



GUILDFORD & GODALMING ATHLETIC CLUB LIMITED

ADULT SAFEGUARDING PROCEEDURE 2025/6

RECOGNISING A CONCERN ABOUT AN ADULT

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others, or because someone has confided in you about things that are happening or have happened to them.

It is not your responsibility to prove or decide whether an adult has been harmed or abused. It is, however, everyone's responsibility to respond to and report concerns they have.

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored.

The signs and symptoms include but are not limited to:

- unexplained bruises or injuries – or lack of medical attention when an injury is present**
- person has belongings or money going missing**
- person is not attending/no longer enjoying their sessions. You may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches**
- someone losing or gaining weight/an unkempt appearance. This could be a player whose appearance becomes unkempt, does not wear suitable sports kit and there is a deterioration in hygiene**
- a change in the behaviour or confidence of a person. For example, a participant may be quiet and withdrawn when their brother comes to collect**



them from sessions, in contrast to their personal assistant whom they greet with a smile

- **self harm**
- **a fear of a particular group of people or individual**
- **a parent/carer always speaks for the person and doesn't allow them to make their own choices**
- **they may tell you/another person they are being abused (i.e. a disclosure).**

RESPONDING TO A DISCLOSURE OR CONCERN ABOUT AN ADULT

If an adult indicates to you that they are being harmed or abused, or information is received which gives rise to a concern, you should follow the guidance below.

- **If it will not put them or you at further risk, discuss your safeguarding concerns with the adult and ask them what they would like to happen next. Inform them that you need to pass on your concerns to a Safeguarding officer at UKA or a club welfare officer.**
- **Do not contact the adult before talking to a Safeguarding Lead or Welfare Officer if the person allegedly causing the harm is likely to find out.**
- **Take their concern seriously.**
- **Stay calm.**
- **Listen carefully to what is said, allowing the adult to continue at their own pace.**

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- **Be sensitive.**



- **Keep questions to a minimum – only ask questions if you need to identify/clarify what the person is telling you.**
- **Reassure the person that they have done the right thing in revealing the information.**
- **Explain what you would like to do next.**
- **Explain that you will have to share the information with the Club Welfare Officer.**
- **Ask for their consent for the information to be shared with other agencies.**
- **Make arrangements for how you/the welfare officer can contact them safely.**
- **Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse Helpline, Victim Support).**
- **Act swiftly to report and carry out any relevant actions (see below).**
- **Do not confront the person thought to be causing the harm.**

It is important not to:

- **dismiss or ignore the concern**
- **panic or allow shock or distaste to show**
- **make negative comments about the alleged perpetrator**
- **make assumptions or speculate**
- **come to your own conclusions**
- **probe for more information than is offered**
- **promise to keep the information secret**
- **make promises that cannot be kept**



- **conduct your own investigation of the case**
- **confront the person thought to be causing harm**
- **take sole responsibility**
- **tell everyone (the information is confidential).**

If someone has a need for immediate medical attention, call an ambulance on 999.

If you are concerned someone is in immediate danger or a serious crime is being committed, contact the Police on 999 straight away. Where you suspect that a crime is being committed, you must involve the Police.

RECORDING A CONCERN

- **Make a note of what the person has said, using his or her own words, as soon as practicable.**
- **Completing the Adult Safeguarding Report Form (Appendix 2) may assist in the recording of information.**
- **Ensure you describe the circumstances in which the concern came about and what action you took/advice you gave.**
- **It is important to distinguish between things that are fact and things that have been observed or overheard, in order to ensure that information is as accurate as possible.**
- **If someone has told you about the harm or abuse, use the words the person used. If someone has written to you (including by email or social media) include a copy with the form.**

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REPORTING A CONCERN



- **Submit a copy of the Adult Safeguarding Report Form to the Club Welfare Officer without delay.**

- **This information is confidential and must only be shared with your Club Welfare Officer and others**

that have a need to know, in order to keep the person safe whilst waiting for action to be taken.

- **Alternatively, if the concern is about someone not connected to a club, you can send the form**

to your HCAF Welfare Officer or you can complete and submit the Online Safeguarding Concern

Form available on your Home Country governing body website. This will be sent directly to the UKA Safeguarding Team.

CASE MANAGEMENT

a. The Role of the Club Welfare Officer

On receipt of a referral, the Club Welfare Officer will take the following action:

1. Ensure any immediate actions necessary to safeguard anyone at risk are taken. If the risk or concern is believed to be due to the behaviour of a club member, then consider the relevant procedures (e.g. interim suspension from the club) to prevent that person making contact with the adult being harmed.

2. If you have been sent an Adult Safeguarding Report Form, check that you understand the content and that all the necessary parts have been completed.

If you are being contacted directly by a club member, or a member of the public, ensure that they provide enough information for you to complete the Adult Safeguarding Report Form.



3. Reassure, and advise the person making the report. Explain what will happen next. Reinforce the need for confidentiality.

4. Decide if you need to contact the adult to get more information, determine their capacity, wishes, or explain what actions you need to take. Only do this if you have a known safe way of contacting them.

5. In all situations the Club Welfare Officer should ensure those in the club/organisation who can act (within their remit) to prevent further harm have the information to do so. Depending on the situation you may need to pass information to, and work with, other organisations such as the

Police or the Local Authority Adult Safeguarding Team.

6. The Club Welfare Officer must refer the case to their Home Country or to the UKA Safeguarding Team as soon as possible. This can be done by sending the Adult Safeguarding Report Form to safeguarding@uka.org.uk, or by submitting an Online Safeguarding Concern Form using the link on your Home Country governing body website. This will be sent directly to the UKA Safeguarding Team.

b. The Role of the HCAF and UK Athletics Safeguarding Team

On receipt of a concern about an adult from any source, the UKA Safeguarding Team will take the following action:

1. Consult and decide.

The UKA Safeguarding Team will consult with the Home Country Welfare Officer and the Club

Welfare Officer and decide what initial actions need to be taken and by whom.

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2. Contact the Police (where the crime took place).



The Police will be contacted if:

- a serious crime has been committed
- a crime has been committed against someone without the mental capacity to contact the Police themselves
- the adult has asked them to make a report to the Police on their behalf because they are unable to themselves.

3. Refer to a Local Authority Safeguarding Adults Team if it is believed they may be an adult at risk and:

- the adult appears not to have the mental capacity to make decisions about their own safety and wellbeing
- the risk is from a person employed or volunteering in work with adults with care and support needs (including within the club)
- there may be other 'adults at risk' (e.g. another family member, another club member or other people using a service)
- the adult at risk lives in Wales or Northern Ireland (no consent required)
- the adult at risk lives in England or Scotland and they have asked you to make a report or have given their informed consent to you making it.

If a child is at risk the team will also make a child safeguarding referral to the Local Authority. This includes all situations where there is domestic abuse within the household where the child lives.

If there is uncertainty on whether or not to make a referral/report, then advice will be sought from the Local Authority Safeguarding Adults Team without disclosing the identity of the adult or the person who may be causing harm.



4. Use policy and procedures to stop harm within the organisation. If the person who may be causing harm is a person involved in athletics in whatever capacity, the Safeguarding Team will:

- **decide what policy and procedures to follow (e.g. breach of code of conduct, relevant disciplinary procedures, breach of contract)**
- **agree what short-term arrangements can be put in place to enable the adult, who may be being harmed, to be able to continue participating in their role or activity.**

5. Ongoing liaison with statutory agencies. If statutory agencies are involved, the UKA Safeguarding Team will ensure the relevant people are assigned to work together with them to coordinate and agree the next steps. The Safeguarding Manager will decide who attends and contributes to any safeguarding adults' strategy or case meetings that are called by the Local Authority. This may be a club or Home Country representative.

6. Ongoing liaison with the adult. The UKA Safeguarding Team will confirm who will maintain contact with the adult, to consult with them, keep them informed, and make sure they are receiving the support they need. This may be a club or Home Country representative.

7. When the statutory agencies conclude their investigations or decide to take no further action in relation to a referral, the UK Athletics Safeguarding Team will ensure the matter is investigated at the appropriate level and in line with the Safeguarding Disciplinary Regulations.

8. The UKA Safeguarding Team will coordinate and oversee all caserelated decisions and actions in line with the Safeguarding Disciplinary Regulations and supported by the Safeguarding Case Management Group.