpose of confidentiality is to protect young people, by providing appropriate privacy to young people and their families and by ensuring that Blackburn Rovers Football Club is not assisting abusers through access to information. Information (written or verbal) should be shared only on a need to know basis. All Safeguarding Children records should be kept separately from a young person's open records. They should be kept in a **secure place** and be assessed only by designated persons. Parents and Club officials have no right of access to separate Safeguarding Children Records, which remain confidential at all times.

Listening and Reassuring

Young people need to be listened to and allowed time and space to talk about their experiences, even if they have chosen an inconvenient time. They need to know that they are being taken seriously and be reassured that they have done the right thing in telling you about their concern.

Appropriate Questioning

It is important to know that interviewing young people in cases of abuse is a specialist role, which should be done only by trained social workers and police officers. If you have been asked to hear a young person's concerns however, it is acceptable to ask a brief, open-ended question e.g. 'can you tell me a bit more about...' to clarify what is meant. Remember that the young person may be asked to talk to someone else at a later stage. Try to avoid interrupting or questioning the young person and instead allow them to talk at their own pace and in their own words.

Your Own Feelings

Try not to make assumptions about what you are told and avoid using emotive words such as 'rape', 'assault' or 'beating' which might make the experience of telling even more difficult. It is important not to criticise the abuser e.g. 'X is a bad person'. Try not to project your own feelings onto the young person. It might help you to sort out your own feelings if you talk to the Designated Person or Safeguarding Children's Officer.

Never Make Promises

Be honest and realistic: you should never promise not to tell or say you can do something you are unable to do. You have a **duty** to pass on any allegations or suspicions about abuse to the appropriate person. If you are going to pass information on, it is right to let the young person know why you are doing this and who you will be contacting. Older children will naturally be able to understand more fully what is to happen.

Relationships with Parents/Carers

If sexual abuse is suspected, or there is any reason to believe that alerting the parent might compromise the young person's welfare, you are advised not to discuss this with the parent/carer but you should contact the Designated Person or Safeguarding Children's Officer immediately. Otherwise, if you see an injury about which you have suspicions, or you have concerns about a young person's behaviour or welfare, you should ask the parent/carer for an explanation. If the parent/carer, when asked about the injury is evasive or inappropriately hostile, or will say nothing at all, this **may** support your suspicions that the injury was non-accidental. Tell the parent/carer that you are concerned. Say that injuries to young people must be investigated because young people are vulnerable. Say that there is a procedure you must follow. Tell the parent/carer that the procedure is to provide help for parents/carers as well as protection for children.

Urgency

Prompt action needs to be taken in all instances in which abuse is suspected or discovered but **never** challenge the alleged abuser as you may put yourself and/or the adult at risk or contaminate the evidence.

Annex 7. Referral sheet template

Safeguarding Adults at risk Referral Sheet

Report by

Date of incident/allegations

Name of Person **D.O.B.**

Address
.....
.....

Name and address of person with responsibility if not able to give consent
.....
.....

Nature of concern

Urgent action taken (if any)

Date of Referral to Designated Person

N.B. This referral sheet should be forwarded to the Adult Safeguarding Officer with 24 Hours of completion

Strictly

Private and Confidential

ADULTS



BLACKBURN WITH DARWEN
SAFEGUARDING VULNERABLE



Alert

Form

SA1

1) A Safeguarding Adults alert should initially be made by telephoning:

**The Safeguarding Adults Team (SGA Team)
on 01254 585949 Out of Hours Tel 01254 587547
Fax no: 01254 588968
Email: Safeguarding.Adults@blackburn.gov.uk**

2) This form should be used as a follow up to a telephoned/verbal alert and should be faxed or emailed within 48 hours.

(Do not worry if you cannot complete all the questions, answer all the ones you can).

Who did you speak to in the SGA Team?		What date did you speak to SGA?	
Date of Alert			
Vulnerable Adults Name		Title	
Date of Birth		Gender	
Usual Address		Contact Number	
Current place of residence (if different)		GP Name and Address	
Ethnic Origin	British	SWIFT ID	

Key issues (Brief details of allegation, including dates of incident(s) where known. Please attach any relevant supporting information.)

Primary Client Type				
Learning Disability	<input type="checkbox"/>	Older Person	<input type="checkbox"/>	Older Person Mental Health
Physical Impairment	<input type="checkbox"/>	Illness	<input type="checkbox"/>	Sensory Impairment
Mental Health	<input type="checkbox"/>	Other	<input type="checkbox"/>	

Type of Allegation						
Physical	<input type="checkbox"/>	Neglect/Acts of Omission	<input type="checkbox"/>	Sexual	<input type="checkbox"/>	Psychological
Discriminatory	<input type="checkbox"/>	Institutional	<input type="checkbox"/>	Financial	<input type="checkbox"/>	Self Neglect
Bullying/Harassment		Domestic Violence				Other
Location of Abuse						
Vulnerable Adult's relative's home	<input type="checkbox"/>	Residential Home		<input type="checkbox"/>	Day Centre/Service	
Alleged perpetrator's home	<input type="checkbox"/>	Nursing Home		<input type="checkbox"/>	Adult Placement Scheme	
Supported Accommodation	<input type="checkbox"/>	Respite Home		<input type="checkbox"/>	College/Adult Education Work	
Sheltered Accommodation	<input type="checkbox"/>	Hospital		<input type="checkbox"/>	Public place	
Extra Care Sheltered Accommodation	<input type="checkbox"/>	Other Health setting		<input type="checkbox"/>	Other	
Vulnerable Adult's home (if none of the above)					Not Known	
Date of alleged incident						<input type="checkbox"/>
Is the Vulnerable Adult at immediate risk?						
Is the Vulnerable Adult aware of this referral?						
Name of alleged perpetrator						
Address of alleged perpetrator						
Title		Age/Date of Birth		Gender		
Does the alleged perpetrator live with the Vulnerable Adult?						
Please state relationship of alleged perpetrator to the Vulnerable Adult						
Partner	<input type="checkbox"/>	Stranger	<input type="checkbox"/>	Other family member	<input type="checkbox"/>	
Paid Carer	<input type="checkbox"/>	Main Carer	<input type="checkbox"/>	Professional (Nurse, GP, Social Worker etc)	<input type="checkbox"/>	
Neighbour/Friend	<input type="checkbox"/>	Other Vulnerable Adult	<input type="checkbox"/>	Volunteer/Befriender	<input type="checkbox"/>	
Institution/Service	<input type="checkbox"/>	Other Service User	<input type="checkbox"/>	Not known	<input type="checkbox"/>	
Other	<input type="checkbox"/>					
Alerter Name			Designation			

Signed		Date faxed	
Address			
Contact Number			

For office use Only

Date alert received:	By whom:
-----------------------------	-----------------

**IF ANY CHILDREN ARE AT RISK.
PLEASE ALSO CONTACT THE PROTECTION AND REVIEW TEAM ON
01254 666400**

'Any information held by the Directorate of Adult Care will be processed in compliance with the terms of The Data Protection Act (1998) which places the Directorate under a duty to process information with due consideration for your privacy, and gives you certain rights in relation to the information that we hold. This information will be held in a secure manner and will be retained in accordance with Blackburn with Darwen Council's Record Retention Guidelines.'

Contacts

- Blackburn with Darwen Safeguarding Adults Team - 01254 585949
(Out of hours 01254 587547)
- Blackburn with Darwen Safeguarding Unit – 01254 585737
- Children's Services First Response Early Intervention and Support Team - 01254 587547
- Public Protection Unit, Accrington Police Station - 01254 353131
- NHS Blackburn with Darwen Safeguarding Team - 01254 263611 ext 208
- Community and Voluntary Service (CVS) – 01254 660186
- Club Chaplain – 01772 815752

“Keep safe, keep others safe”

This policy will be reviewed annually by the Chief Executive Officer and the Community Trust Safeguarding Lead Officer. The next review date will be the 31st June 2018 however the document may be updated following legislation change or after a serious incident.

This Policy has been signed off by:

A handwritten signature in black ink, appearing to read "Gary Niblock".

Blackburn Rovers Community Trust Chief Executive Officer

