

# **Sale Sharks Foundation**

## **Safeguarding Of Children and Adults at Risk Policy**

### **Introduction to the policy**

The Foundation recognises and accepts its responsibility for the safety and well-being of children, adults at risk and those other vulnerable groups who come within the care of the organisation and its staff.

Our aim is to create a safe, secure environment for all.

Systems have been put in place to prevent or minimise the risk of abuse occurring within the organisation, and for appropriate action to be taken when staff are made aware of abuse taking place.

### **Definitions**

#### **Child**

A child is defined as anyone under the age of 18 years old. The UN Convention on the Rights of the Child defines a child as anyone under 18. The UK has ratified this convention. For the purposes of this policy this legal definition applies.

#### **Adult at risk**

An adult at risk (previously referred to as a vulnerable adult - now considered to be inappropriate terminology). The adults referred to in this document are adults at risk using the definition from the Safeguarding Adults in Sport Steering Group (2013):

*'Adults at risk, is the term referring to those who have health or social care needs (irrespective of whether or not those needs are being met by social services) and who are unable to safeguard themselves as a result. Whilst it is recognised that some people will be vulnerable due to their learning disability or mental health needs, there are also those adults who are at risk due to a specific circumstance they may find themselves in, for example: domestic abuse; forced marriage; and sexual or commercial exploitation (this is not an exhaustive list).'*

### **We recognise that:**

- Every person should have the right to live a life free from abuse, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children and adults at risk and their support networks is essential in promoting and embedding this policy.

### **The purpose of the policy:**

- To provide protection for children and vulnerable people who receive services from Sale Sharks Foundation or its partners.
- To provide staff and volunteers with guidance on procedures they should adopt if they suspect somebody may have been; be experiencing, or be at risk of, harm.

### **We will seek to safeguard children and vulnerable groups by:**

- valuing them, listening to and respecting them

- adopting safeguarding guidelines and best practice through procedures and a code of conduct for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about safeguarding and best practice
- sharing information about concerns with the appropriate agencies in a confidential manner
- providing effective management for staff and volunteers through supervision, support and training.

**There are three main elements to our policy:**

- i. Preventing unsuitable people working with children and adults at risk. Ensuring that staff are appropriately trained.
- ii. Procedures for identifying and then appropriate reporting of cases, or suspected cases, of abuse. The definitions of the five categories of abuse are attached (see Appendix B)
- iii. Supporting children/adults at risk or those who may have been abused or witnessed violence towards others.

For the purpose of this document, a “vulnerable person or group” referred to in these procedures is a person or group aged 18 years and over, which may be vulnerable due to age, illness or lifestyle.

Our policy applies to all staff, paid and unpaid, working on behalf of the Foundation and will be reviewed on an annual basis.

Sale Sharks Foundation recognises and accepts its responsibility for the safety and well-being of Children and Adults at Risk who come within the care of the organisation and its staffing.

Our aim is to create a safe, secure environment for all, and systems have been put in place to prevent or minimise the risk of abuse occurring within the organisation, and for appropriate action to be taken when staff are made aware of abuse taking place.

One of the important differences between safeguarding adults and children; is the adult’s right to self-determination. Separate policies have been written for adults at risk and children. Adults may choose not to act to protect themselves and it is only in extreme circumstances the law intervenes. This is usually when an adult is assessed to lack capacity.

**Safe Recruitment Policy**

The aim of this section of the policy is to prevent unsuitable people from working with children/adults at risk and ensuring staff are appropriately trained and confident in dealing with issues.

- No individual will be recruited on a paid or voluntary basis into a ‘Position of Foundation’ without satisfactory clearance from the Disclosure and Barring Service (DBS), and safeguarding training.
- The Foundation through The RFU will ensure appropriate checks are completed. Records of all staff DBS numbers will be kept on file.
- No applicant, conditionally offered a position of Foundation with the Foundation, should start work with children and adults at risk without constant supervision before a satisfactory clearance has been received.
- An individual applying for a post which involves contact with vulnerable groups must provide two references, one of which normally should be from their current employer prior to a position being started.
- Appropriate renewals of an individual’s DBS; which discloses criminal history; will be reviewed and cleared, if appropriate; in line with guidance issued by the RFU. If criminal offence(s) occur within the three year period of DBS clearance notification to Foundation, RFU and DBS needs to be made.

**Understanding roles and responsibilities**

All staff, paid and unpaid, working on behalf of the Foundation must recognise their duty around safeguarding. They should also feel confident to raise concerns about poor or unsafe practice in regard to children and adults at risk and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.

All staff will be reminded that it is not the responsibility of anyone within the Foundation to decide whether or not abuse has taken place. However, there is a personal and corporate responsibility to act and report on any concerns.

### **Safeguarding training**

The Foundation will provide Child Protection/Safeguarding training for all staff from the point of their induction, and this will be updated regularly, every three years at a minimum, so that they are confident about:

- the Foundation's legislative responsibilities
- their personal responsibilities
- the Foundation's policies and procedures
- the need to be alert to the signs and indicators of possible abuse, including possible child sexual exploitation female genital mutilation, radicalisation and racism.
- the need to record concerns.
- how to support and respond to a child who tells of abuse

### **Designated Foundation Safeguarding Officer(s)**

The Foundation will ensure there is a senior member of staff designated as the Foundation's Safeguarding Officer, who has lead responsibility for safeguarding children and adults at risk and has undertaken, as a minimum, RFU Child Welfare Officer Training.... Play it Safe Course. Designated Head of Safeguarding, Centre leads and managers of staff should ideally have undertaken level 2 Safeguarding training delivered by suitable agencies training providers or the RFU In Touch Training.

Contingency arrangements will be put in place to deal with a reported incident or to discuss a concerning incident, if the Foundation's Safeguarding Officer is not available. This will include nominating at least one other member of senior staff, as deputy, with responsibility for overseeing the safeguarding policy.

The Foundationees / Members of the Board of the Foundation; have recognised the importance of the role of the Foundation's Safeguarding Officer (and deputy) and will ensure they have the time, training and support necessary to undertake their duties.

The Foundation will ensure every member of staff, paid and unpaid knows who the Foundation's Safeguarding Officer (and deputy) are and the procedures for passing on concerns. This will be communicated to each staff member as part of the induction process and will ensure every member of staff knows:

- the name of the Foundation's Safeguarding Officer and deputy and their role responsibilities .
- how to identify the signs of abuse and neglect
- how to pass on and record concerns about a person both to Foundation and school/ college where activity or training has taken place.
- that they have an individual responsibility to be alert to the signs and indicators of abuse and for referring child protection concerns to the Foundation's Safeguarding Officer or deputy
- that they have a responsibility to provide a safe environment for children adults at risk and vulnerable people

## Refer to Appendix C – Safeguarding Contacts

The Foundation Safeguarding Officer will

1. Be clear about the Foundation's responsibilities when delivering activities. This involves:
  - Ensuring the Foundation's policies and procedures are up to date with current legislation and guidance.
  - Ensuring all staff and volunteers are up to date with safeguarding training, new legislation, changes in all venues and areas procedures, promoting best practice and are aware of the Foundation's policies and procedures.
  - Ensuring effective and confidential communication in the case of serious case reviews
  - Providing feedback and update on reports ( whilst maintaining anonymity and confidentiality ).

*Safeguarding information and updates will be shared through staff training and may be passed on by email a read receipt or acknowledgement of receipt by staff will be required.  
Sensitive or confidential information will be shared in person by and or to; the designated safeguarding lead by phone call or password protected email (preferable)*

2. Promote and Support by:
  - Knowing local authority safeguarding staff and procedures See appendix C
  - Ensuring that contact details of staff at an outside facility, building, school or college are known and a representative of the facility is present. Or another member if the Foundation Staff is in attendance.
  - That the designated safeguarding lead contact details at all facilities; are known and details of contact is recorded.
3. Monitoring:
  - Ensure that the policies are working in practice, such as Anti-Bullying Policy and Equality, Whistleblowing.
  - Manage appropriately incidents of poor behaviour in line with Foundation and RFU Policy and liaising with The RFU Safeguarding Officer.
  - Ensure that all those working with vulnerable groups are appropriately supervised, trained, and have had the appropriate checks completed.
  - Ensure that concerns raised by staff employed by the foundation are supported and dealt with
  - Ensure that staff are given clear guidelines for reporting and know to whom they can report and procedures for doing so.
  - Ensure that staff are emotionally supported and feel able to discuss any concerns they may have

## Risk Management

All activities involving children and vulnerable groups must be risk assessed by the Foundation, which may at times involve discussion with additional service providers. However, it is important that staff and volunteers ask the following questions:

- What is the activity?
- Which age groups are involved?
- What is the environment like where the activity is taking place?
- Are there any special needs, disability or other circumstances that need to be considered?
- Are the groups mixed in age, ability and gender?
- What experiences and qualifications do the organisers/staff possess?

It is important to consider the familiarity of the venue and the level of responsibility individuals will have for an activity. The principle for assessing potential risks remain the same whatever the activity.

## **Responding to allegations or suspicions against a member of staff**

Any allegation of abuse made against a member of staff will be reported straight away to the Foundation's Safeguarding Officer or deputy or Head of Safeguarding for Sale Sharks. In cases where the Foundation's Safeguarding Officer is the subject of an allegation, it will be reported to the deputy or the Chair of Foundation trustees and Head of Safeguarding for Sale Sharks.

If there is an allegation (or a suspicion) of abuse against a member of staff a decision about whether to suspend the person on full pay will be decided by the Board of Foundation in line with the Foundation's disciplinary procedure.

In consultation with the RFU, the Foundation will assess all cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This will be dependent on the outcome of any investigation or criminal investigation and the Foundation will ensure that it does not breach the Safeguarding Vulnerable Groups Act 2006 by reinstating a person who is on the barred list.

Where there is a complaint against a member of staff there can be three types of investigation:

- A criminal investigation led by the Police
- An investigation led in a multi-agency approach by the Local Authority
- A disciplinary or misconduct investigation led by the Foundation which may involve the RFU.

The results of the Police and Local Authority investigation may well influence the disciplinary investigation.

All allegations of poor practice will be investigated by the Foundation's Safeguarding Officer or Foundation Board.

Concerns about suspected abuse:

- Any suspicion that a Child or Adult at Risk has been abused by either a member of staff or a volunteer should be reported to the Foundation's Safeguarding officer who will take such steps as considered necessary to ensure the safety of the individual in question and any other vulnerable person(s) who may be at risk.
- The allegation will be referred to statutory agencies.
- Following advice from statutory agencies, those who need to be notified will be contacted.
- If the Foundation's Safeguarding Officer is the subject of an allegation, the report must be made to the deputy or Foundation Board representative, or to statutory agencies and The RFU Safeguarding Lead .

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes:

- The Foundation's Safeguarding Officer and Foundation Board representative.
- The parent/carer of the person who is alleged to have been abused. Provided the allegation is not against the parent/carer. This is when Police and Social Services may takeover.
- The person making the allegation.
- Local Authority and Police.
- Dependent on role, the National Governing Body.

Information will be stored in line with the Data Protection Act 1998.

No contact should be made with the alleged abuser, particularly if this is another vulnerable individual or the carer of the alleged victim. Advice must be sought from the Head of Safeguarding or deputy who will then contact the Police or Local Authority.

The Foundation will ensure that any disciplinary proceedings against staff relating to safeguarding will be concluded in full even when the member of staff is no longer employed by the Foundation and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable. Including DBS service and RFU.

Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress.

Consideration must be given to the needs of the child/adult at risk and a recognition that a child/adult at risk may make an allegation against an innocent party because they are too afraid to name the real perpetrator. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.

The Foundation will ensure that all staff, paid and unpaid, are aware of the need for maintaining appropriate and professional boundaries in their relationships with participants on Foundation activities. As part of the induction process (and as part of Premiership Rugby’s Minimum Standards Training), all staff will receive guidance about how to create appropriate professional boundaries (in both the real and virtual world).

Outcome of a concern may result in one of the following actions:

- Criminal proceedings resulting in loss of employment
- Suspension and/or disciplinary action by The RFU and/or the Foundation
- Further training, supervision & mentoring by The RFU and/or the Foundation

### Responding to a referral or disclosure

It is not the responsibility of anyone within the Foundation to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns and report incidents. The Foundation will assure all staff and volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague or another is, or may be, abusing a child/adult at risk.

#### 1 Disclosures

If a child or adult at risk informs you directly that they are concerned about someone’s behaviour towards them, this is known as a disclosure. The following action should be taken:

- React calmly so as not to frighten the person.
- Tell the individual that he or she is not to blame and that he or she was right to tell
- Take what the individual says seriously.
- If medical treatment is needed, take them to hospital or telephone for an ambulance – inform the medical staff that there are concerns of a safeguarding nature
- Avoid leading the individual in discussion and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said
- Re-assure the person but do not make promises of confidentiality or outcome

#### 2 Process of Dealing with Allegations at Sale Sharks Foundation

Any concern or allegation must be reported to the Designated Safeguarding Officer using the Safeguarding Referral Form



Foundation Safeguarding Lead to decide if the concern is Poor Practice – or Abuse – If it requires reporting to Police, Social Services and RFU Safeguarding team.

Consider contacting the Local Authority –Appropriate Local Authority Children’s Board and Local Authority Designated Officer ( provides advice and point of contact)



Do the Foundation Board need to know?

Follow legal guidance from Statutory Agencies & advice from Safeguarding Board, RFU and Police.

### 3 Keeping Records

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, using the Referral Form in Appendix A and if appropriate the Body Map detailing:

- The child/adult at risk name, age and date of birth.
- The child/adult at risk's home address and telephone number.
- The parental contact details or support worker in case of adult at risk.
- Whether or not the person making the report is expressing their own concerns or those of someone else. (Third party disclose)
- The nature of the allegation. Include dates, times, location any special factors and other relevant information. - Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also, any indirect signs, such as behavioural changes. Details of witnesses to the incidents. A Body Map may be used.
- The child/adult at risk account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Has the parent/carer been contacted? - If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If the child/adult at risk was not the person who reported the incident, has the child/adult at risk been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details.

The information MUST be passed immediately onto the Foundation's Safeguarding Officer or deputy.

### 4 Preserving evidence

The first concern should be the safety and welfare of the abused person. However, your efforts to preserve evidence may be vital. In all cases the preservation of evidence is crucial especially if the police investigation is to be effective. What you do or do not do in the time whilst you are waiting for the police to arrive may make all the difference. Below is some helpful guidance:

- In physical abuse cases, where an individual wishes to show you an injury, only observe what they consent to show you and what is appropriate.
- Do not touch what you do not have to. Wherever possible leave things as they are. Do not clean up, do not wash anything or in any way remove fibres, blood etc. If you do have to handle anything at the scene keep this to a minimum
- Do not touch any weapons unless they are handed directly to you. If this happens, keep handling to a minimum. Place the items/weapons in a clean dry place to hand to the police.
- Preserve anything that was used to comfort the abused person, for example a blanket.
- Secure the room. Do not allow anyone to enter unless strictly necessary to support you or the abused person and/or the alleged perpetrator, until the police arrive
- Ensure that no one has physical contact with both the abused person and the alleged perpetrator as cross-contamination can destroy evidence.

- Encourage the victim not to shower.
- Encourage the victim not to change clothing.
- Even when the victim says they do not want police involvement, preserve items anyway as they may change their mind later or you may be legally obliged to inform the police.
- Encourage the person not to eat or drink if there is a possibility that evidence may be obtained from the mouth.
- Do not handle items unless necessary. If there are latex gloves available, use them.

It is essential that, whatever the nature of the suspected abuse, the child/adult at risk is separated from the person who is or is thought to be the abuser. It is important that disruption to the life of the victim is kept to a minimum, therefore, if it is possible for the alleged perpetrator to leave the scene, this should be the preferred option. However, if it is not possible, an alternative place of safety (police station, fire station, doctors' surgery or hospital) should be sought as the immediate safety of the victim is the highest priority.

Sometimes a victim needs to be moved to a place of safety – i.e., Hospital/police station or even fire station or, in some cases a different location within the facility.

### **Record Keeping**

The Foundation will:

- Keep clear, detailed, accurate, written records of concerns about children/vulnerable adults (noting the date, event and action taken), even where there is no need to refer the matter any further.
- Ensure all records are kept securely, in a locked location. Or password protected if recorded electronically

All information will be stored and handled in line with the Data Protection Act 1998 principles. The Data Protection Act does not prevent the Foundation's Safeguarding Officer from sharing information with relevant agencies, where that information may help to protect a child or an adult at risk or may support a prosecution.

### **Supporting children or an adult at risk who may have been abused**

Abuse is any form of physical, emotional, financial, bullying, discriminatory, sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of responsibility and represents an abuse of power or a breach of trust. Abuse can happen regardless of age, gender, race, ability, culture or sexual orientation.

Safeguarding is the proactive approach to looking after the wellbeing of children and adults at risk.

Child protection is the reactive action taken to protect a child by reporting and investigating.

The Vulnerable groups act 2006 and Mental Capacity act 2005 protect and give guidance of the protection of vulnerable adults.

Poor practice is unacceptable and will be treated seriously with appropriate action. Any behaviour that infringes an individual's rights and/or reflects a failure to fulfil the highest standards of care is an indication of poor practice. Those who are deemed vulnerable may not be aware that poor practice or abuse is taking place, as they may deem the behaviour as 'acceptable'.

The same applies to children.



It is important that all staff are aware of the different forms of abuse and the different signs that may indicate that a person at risk is the victim of abuse.

There are a number of different forms of abuse including,

Physical injury  
Neglect  
Sexual abuse  
Bullying  
Emotional abuse  
Financial abuse

Further information on types of abuse is in Appendix B.

Abuse can also be under the grounds of discrimination, which is the treatment of one particular group of people less favourably than others because of their race, colour, nationality, or ethnic or national origin or sexual orientation. The law in Britain recognises two kinds of discrimination: direct and indirect.

Direct discrimination occurs when for example race, colour, nationality, or ethnic or national origin is used as an explicit reason for discriminating.

Indirect discrimination occurs when for example there are rules, regulations or procedures operating, which have the effect of discriminating against certain groups of people.

Positive discrimination occurs when for example favouring of individuals belonging to groups which suffer discrimination.

### **Other Related Policies**

The Foundation also has in place a number of other policies which are also important to keep in mind as part of safeguarding, including:

- [Whistleblowing Policy](#)
- [Grievance Policy](#)
- [IT, Computing, Correspondence, Social Media and Foundation Monitoring Policy](#)

### **Complaints**

All Complaints will be dealt with in accordance with the Foundation's Grievance Policy. However, due consideration will be given to the nature of the Complaint if it contains a safeguarding concern. No complaint can be dealt with if the concern is being dealt with by statutory agencies, as this may hinder any legal or care proceedings. Complainants of a safeguarding matter can refer their concerns to either to The RFU Safeguarding Officer, or their local council's safeguarding team.

### **E-Safety**

Sale Sharks Foundation has developed a separate [IT Computing Correspondence Social Media and Foundation Monitoring Policy](#). This includes information about use of social media, taking and sharing of photographs and inappropriate internet use etc.

**Reviewing Safeguarding Policy**

This policy will be reviewed on an annual basis

Date Last Reviewed:	25 <sup>th</sup> July 2023
Reviewed by:	Carol Baker Head of Safeguarding Sale Sharks
Policy Owner:	Sale Sharks Foundation

Submitted to Sale Sharks Foundation Board

Date .....

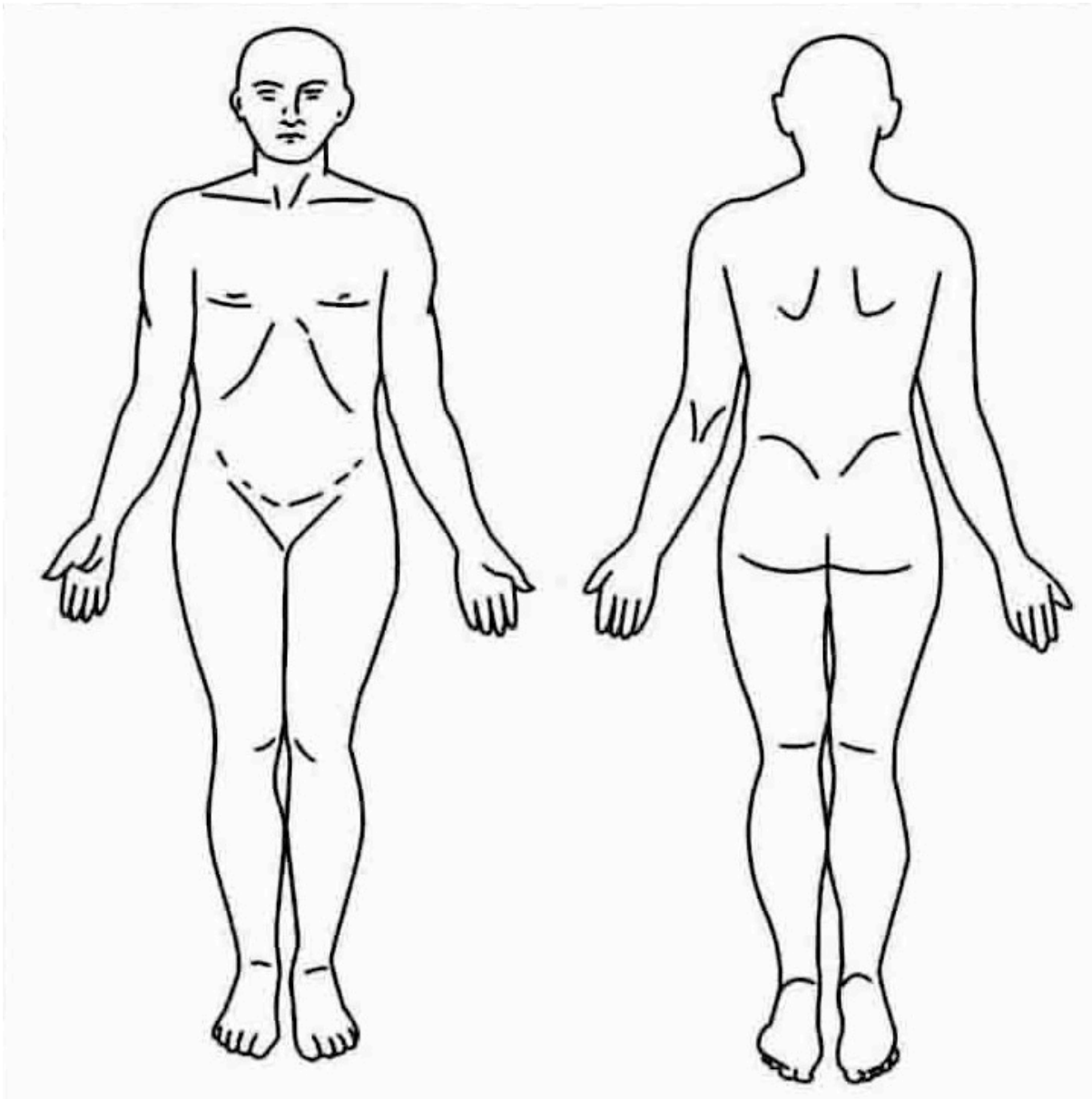
APPENDIX A - Sale Sharks Foundation Referral Form

Date of Referral: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

<b>Referrer's details</b> <i>(Please enter your details)</i>			
Name of referrer		Role	
Address		Organisation	
		Tel Number	
		Email	
Postcode		Relationship to participant	
<b>Participant's details</b> <i>(This is the person you are referring your concerns about)</i>			
Participant name		Relationship to victim/s	
Address		Tel Number	
		Email	
		Role in rugby / foundation <i>(Is the post-paid?)</i>	
Postcode		Organisation or club	
Date of Birth		Participant, Guest Spectator at match ?	
Gender		Ethnic background	
<b>Child or Vulnerable Individual's details</b> <i>(those who you believe are at risk)</i>			
Name		Participant Guest Spectator at match ?	
D.O.B (or age)		Tel Number	
Department Involved with		Gender	
Other relevant information on the victim			
<b>Professional Network</b> <i>(Please provide name, contact number and email. Include the advice received and contact date with agency)</i>			
LADO			
Social Services			
Police			
Other <i>(e.g. NSPCC, Designated Officer)</i>			

Details of concerns						
<b>Type of abuse</b>	<input type="checkbox"/> Sexual abuse	<input type="checkbox"/> Emotional abuse	<input type="checkbox"/> Physical abuse	<input type="checkbox"/> Neglect	<input type="checkbox"/> Bullying	<input type="checkbox"/> Other (please specify):
<b>Body Map Completed:</b>	<b>Yes:</b> Please attach to referral form			<b>No:</b>		
<b>Incident/s details</b>  Please summarise the incident, including details of any other relevant parties.  <u>Clearly identify a list of your safeguarding concern/s</u>						
<b>Do you think this referral relates to:</b>	<input type="checkbox"/> High level Poor practice	<input type="checkbox"/> Possible or actual risk of harm to children	<input type="checkbox"/> For information only	<input type="checkbox"/> Not sure		
<b>Action taken</b> Please specify if you referred to a statutory agency or any other action taken related to your concerns.						
Other relevant information						
Further information Please include any information that you think is relevant to our investigation  Can the RFU contact the victim or their parent/s directly?						

### Body Map



## APPENDIX B -Types of Abuse

The following section provides some accompanying information and signs about different forms of abuse that relate to safeguarding issues.

### Categories of abuse

#### Physical Injury

Defined as the actual or likely injury to a child/adult at risk, or the failure to prevent physical injury or suffering to a child/adult at risk. This may include,

- Presence of injuries, cuts, bruises, bites, burns or even broken bones which may have occurred over a period of time.
- Injuries which are in odd places, such as the inside of an arm or leg, behind the ear, the sole of the foot or inside the mouth.
- Injuries that have not received medical attention.
- Medical problems that go unattended such as persistent pressure sores and skin infections.
- Sudden or unexplained urinary or faecal incontinence
- Dehydration, often accompanied by dizziness and disorientation.
- Injuries that are in the shape of objects e.g., a cut or bruise shaped like a buckle or ring, an iron burn mark or scorch.
- Unexplained weight loss which is not being investigated.
- Uncontrolled access to prescription drugs.

A person who is suffering physical abuse is often afraid of the perpetrator. They may flinch when she or he approaches them or complain about not wanting to return to the place where the abuse is occurring.

#### Neglect

Neglect is the persistent failure to meet a child/adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of the child/ adult at risk's health or development. This may include: -

- Person appears malnourished or dehydrated.
- Untreated medical problems.
- Lack of physical aids when they are required by the person to live normally
- Person lives in accommodation which falls below minimum practical standards.
- Person's physical appearance or condition is poor.
- Callers or visitors are refused access to the person.
- Person does not appear to be taking their prescribed medication.
- Prescribed medication is not administered in accordance with medical advice

#### Sexual Abuse

Sexual Abuse involves forcing or enticing a child/vulnerable adult to take part in sexual activities, whether or not the child/ vulnerable adult is aware of what is happening. This again may be difficult to identify, but there are some indicators: -

- Urinary tract infections or sexually transmitted disease.
- Signs of sexual activity having taken place e.g., a woman who lacks the capacity to consent to sexual intercourse becomes pregnant.
- Pain, soreness, itchiness.
- Unusual difficulty in walking or sitting.

- Bruises or tears around the genital area.
- Reluctance to accept examination.
- Presence of computer or photographic equipment.
- Person discloses fully or partially that sexual abuse is occurring or has occurred in the past.
- Person appears unusually withdrawn or has poor concentration.
- Person exhibits significant change in sexual behaviour or outlook.
- Person expresses recognition of sexual practices and knowledge above their expected age of understanding
- Person uses inappropriate sexual language, in a child may be seen as promiscuity.

### **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child/vulnerable adult such as to cause severe and persistent adverse effects on the child/ vulnerable adult emotional development. It may feature age or developmentally inappropriate expectations being imposed on child/vulnerable adults. This form of abuse is more difficult to identify, but here are some signs to be aware of: -

- A carer always being present so you cannot see the person on their own.
- Lack of access to medical care or other appointments such as social services.
- Low self-worth, lack of confidence, worried appearance.
- Increased levels of confusion.
- Toileting problems.
- Disturbed sleep patterns.
- The child/vulnerable adult feeling they are being continually watched.
- Inability to communicate.
- Submissive behaviour when the perpetrator is around.
- Excessive distress, particularly when a visitor is leaving.
- An uncomfortable living environment, such as extreme tidiness or extreme disorder/lack of personal items.

### **Bullying**

Bullying is the use of aggression with intention of hurting another person. It results in pain and distress for the victim. It can be difficult to define below are some examples.

- A person adopts a win at all costs philosophy
- An Adult at Risk is regularly intimidated verbal or with threats of violence.
- Emotional e.g., being unfriendly, excluding
- Physical e.g., pushing, kicking, hitting, punching
- Racist e.g., racial taunts, graffiti, gestures
- Sexual e.g., unwanted physical contact
- Homophobic e.g., focusing on the issues of sexuality
- Verbal e.g., name calling, teasing, spreading rumours
- Electronic e.g., emails, texting, comments on social networking sites

### **Financial Abuse**

Financial abuse can take many forms, from denying access to all funds, to making you solely responsible for all finances while handling money irresponsibly. Money becomes a tool by which the abuser can further control the victim, ensuring either their financial dependence on the abuser, or shifting the responsibility of keeping a roof over the family's head onto the victim while simultaneously denying their ability to do so or obstructing them. Here are some warning signs: -

- Unusual financial transactions or loss of financial assets.
- Unexplained loss of valuable items, jewellery, heirlooms, personal collections etc.
- Changed signatories to bank accounts or other assets.
- A person who always visits on the day they receive state payments.
- Unexplained visits from neighbours or local young people, where these are not supervised.

APPENDIX C - Safeguarding Contacts

**Sale Sharks Head of Safeguarding (Lead)**

Mrs Carol Baker  
 Sale Sharks Head of Safeguarding  
 email [carol.baker@salesharks.com](mailto:carol.baker@salesharks.com)  
 Telephone mobile 07786 367 631

Deputy Safeguarding for Foundation  
 Andrea Bowler Operations Manager  
[Andrea.bowler@salesharks.com](mailto:Andrea.bowler@salesharks.com)  
 07355 092132

Abi Dean CEO Sale Sharks Foundation  
[Abi.dean@salesharks.com](mailto:Abi.dean@salesharks.com)  
 07355 092113

<b>Greater Manchester Police</b>	In event of serious physical assault or sexual assault 999 Greater Manchester police advice 101
<b>Salford Adult Social Care Team</b>	<p><b>Between 8.30am and 4.30pm from Monday to Friday:</b></p> <ul style="list-style-type: none"> <li>• Telephone: 0161 206 0604</li> <li>• Email: <a href="mailto:salford.socialservices@nca.nhs.uk">salford.socialservices@nca.nhs.uk</a></li> <li>• Text: 07970 134894</li> </ul> <p>At other times, if you need immediate help, you can contact the emergency duty service on <b>0161 794 8888</b> or minicom 0161 793 3303.</p>
<b>Salford Children’s Social Care Team</b>	<p>The Bridge Partnership can be contacted by telephone on <b>0161 603 4500</b> from 8.30am to 4.30pm. If you need to speak to somebody about your referral of concern outside these hours, please call the Emergency Duty Team on 0161 794 8888.</p> <p><a href="https://safeguardingchildren.salford.gov.uk">https://safeguardingchildren.salford.gov.uk</a></p> <p>The Bridge Partnership (8.30am-4:30pm)        Tel: 0161 603 4500        Fax: 0161 603 4505</p>



	Email: <a href="mailto:worriedaboutachild@salford.gov.uk">worriedaboutachild@salford.gov.uk</a> <a href="#">Salford Website</a> <b>Out of Hours: 0161 794 8888</b>
Care Quality Commission (CQC)	Tel: 0300 061 6161
Greater Manchester Safeguarding Board Local Authority Designated Officer	Majella O'Hagan Telephone: 0161 234 1214. E-mail: <a href="mailto:quality.assurance@manchester.gov.uk">quality.assurance@manchester.gov.uk</a>
Salford Safeguarding Children Board	Sutherland House, 303 Chorley Road, Swinton, M27 6ay Tel: 0161-603 4350 Email: <a href="mailto:sscp@salford.gov.uk">sscp@salford.gov.uk</a> Website: <a href="http://www.partnersinsalford.org/sscb">www.partnersinsalford.org/sscb</a> (under review) Follow us: @salfordscp
Salford Local Authority Designated Officers LADO	Steve Westhead / Liz Peppiatt Telephone: 0161 603 4350. Email: <a href="mailto:stephen.westhead@salford.gov.uk">stephen.westhead@salford.gov.uk</a> / <a href="mailto:elizabeth.peppiatt@salford.gov.uk">elizabeth.peppiatt@salford.gov.uk</a>
Salford Prevent Preventing people becoming or supporting terrorism	Email: <a href="mailto:josephine.rutter@salford.gov.uk">josephine.rutter@salford.gov.uk</a> Tel: 0161 778 0315
Greater Manchester Police Modern Slavery Unit	<a href="mailto:TraffickingandSlavery@gmp.police.uk">TraffickingandSlavery@gmp.police.uk</a>
RFU Vivien Rimmer Safeguarding Manager at RFU	e-mail: <a href="mailto:VivienRimmer@rfu.com">VivienRimmer@rfu.com</a> office number 02088317832 Mobile 07894 489792 (emergency)
RFU: Kath Bennett Safeguarding Case Manager	e-mail: <a href="mailto:kathbennett@rfu.com">kathbennett@rfu.com</a> phone: 02088317479
RFU: Chris Rawlings Safeguarding Compliance Coordinator/DBS	e-mail: <a href="mailto:chisrawlings@rfu.com">chisrawlings@rfu.com</a> phone: 0208 831 7454 Fax: 0208 831 7442
RFU Child Protection Helpline:	Phone: 0208 831 6655
NSPCC 24-hour Freephone reporting line also	Phone: 0808 800 5000
Carol Baker: CBSM for Lancashire	E-mail: <a href="mailto:safeguarding@lancashirerugby.com">safeguarding@lancashirerugby.com</a> and <a href="mailto:carol.baker@salesharks.com">carol.baker@salesharks.com</a> Phone: 07786 367631
Colin Free: CBSM for Cheshire	E-mail: <a href="mailto:colinfree@btconnect.com">colinfree@btconnect.com</a> Phone: 07770 362117

## **Appendix c: Guidance on Handling A Disclosure From A Child**

### **Sale Sharks Foundation**

#### **Guidance On Handling A Disclosure From A Child or Adult at Risk**

What should you do if a child or adult at risk comes to you and tells you that they are being abused? It's normal to feel overwhelmed and confused in this situation. Child abuse especially is a difficult subject that can be hard to accept and even harder to talk about. Children who are abused are often threatened by the perpetrators to keep the abuse a secret. Thus, telling an adult takes a great amount of courage. Children have to come to terms with a lot of issues, including the fear that no one will believe them. So, care must be taken to remain calm and to show support to the child throughout the disclosure phase. The following guidelines will help lessen the risk of causing more trauma to the child and/or compromising a criminal investigation during the disclosure phase. A child particularly chooses an adult in whom they trust, like and feels they can be supported by; to confide in

#### **Receive:**

Listen to what is being said without displaying shock or disbelief. Take a breath. It is unperceivable the person making the disclosure, but it allows you to gather your thoughts and focus on what is being said. A common reaction to news as unpleasant and shocking as child abuse is denial. However, if you display denial to a child, or show shock or disgust at what they are saying, the child may be afraid to continue and will shut down.

Accept what is being said without judgement.

Take it seriously.

#### **Reassure:**

Reassure the child, but only so far as is honest and reliable. Don't make promises that you can't be sure to keep, e.g., "everything will be all right now". Reassure the child that they did nothing wrong and that you take what is said seriously.

Don't promise confidentiality – never agree to keep secrets. Inform the child or vulnerable person that you will support them until the appropriate person comes along; someone who can help and investigate the disclosure. Remember the person disclosing has chosen you for a reason.

You have a duty to report your concerns.

Tell the child that you will need to tell some people, but only those whose job it is to protect children.

Acknowledge how difficult it must have been to talk. It takes a lot for a child or adult at risk to come forward about abuse. They have chosen you (to disclose to); as they trust you and believe you can help.

#### **React:**

Listen quietly, carefully and patiently. Do not assume anything – don't speculate or jump to conclusions.

Do not investigate, interrogate or decide if the child is telling the truth. Remember that an allegation of child abuse may lead to a criminal investigation, so don't do anything that may jeopardise a police investigation. Let the child explain to you in his or her own words what happened, but don't ask leading questions.

Do ask open questions like "Is there anything else that you want to tell me?"

Communicate with the child in a way that is appropriate to their age, understanding and preference. This is especially important for children with disabilities and for children whose preferred language is not English.

Do not ask the child to repeat what they have told you to another member of staff. Explain what you have to do next and whom you have to talk to. It is okay to repeat to the child or adult at risk what they have told you by explaining that you wish to make sure you have the correct information. However, if this causes further distress stop.

Refer directly to the named child protection officer or designated person in your organisation (as set out in the organisation's child protection policy).

Do not discuss the case with anyone outside the child protection team.

**Record:**

Make some very brief notes at the time and write them up in detail as soon as possible.

Do not destroy your original notes in case they are required by Court. Record the date, time, place, words used by the child and how the child appeared to you – be specific.

Record the actual words used; including any swear words or slang. DO NOT interpret words used; by the child or adult at risk ;for words that you use as you may misinterpret, and potential evidence can be misconstrued.

Record statements and observable things, not your interpretations or assumptions – keep it factual.

IF IN DOUBT ASK

PLEASE REPORT

**FAR BETTER TO HAVE ‘NO CASE TO ANSWER’  
THAN TO ANSWER TO A CASE IN COURT OR SERIOUS CASE REVIEW.**