

Safeguarding Adults Policy

April 2024



RESPECT | MODESTY | FRIENDSHIP | COURAGE | COURTESY | HONOUR | HONESTY | SELF-CONTROL

Introduction

Safeguarding is commonly considered to be the responsibility of organisations to make sure that no harm comes to children as well as adults at risk and to protect them against abuse or exploitation.

It is, however, increasingly becoming best practice to think about how we safeguard everyone in our organisation at all times. This includes protecting adults from inappropriate behaviour such as bullying or harassment.

Here at the British Judo Association, we are proud of our reputation of keeping our participants safe whilst competing in the sport of judo.

It is important to note that this commitment also applies to adults in judo and I am therefore pleased to welcome these new guidelines that build upon SafeLandings.

This document will provide useful advice on promoting the importance of safeguarding adults within judo and will provide a great insight into our duty of care to all vulnerable adults within judo.



Gerry Gualtieri
Chairman

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1. British Judo Safeguarding Adults Policy and Procedures

British Judo is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in judo in accordance with the Care Act 2014 (England), Social Services & Wellbeing Act 2014, Adult Support and Protection (Scotland) Act 2007 and Adult Safeguarding Policy for Northern Ireland 2015.

British Judo Safeguarding Adults Policy applies to all individuals involved in British Judo.

British Judo will encourage, and support partner organisations including clubs, counties, supplies and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this Safeguarding Adults Policy.

When a concern of causing harm to an adult at risk is made the British Judo Association (BJA) will investigate in accordance with its' overall safeguarding process, detailed in its' main safeguarding policy, SafeLandings.

2. Principles

The guidance given in this policy is based on the following principles:

The six principles of adult safeguarding:

- **Empowerment:** People being supported and encouraged to make their own decisions and informed consent;
"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens"
- **Prevention:** It is better to act before harm occurs;
"I receive simple information about what abuse is, how to recognise the signs and what I can do to seek help."
- **Proportionality:** The least intrusive response appropriate to the risk presented;
"I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed."
- **Protection:** Support and representation for those in greatest need;
"I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want."
- **Partnership:** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse;
"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together with me to get the best result for me."
- **Accountability:** Accountability and transparency in delivering safeguarding.
"I understand the role of everyone involved in my life and so do they."

Home Nation guidance and legislation

England: [Legislation Relating to Safeguarding Adults Overview for Social Care SCIE](#)

Scotland: [Adult Support and Protection Social Care www.gov.scot](#); [Adult Support and Protection \(Scotland\) Act 2007](#)

Wales: [Working Together to Safeguard People www.gov.wales](#); [Safeguarding Wales](#)

Northern Ireland: [Adult Safeguarding Policy for Northern Ireland Department of Health www.ni.gov](#); [The Safeguarding Vulnerable Groups \(Northern Ireland\) Order 2007 www.legislation.gov.uk](#)

- 2.1 All adults regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- 2.2 British Judo 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, mentoring and review.
- 2.3 The rights, dignity and worth of all adults will always be respected.
- 2.4 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.
- 2.5 We recognise that a disabled adult may or may not identify themselves or be identified as an adult 'at risk'.
- 2.6 We all have a shared responsibility to ensure the safety and wellbeing of all adults and will act appropriately and report concerns whether these concerns arise within British Judo, for example inappropriate behaviour of a coach, or in the wider community.
- 2.7 All allegations will be taken seriously and responded to quickly in line with this policy.
- 2.8 British Judo 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 where this allegation or concern is raised.

3. Guidance and Legislation

The practices and procedures within this policy are based on the principles contained within the UK and legislation and Government guidance and have been developed to complement the Safeguarding Adults Boards as above, Policy and Procedures and take the following into consideration.

The practices and procedures within this policy are based on the principles contained within the UK and legislation and Government guidance and have been developed to compliment the Safeguarding Adults Boards policy and procedures, and take the following into consideration:

- The Care Act 2014 (England) and Scotland, Wales and Northern Ireland equivalents [Safeguarding Policy: Protecting Vulnerable Adults www.gov.uk](#); [Constituted Group 27 September Version 6](#)

www.anncrafttrust.org.uk; England: [Legislation Relating to Safeguarding Adults Overview for Social Care SCIE](#)

- The Protection of Freedoms Act 2022
- Domestic Violence, Crime and Victims (Amendment) Act 2012 and Domestic Abuse Act 2022. NB: Domestic Abuse (Protection) (Scotland) Act 2021 and Civil Proceedings Act (Northern Ireland) 2021
- The Equality Act 2010 (plus Northern Ireland legislation) [The Law Society of Northern Ireland](#)
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005 (England and Wales)
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 1994 and 1998

Links to Scotland, Wales and Northern Ireland legislative frameworks:

- **Scotland:** [Adult Support and Protection Social Care](#) www.gov.scot; [Adult Support and Protection \(Scotland\) Act 2007](#)
- **Wales:** [Working Together to Safeguard People](#) www.gov.wales; [Safeguarding Wales](#)
- **Northern Ireland:** [Social Services](#); [Safeguarding Children, Young People and Adults at Risk of Harm from Abuse, Exploitation and Abuse](#)

4. Definitions

To assist in working through and understanding this policy a number of key definitions need to be explained:

Adult at Risk: A person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect. 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. (NB: in Scotland, you become an adult at age 16 for some legislation & 18 for others)

Abuse: Is a violation of an individual’s human civil rights by another person or persons. See Section 5 for further explanations;

Adult Safeguarding: Protecting a person’s right to live in safety, free from abuse and neglect;

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 (Mental Capacity Act 2005).

5. Types of Abuse and Neglect – Definitions from the Care Act 2014

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern.

Self-neglect: This covers a wide range of behaviours – neglecting to care for one’s personal hygiene, health or surroundings and includes behaviours such as hoarding. In judo this could be a player whose appearance becomes unkempt, does not wear suitable sports kit and deterioration in hygiene etc.

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. In judo, you may notice that a participant in a team has been missing from sessions and is not responding to reminders from team members or coaches.

Domestic Abuse: Including psychological, physical, sexual, financial and emotional abuse. It also includes so-called ‘honour’ based violence. Sport may notice a power imbalance between a participant and a family member. For example, a participant with Down syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.

Discriminatory: Discrimination is abuse, that centres on a difference or perceived difference, particularly with respect to race, gender, disability or any of the protected characteristics of the Equality Act. This could be the harassing of a club member because they are or are perceived to be transgender.

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 ongoing ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes and practices within an organisation. In judo, this could be training without a necessary break.

Physical Abuse: Includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. For example, a coach intentionally striking an athlete.

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. For example, this could be a fellow athlete who sends unwanted sexually explicit text messages to a learning-disabled adult they are training alongside.

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. For example, this could be someone taking equipment from an athlete with dementia.

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 heating. For example, this could be a coach not ensuring athletes have access to water.

Not included in the Care Act 2014 but also relevant:

Cyber Bullying: Cyber bullying 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.

Forced Marriage: Forced marriage is a term used to describe a marriage in which one or both parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 makes it a criminal offence to force someone to marry.

Insert links

Mate Crime: A 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual'. Mate crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of serious case reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friends.

Radicalisation: The aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship or through social media.

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6. Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrators. Abuse may be inflicted by anyone in the club who an athlete comes into contact with. Club members, workers volunteers or coaches may suspect that an athlete is being abused or neglected outside of the club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- 6.1 Unexplained bruises or injuries or lack of medical attention when an injury is present;
- 6.2 A person has belongings or money going missing;
- 6.3 Person is not attending/no longer enjoying their sessions;
- 6.4 Someone losing or gaining weight/in an unkempt appearance;
- 6.5 A change in the behaviour or confidence of a person;
- 6.6 They may self harm;
- 6.7 They may have a fear of a particular group or individual;
- 6.8 They may tell you/another person they are being abused, ie: a disclosure.

7. What to do if you have a concern or someone raises concerns with you

You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to the British Judo Safeguarding Team (and Home Nation Safeguarding Team where appropriate) or Club Welfare Officer (CWO). Or, if the Safeguarding Team is implicated, report to the British Judo Chief Executive. For those within the Performance Pathway, you can speak to the dedicated Performance Welfare Officer who will liaise with the Safeguarding Team.

If you are at an international event and have a concern then speak to the coach or team official.

If you are concerned someone is in immediate danger, contact the police straight away.

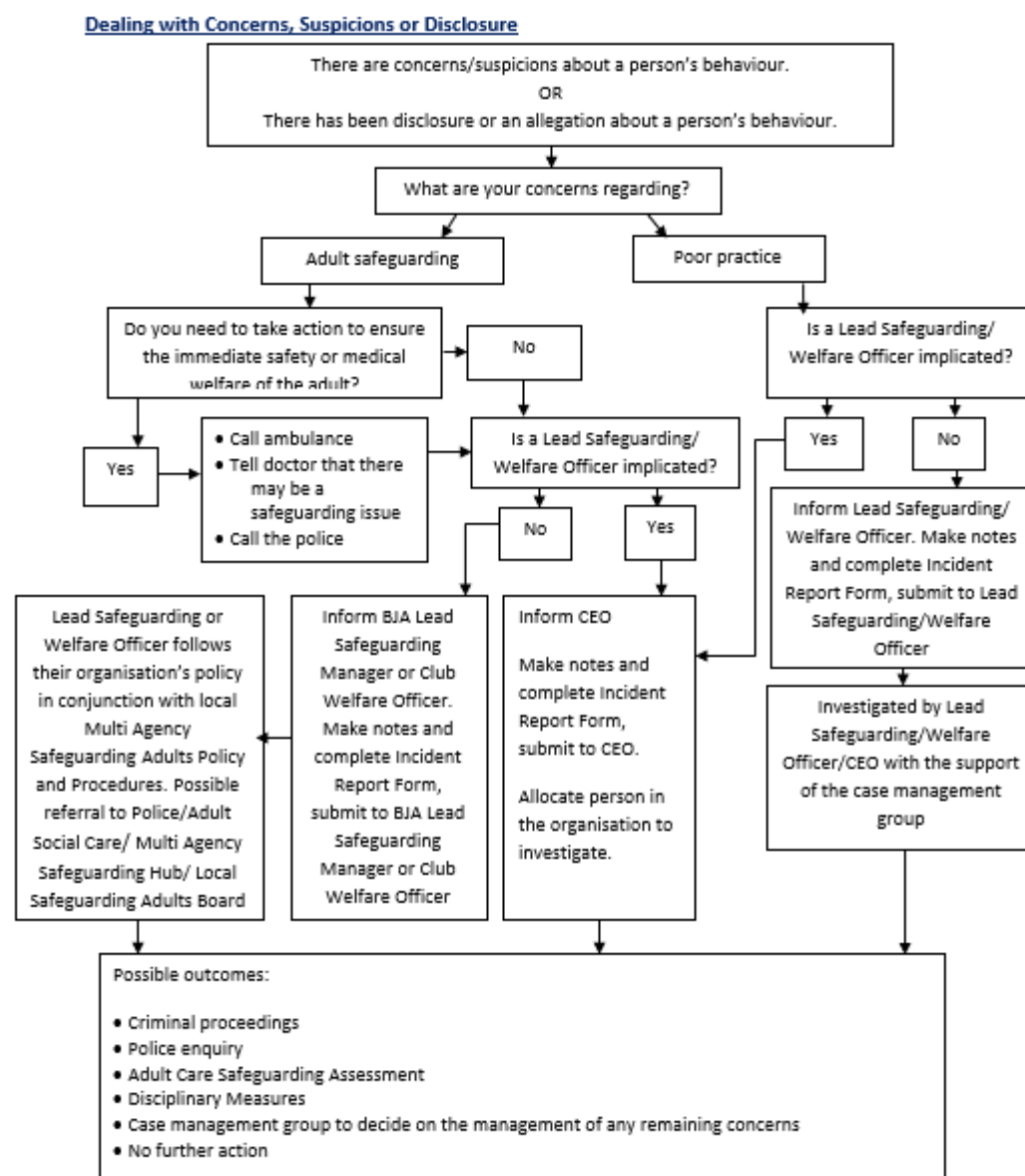
It is important when considering your concern that you also consider the needs and wishes of the person at risk, considering the nature of the alert. More information on this is given in Appendix 1, The Legislative Framework.

8. How to record a disclosure

Follow the process below to record a disclosure:

- Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Reporting Form (using MyVoice from May 2024) and submit to the British Judo Safeguarding Team safeguarding@britishjudo.org.uk; Home Nation Safeguarding Team or your CWO.
- As long as it does not increase the risk to the individual, you should explain to them that it is your duty of care to share your concern with the British Judo Safeguarding Team; Home Nation Safeguarding Team or CWO;
- Describe the circumstances in which the disclosure came about;
- Take care to distinguish between fact, observation, allegation, and opinion. It is important that the information you have is accurate;
- Be mindful of the need to be confidential always, this information must only be shared with the Safeguarding Team; Home Nation Safeguarding Team or CWO and others on a need to know basis;
- If the matter is urgent and relates to the immediate safety of an adult at risk, contact the police straight way.

9. Safeguarding Adults Flowchart



Remember to involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity

10. Roles and responsibilities of those within the British Judo Association

British Judo is committed to having the following in place:

- A Head of Inclusion, Safeguarding and Wellbeing, a dedicated Performance Welfare Officer and CWOs in as many clubs as possible to produce and disseminate guidance and resources to support this policy and procedures;
- A clear line of accountability within the organisation for work on promoting the welfare of all adults;
- Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers;
- 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 British Judo. Cases may be dealt with under the BJA Positive Disclosure Policy which can be found in full in SafeLandings;
- A disciplinary panel will be formed as required for a given incident, if appropriate and should a threshold be met;
- Arrangements are in place to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information;
- Appropriate whistleblowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.

11. Good practice, poor practice, and abuse

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual in British Judo to make judgements regarding whether or not abuse is taking place, however, all British Judo personnel have the responsibility to recognise and identify poor practice and potential abuse and act on this if they have concerns.

11.1 Good practice

British Judo expects that coaches of adult athletes:

- Adopt and endorse the British Judo Coaches Codes of Ethics;
- Have completed a course in basic awareness in working with Adults at Risk. (see Home Nation Safeguarding Team for required nation required course under Nation Guidance).

Everyone should:

- Aim to make the experience of British Judo fun and enjoyable;
- Promote fairness and playing by the rules;
- Not tolerate the use of prohibited or illegal substances;
- Treat all adults equally and preserve their dignity – this includes giving more and less talented members of a group similar attention, time, and respect.

Coaches and those working directly with adults at risk should:

- Respect the developmental stage of each athlete and not risk sacrificing their welfare in a desire for team or personal achievement;
- Ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the athlete.

- Work with adults at risk, medical adviser and their carers (where appropriate) to develop realistic training and competition schedules which are suited to the needs and lifestyle of the athlete, not the ambitions of others such as coaches, team members, parents or carers.
- Build relationships based on mutual trust and respect, encouraging adults at risk to take responsibility for their own development and decision making;
- Always be publicly open when working with adults at risk and avoid coaching sessions where a coach and an individual are completely unobserved;
- Avoid unnecessary physical contact with people. Physical contact (touching) can be appropriate so long as:
 - It is neither intrusive nor disturbing;
 - The athlete's permission has been openly given;
 - It is delivered in an open environment;
 - It is needed to demonstrate during a coaching session.
- Maintain a safe and appropriate relationship with athletes and avoid forming intimate relationships with athletes you are working with as this may threaten the position of trust and respect present between athlete and coach;
- Be an excellent role model by maintaining appropriate standards of behaviour;
- Gain the adult at risk's consent and, where appropriate, the consent of relevant carers, in writing to administer emergency first aid or other medical treatment if the need arises;
- Be aware of medical conditions, disabilities, existing injuries, and medicines being taken and keep written records of any injury or accident that occurs, together with details of treatments provided.
- Arrange that someone with current knowledge of emergency first aid is always available;
- Gain written consent from the correct people and fill out relevant checklists and information forms for travel arrangements and trips. This must be the adult themselves if they have the capacity to do so.

11.2 Poor practice

The following are regarded as poor practices and should be avoided:

- Unnecessarily spending excessive amounts of time alone with an individual adult;
- Engaging in rough, physical, or sexually provocative games including horseplay.
- Allowing or engaging in inappropriate touching of any form;
- Using language that might be regarded as inappropriate by the adult and which may be hurtful or disrespectful;
- Making sexually suggestive comments, even in jest;
- Reducing an adult to tears as a form of control;
- Not investigating, recording, or acting upon allegations made by an adult.
- Taking an adult at risk alone in a car on journeys however short;
- Inviting or taking an adult at risk to your home or office where they will be alone with you;
- Sharing a room with an adult at risk;
- Doing things of a personal nature that adults at risk can do for themselves.

Note: At times it may be acceptable to do some of the above. In these cases, to protect both the adult at risk and yourself, seek written consent from the adult at risk and, where appropriate, their carers and ensure that the Safeguarding Team and/or CWO of your organisation or club is aware of the situation and gives their approval.

If, during your care, an adult at risk suffers any injury, seems distressed in any manner, appears to be sexually aroused by your actions or misunderstands/misinterprets something you have done, report these incidents as soon as possible to another adult in the organisation and make a brief written note of it.

12. Relevant Policies

This policy should be read in conjunction with the following policies:

- Whistleblowing
- SafeLandings: Safeguarding Policies & Procedures; Safeguarding Disciplinary Process; and Positive Disclosure Policy

13. Further Information

Policies, procedures and supporting information are available on the British Judo website and in Safelandings. You can also contact the Inclusion, Safeguarding and Wellbeing Team: safeguarding@britishjudo.org.uk. Or you can contact your Club Welfare Officer. (or home nation equivalent).

Additionally, anyone associated with or operating within the Performance Pathway can contact the Performance Welfare Officer, Esme Steele: esme.steele@uksportsinstitute.co.uk.

This policy will be reviewed every year as part of the Safeguarding self inspection process or sooner in line with the Ann Craft Trust Framework [The Safeguarding Adults in Sport Framework - Ann Craft Trust](#) in the event of legislative changes or revised policies and best practice.

APPENDIX 1: INCIDENT REPORT FORM

MyVoice

British Judo - MyVoice Report

If you have a concern about a child or an adult you can contact the British Judo Safeguarding Team using the form below or by emailing them via safeguarding@britishjudo.org.uk

If your concern is in relation to a child, you can contact your local authority child safeguarding team or you can email help@NSPCC.org.uk at any time. It's free and you don't have to say who you are. **If you think a child is in immediate danger, please call the police on 999 straight away.**

If your concern is in relation to an adult, you can contact your local authority adult safeguarding team. **If you think the adult is in immediate danger, please call the police on 999 straight away.**

Please provide your name and contact information below:

- Name
- Contact Information

Can you say who you are?

- BJA Member - Child/Junior
- BJA Member – Adult
- Parent/Guardian
- Club Welfare Officer
- Event Welfare Officer
- Event Officer
- Member of Public
- Other

Tell us briefly what's happened?

- Provide a summary

Details of concern

- If required, you can add more detail about the concern/incident, giving times, dates, location, who was present and actual spoken words if relevant.

Concern date/time

- Enter date and time.

Where did the safeguarding incident happen?

- Club
- Outside of Club (In the Community)
- Event/Competition/Tournament (within UK)
- Event/Competition/Tournament (outside of UK)
- Other

Please state the location below

- England
- Wales
- Scotland
- Northern Ireland

Who is the concern about?

Pick the main individual.

- Myself
- BJA Member
- Someone at the Club
- Coach
- Other

Action taken

Please describe any action(s) you have taken, or plan to take, in relation to this concern

Confirmation Page

Thank you for contacting the BJA Safeguarding Team.

We will respond to your concern as soon we are alerted to it.

BJA Safeguarding Out of Hours (5.00pm-9.00am, and weekends)

The Safeguarding Team are here to support clubs, members, and staff with safeguarding matters.

TELEPHONE

0121 728 6920

OPENING HOURS: BJA Office

Monday-Friday

9:00am-5:00pm

If you wish to raise or report a safeguarding concern. Either:

Email: safeguarding@britishjudo.org.uk (a member of the team will respond as soon as possible)

Or telephone the above number & choose:

1. The Safeguarding option
2. And the member of the safeguarding team you wish to speak to: 1.Andy Bowly, 2.Marina Dain and 3. Keith Eldridge
3. You will directed to the mobile number of the person selected
4. We cannot guarantee that the chosen person will respond immediately, but if you leave your name, role (inc parent, player), club or BJA department and contact number. They will get back to you as soon as possible.

As a team, we will have a rota re one of mobile phones being on after 5pm and at weekends.

If a child or adult is in immediate danger, please call the police on 999 and forward the report made (inc police force reported to & crime reference number is given to safeguarding@britishjudo.org.uk (a member of the BJA safeguarding team will respond as soon as possible)

APPENDIX 2: LEGISLATION AND GOVERNMENT INITIATIVES

Sexual Offences Act 2003 (and amendments)

[Sexual Offences Act 2003](#)

The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children www.opsi.gov.uk (including Position of Trust 2022 revisions [CPSU Positions of Trust FAQs About the Changes](#))

Safeguarding Vulnerable Groups Act 2006

[Safeguarding Vulnerable Adults Act 2006](#)

Introduced the new Vetting and Barring Service and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance www.opsi.gov.uk

Disclosure & Barring Service 2013

[Government Disclosure & Barring Service; DBS Update Service](#)

Criminal record check; guidance for employers – how employers or organisations can request criminal records on potential employees from the Disclosure and Barring Service (DBS).

Making Safeguarding Personal Guide 2014

[Making Safeguarding Personal Guide 2014](#)

This guide is intended to support councils and their partners to develop outcomes – focused person centred safeguarding practice.

Mental Capacity Act 2005

[Mental Capacity Act 2005 at a Glance](#); [Mental Capacity Act Introduction](#); [Government Justice](#); [Mental Capacity \(Amendment\) Act 2019](#)

It's 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.

Deprivation of Liberty Safeguards (replaced by LPS Mental Health Capacity Act)

[Mental Capacity \(Amendment\) Act 2019](#)

This was introduced in the Mental Health Capacity Act 2005 and came into force in 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty, in their best interests in order to protect them from harm.

The Care Act 2014

[The Care Act 2014 Statutory Guidance](#); [Legislation Relating to Safeguarding Adults](#)

The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

Domestic Abuse Act 2021

[Domestic Abuse Act 2021](#)

Statutory guidance supporting the understanding of the definitions of ‘domestic abuse’ and ‘personally connected’ as set out in the Domestic Abuse Act 2021.

Home Nation equivalents:

- **Scotland:** [Adult Support and Protection Social Care www.gov.scot](http://www.gov.scot); [Adult Support and Protection \(Scotland\) Act 2007](#)
- **Wales:** [Working Together to Safeguard People www.gov.wales](http://www.gov.wales); [Safeguarding Wales](#)
- **Northern Ireland:** [Social Services](#); [Safeguarding Children, Young People and Adults at Risk of Harm from Abuse, Exploitation and Abuse](#)

APPENDIX 3: USEFUL CONTACTS

In the case of emergency or if someone is at risk to themselves or others, always contact the emergency services by calling 999.

If you need to speak to someone about any of the information in this document or about a safeguarding query or concern then you can contact the Safeguarding Team who are here to support clubs, members and staff with safeguarding matters.

For out of office support, one of the following mobiles will be on including weekends.

Andrew Bowly: Head of Inclusion, Safeguarding & Wellbeing
Email: andrew.bowly@britishjudo.org.uk; Mobile: 07788 391520

Keith Eldridge: Safeguarding Manager
Email: keith.eldridge@britishjudo.org.uk

Marina Dain: Deputy Safeguarding Manager
Email: marina.dain@britishjudo.org.uk; Mobile: 07484 905079

British Judo Head Office: 9am to 5pm
Email: safeguarding@britishjudo.org.uk; Tel: 0121 728 6920

If you need to raise a safeguarding concern, you can either:

- Send an email to safeguarding@britishjudo.org.uk and a member of the team will respond as soon as possible;
- Call Head Office on 0121 728 6920 and select the Safeguarding option; then the option for the team member you wish to speak to: 1 – Andrew Bowly; 2 – Marina Dain; 3 – Keith Eldridge; You will then be directed to the mobile for the person selected. If no answer, please leave a message with your name, role (including parent, player) club of BJA department and contact number and they will get back to you as soon as possible.

If a child or adult is in immediate danger, please call the police on 999 and forward the report made, including police force reported to and crime reference number given to safeguarding@britishjudo.org.uk. A member of the Safeguarding Team will respond as soon as possible.

For those within or associated with the Performance Pathway, you can also contact:

Esme Steele: Performance Welfare Officer
Check email address and mobile number

Or contact your Club Welfare Officer (or home nation equivalent):

Further assistance can be obtained from the Ann Craft Trust
Website: www.anncrafttrust.org; Email: ann-craft-trust@nottingham.ac.uk; Tel: 0115 951 5400

APPENDIX 4: FOUR NATIONS LEGISLATIVE FRAMEWORK

ENGLAND

[Safeguarding Policy: Protecting Vulnerable Adults Gov UK](#)

[Safeguarding Adults Ann Craft Trust](#)

[Legislation Relating to Safeguarding Adults Overview for Social Care, SCIE](#)

The Care Act 2014

The Care Act 2014 places a general duty of care on local authorities to promote the wellbeing of individuals, and includes adults, when carrying out care and support functions.

The definition of wellbeing includes:

- Personal dignity including treating individuals with respect;
- Physical and mental health and emotional wellbeing;
- Protection from abuse and neglect;
- Control by the individual over day to day life;
- Participation in work education, training or recreation;
- Social and economic wellbeing;
- Domestic, family and personal relationships;
- Suitability of living accommodation;
- The individual's contribution to society.

More information can be found on the British Judo website: [British Judo Safeguarding Hub](#)

Sexual Offences Act 2003

In the past there have been difficulties in bringing prosecutions against individuals who committed sexual offences against people with mental disorders. The Sexual Offences Act (SOA) 2003 modernised the law by prohibiting any sexual activity between a care worker and a person with a mental disorder while the relationship of care continues.

A 'relationship of care' exists where one person has a medical disorder and another person provides care. It applies to people working both on a paid and an unpaid basis and includes:

- Doctors and nurses;
- Care workers in homes;
- Workers providing services in clinics or hospitals;
- Volunteers;

The offences in the SOA relating to care workers apply whether or not the victim appears to consent, and whether or not they have the legal capacity to consent. This does not prevent care workers from providing intimate personal care so long as the behaviour is not intended to be sexual. The SOA is not intended to interfere with the right of people with a mental disorder who have the capacity to consent to engage in sexual activity with anyone who is not in a caring relationship with them.

The SOA also attempts to make the prosecution of rape easier by clarifying the meaning of consent. Section 74 of the SOA provides that someone consents to a sexual act if, and only if, he or she agrees by choice and has the freedom and capacity to make that choice.

Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Bill

The Safeguarding Vulnerable Groups Act (SVGA) 2006 was passed to help avoid harm, or risk of harm, by preventing people who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work. The Independent Safeguarding Authority was established as a result of the SVGA. On 1 December 2012 the Criminal Records Bureau and Independent Safeguarding Authority merged to become the Disclosure and Barring Service. Organisations with responsibility for providing services or personnel to vulnerable groups have a legal obligation to refer relevant information to the service.

The Protection of Freedoms Bill (Chapter 1 of Part 5) amends the SVGA 2006, retaining the national barring function whilst abolishing registration and monitoring requirements. For further information see: [Protection of Freedoms Bill](#).

Ill Treatment of wilful neglect: It is an offence under the Criminal Justice and Courts Act 2015 for an individual who has the care of another individual by virtue of being a care worker to ill treat or wilfully neglect that individual. Under Section 44 of the Mental Capacity Act, ill treatment and wilful neglect is a criminal offence for anyone, including those with powers of attorney and court appointed deputies, who has care of a person who lacks capacity. Ill treatment and wilful neglect are different.

Ill treatment: Must be deliberate and is an offence irrespective of whether it causes harm and involves an appreciation by the perpetrator that they were inexcusably ill treating the person. Ill treatment includes acts such as hitting, administering sedatives to keep people quiet, pulling hair, rough treatment, verbal abuse or humiliation.

Wilful neglect: A failure to act rather than a deliberate act to commit harm. Managers with responsibility for ensuring good care can be held accountable but currently there is no offence of corporate neglect.

Public Interest Disclosure Act 1998

An important part of providing care is ensuring a working environment that encourages people to challenge practices in their own workplace. The law offers some protection from victimisation to people who blow the whistle under the Public Interest Disclosure Act (PIDA) 1998. The parameters of 'protected disclosure' are set out in the Employment Rights Act (ERA) 1996. The person making the disclosure should not commit an offence in doing so (eg: breach the Official Secrets Act 1989) and must reasonably believe that one or more of the following has occurred:

- A criminal offence has been committed, is being committed or is likely to be committed;
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject;
- That a miscarriage of justice has occurred, is occurring or is likely to occur;
- That the health and safety of an individual has been, is likely to be endangered;
- Or that the environment has been, is being or likely to be damaged and that information tending to show any matter falling within one of the preceding paragraphs has been, is likely to be deliberately concealed (ERA 1996);

SCOTLAND

Adult Support and Protection

All adults at risk of harm have the right to be safe and protected. The Adult Support and Protection Act (Scotland) 2007 is designed to protect those adults who are unable to safeguard their own interests and are at risk of harm (includes self harming and neglect) because they are affected by:

- Disability;
- Mental disorder
- Illness
- Physical or mental infirmity.

The Act requires councils and a range of public bodies to work together to support adults who are unable to safeguard themselves, their property and their rights:

- To enable and support those with responsibilities under the Act to carry out their duties effectively; and
- To do this by ensuring adult support and protection legislation, policy and practice is improved and effective. More information on strengthening support for adult support and protection in the following sections of the Act:
 - Improvement Plan;
 - Adult Protection Committees;
 - Inspection Programme;
 - Learning Reviews;
 - Adult Support and Protection Code of Practice and Guidance for General Practice;
 - National Implementation Group;
 - National Strategic Forum;
 - Scottish Mental Health Law Review;
 - More Information.

Improvement Plan: Publication of the Adult Support and Protection Plan 2019-2022 in October 2019. This Plan covers:

- Existing improvement activity;
- Assurance;
- Governance;
- Data and information legislation;
- Policy and guidance;
- Practice improvement;
- Prevention.

Adult Protection Committee: The Act set up multi-agency Adult Protection Committees (APCs) in every council area. The APCs monitor and review what is happening locally to safeguard adults. They are made up of senior staff from many of the agencies involved in protecting adults who may be at risk. These include staff from the Council, NHS and Police Scotland.

APCs are chaired by independent convenors who cannot be members or officers of the council. APCs have a central role to play in taking an overview of adult protection activity in each council area and making

recommendations to ensure that adult protection activity is effective. APCs have a range of duties, which include:

- Reviewing adult protection practices;
- Improving coordination;
- Improving skills and knowledge;
- Providing information and advice;
- Promoting good communication.

APCs are required to submit a report to Scottish Ministers every two years. The published guidance for Adults Protection Committees in July 2022.

Inspection Programme: A multi agency inspection programme commenced in 2020. The inspection programme provides a level of scrutiny to increase assurance that adults at risk are being protected from all types of harm and also identifies further improvement action. As of April 2023 inspection reports and an Interim Overview Report have been published on the Care Inspectorate website [Care Inspectorate](#)

Learning Reviews: Multi agency reviews relating to the protection of adults at risk of harm, helping to facilitate learning through consideration of the circumstances where an adult at risk has died or been significantly harmed. Worked with partners to develop the learning review guidance which was published in May 2022.

Adult Support and Protection Code of Practice and Guidance for General Practice: Published an updated Code of Practice in July 2022 ensuring that any changes involving adults at risk of harm in the discussions, planning and decision making regarding their care, treatment and support. The Guidance for General Practice was also updated and published in July 2022.

National Implementation Group: This was formed to support both national and local implementation of the revisions of the Code of Practice. Membership comprises a wide range of stakeholder organisations who will work together between 2022 and 2024.

National Strategic Forum: This was formed in November 2018 and is to provide advice on the development of the improvement plan and meets twice a year.

Scottish Mental Health Law Review: There has been a review of the adult support and protection legislation alongside mental health and adults with incapacity law. The aim of the review was to consider whether the adult support and protection legislation is compatible with the United Nations Convention on the Rights of Persons with Disabilities and the European Court of Human Rights. The review also considers what is needed to address any incompatibilities so that Scotland continues to meet its international commitments in terms of human rights. The final report was published in September 2022 and a summary report is available on the Scottish Mental Health Law Review website.

More Information: The Act Against Harm website provides a number of resources and information on who to contact if you know or believe someone may be at risk of harm.

WALES

The Wales Safeguarding Procedures for Children and Adults at Risk of Abuse and Neglect

The National Wales Safeguarding Procedures detail the essential roles and responsibilities for practitioners to ensure that they safeguard children and adults who are at risk of abuse and neglect. The Procedures are updated regularly.

What they are for: The Procedures help practitioners apply the legislation Social and Wellbeing (Wales) Act 2014 and statutory safeguarding guidance Working Together to Safeguard People. Throughout the Procedures you will find 'pointers for practice'. Whilst the Procedures tell you what to do, the pointers for practice provide information on how to complete the task and draw on the latest research and practice developments.

Who they are for: The Procedures are intended to guide safeguarding practice for all those employed in the statutory, third (voluntary) and private sector in health, social care, education, police, justice and other services. They are applicable for all practitioners and managers working in Wales, whether employed by a devolved or non-devolved agency.

Why we need them: The Procedures are designed to standardise practice across all of Wales and between agencies. The development of the Procedures was a seven stage process. Every agency had the opportunity to be involved and contribute their practice experience and research expertise.

Over the last twenty years however there has been a growing awareness amongst practitioners, managers and policy makers of the common systems and processes required to protect both children and adults at risk of abuse and neglect. This awareness is reflected in the Social Services and Wellbeing (Wales) Act 2014 and accompanying safeguarding guidance Working Together to Safeguard People. Whether safeguarding an adult at risk from abuse or neglect or protecting children from abuse, neglect and harm, the Procedures are based on the same principles underpinning the Social Services and Wellbeing (Wales) Act 2014.

How to use the Procedures: Whilst recognising commonalities in process between safeguarding children and protecting adults at risk from abuse and neglect, there are some differences in legislation. Therefore the Procedures are separated into those relating to safeguarding children and those for adults at risk of abuse and neglect.

The procedures have been further divided into sections. Each section details the roles and responsibilities of practitioners relating to an aspect of the safeguarding process, as it relates to adults at risk of abuse and neglect or safeguarding children. Each section also includes relevant pointers for practice.

The glossary: Effective safeguarding practice requires a shared understanding of terms frequently used when identify, assessing and intervening whether a child or adult is at risk of abuse or neglect. We've included a glossary to ensure that every practitioner is using the same term in the same way irrespective of discipline or agency. Each term used in the Procedures has a quick link the full explanation.

Development of the Procedures: A project team led by Cardiff and the Vale of Glamorgan Regional Safeguarding Board together with Emeritus Professor Jan Horwath have developed these Procedures. The purpose was to ensure the Procedures reflect the Social Services and Wellbeing (Wales) Act 2014 and the accompanying Working Together to Safeguard People guidance. There was representation from each of the Regional Safeguarding Board on the Project Board. Practitioners from Regional Safeguarding Board contributed to developing the Procedures as members of the Development Groups.

The aims: The Procedures seek to:

- Ensure that practitioners understand their role and responsibilities and know which organisation, team or practitioner has lead responsibility for safeguarding as well as the precise roles of everyone involved;
- Provide guidance to practitioners in contact with adults at risk of abuse and neglect enabling them to identify and address the adult's care, support and protection needs;
- Ensure practice is in accordance with the legislative requirements and expectations of the Social Services and Wellbeing (Wales) Act 2014 and the accompanying Working Together to Safeguard People guidance;
- Recognise the importance of engaging with the adult at risk, their family and carers throughout the safeguarding process provided this does not place the adult at further risk or harm;
- Promote positive outcomes by improving the daily lived experience of the adult at risk of abuse or neglect;
- Secure effective partnership working to meet the care, support and protection needs of the adult at risk of abuse or neglect;
- Facilitate assessments, plans and interventions that are person centred and completed within the timescales set out in regulations and guidance;
- Enable managers and supervisors to guide and support staff to ensure adults at risk are protected from abuse and neglect;
- Draw on research and best practice to inform decision making;
- Offer a framework enabling Regional Safeguarding Boards and agency managers to ensure a practice in accordance with statutory roles and responsibilities and legislative requirements and expectations;
- Enable Regional Safeguarding Boards and agency managers to evaluate the quality of local safeguarding practice and provide a vehicle to facilitate local coordination and challenge.

Guiding principles: Due regard should be given to factors that need to be considered throughout each and every section.

[Mental Health Capacity Act 2005](#): Ensuring that the spirit of the Act is embedded within practice for all adults at risk. Individuals must feel that they are an equal partner in their relationship with professionals.

[Code of Practice under Part 10 of the Social Services and Wellbeing \(Wales\) Act 2014](#): This sets out the functions in relation to how local authorities in partnership with the individual must reach a judgement on how advocacy could support individuals to meet their personal outcomes.

[European Commission for Human Rights](#): Pay particular attention to Articles 2,3,5,6 and 8.

[The United Nations Principles of Older Persons](#)

[The United Nations Convention on the Rights of the Child](#)

[Welsh Language Standards and the "More Than Just Words" Framework](#)

Legislation and Guidance

[The Social Services and Wellbeing \(Wales\) Act 2014](#) came into force on 6 April 2016. The Act provides the legal framework for improving the wellbeing of people who need care and support. The Act is made up of 11 Parts with Part 7 relating to safeguarding specifically. It is this legislation that provides the framework for the Wales Safeguarding Procedures. Accompanying the Act, the Welsh Government has published statutory safeguarding guidance [Working Together to Safeguard People](#).

The Wales Safeguarding Procedures have been designed to enable frontline practitioners and their managers apply the legislative requirements and expectations of [The Social Services and Wellbeing \(Wales\)](#)

[Act 2014](#). The aim is to improve person centred outcomes for adults at risk of abuse and neglect and children at risk. The procedures also recognise other relevant legislation, guidance and protocols. For example the [Domestic Abuse \(Violence Against Women, Domestic Abuse and Sexual Violence\) Wales Act 2025](#).

NORTHERN IRELAND

Adult Safeguarding Policy for Northern Ireland was published on 10 July 2015 and includes the following:

- Social Services;
- Safeguarding children and young people and adults at risk of harm from abuse, exploitation and neglect.

The Department of Health, Social Services and Public Safety (DHSSPS) and the Department of Justice (DoJ) have published the Adult Safeguarding Policy for Northern Ireland 'Adult Safeguarding: Prevention and Protection in Partnership'. The intention of the policy is to improve safeguarding outcomes for all adults who are at risk of harm through abuse, exploitation or neglect.

The Policy was jointly developed by the Justice Minister David Ford who highlighted the importance of facilitating access to justice for those adults at risk who have suffered harm through abuse, exploitation or neglect.

The Adult Safeguarding Policy Adult Safeguarding: Prevention and Protection in Partnership, is a key component of an Executive Programme for Government commitment to improve safeguards for adults at risk. The Policy is relevant to organisations across the statutory, voluntary, community, independent and faith sectors which provide services to or work with adults at risk:

1. The development and publication of the Adult Safeguarding Policy for Northern Ireland fulfils a key element of Programme of Government Commitment 61, which committed the Department to the introduction of a package of measures aimed at improving safeguarding outcomes for children and adults at risk across Northern Ireland. It has been jointly developed with the DoJ;
2. The Adult Safeguarding Policy identifies the need for safer communities and safer organisations across all sectors and sets out clear and proportionate safeguarding expectations across the full range of relevant organisations;

APPENDIX 5: DBS & Home Nation Equivalent

Nations Safe Recruitment Checks

England & Wales

[Disclosure and Barring Service Gov UK](#)

[About Us - Disclosure and Barring Service Gov UK](#)

Scotland

[Disclosure Scotland](#)

[Disclosure Scotland - Online Checks; Types of Disclosure](#)

Northern Ireland

[AccessNI Criminal Record Checks](#)