



GBS *SnowSafe* Policy

Safeguarding Adults

**GB Snowsport
November 2019**

GBS SnowSafe Policy - Safeguarding Adults

Index:

Introduction	3
Safeguarding Adults Policy Statement	4
Flowchart for Concerns about an Adult	6
Safeguarding <i>Adults</i> at Risk	7
Definition of an Adult at Risk	7
Six Principles of Safeguarding	7
Making Safeguarding Personal	8
Wellbeing Principle	8
Legislation	8
Definitions	9
Types of Abuse and Neglect	9
Signs and Indicators of Abuse and Neglect	11
What to do if you have a concern or someone raises concerns with you	12
Bullying and Harassment	13
Flowchart for Safeguarding Adults	14
Roles and responsibilities of those within GB Snowsport	15
Poor Practice or Abuse?	15
Whistleblowing	16

APPENDICIES

Appendix 1 - GB Snowsport Incident Report Form for Adults At Risk	17
Appendix 2 - Making Safeguarding Personal	21
Appendix 3 - Capacity – Guidance on Making Decisions	22
Appendix 4 - Consent and Information Sharing	24
Appendix 5 – Wellbeing of our Athletes, Staff and Volunteers	25
Appendix 6 - Mental Health and Wellbeing	28
Appendix 7 - Legislation and Government Initiatives	30

Introduction

GB Snowsport – Our Role in Snowsport

GB Snowsport (GBS) is the national governing body for snowsport in the UK, managing elite British teams and the development pathway for those athletes.

We select, manage and lead British teams to international events, promote participation in FIS and World Para snowsport disciplines, and provide opportunities for our athletes to achieve their full potential as individuals and as a team.

In July 2018, GBS took on responsibilities for Parasnowsport including Alpine, Nordic and Snowboard, while it continues to license competitors in Alpine, Cross Country, Freestyle Skiing, Snowboarding, Telemark, Speed Skiing and Ski Jumping. Over 350 athletes are registered with GBS and compete in international events, and the organisation works closely with Clubs, Academies and the Home Nations to provide opportunities for aspiring international athletes.

Our athletes, staff and volunteers have the right to participate in a safe and inclusive environment, free from all forms of discrimination and abuse. We will put safeguards in place to ensure athletes on our Programmes and our staff and volunteers are supported, know when to report concerns and how to do so.

GBS aims in this policy to: Promote best practice; meet statutory requirements; provide athletes with appropriate safety and protection whilst involved in our Programmes; and to help staff and volunteers make informed and confident responses to safeguarding concerns.

This policy – **SnowSafe GBS - for Adults** is our safeguarding adults' policy. It applies to all staff, volunteers, athletes (funded or self-funded) and support staff. For example, but not limited to, EIS staff, physiotherapists, ski technicians, GBS coaches, contracted staff etc. Everyone working on any of our Programmes, or for GBS is required to abide by it. An adult is anyone aged 18 or over.

We would like coaches and staff employed by self-funded athletes to follow this policy but are unable to enforce this as they are outside our jurisdiction. Athletes should therefore seek to ensure staff they employ follow best practice.

Due to the nature of a high-performance sporting environment, we recognise our athletes, staff and volunteers may face additional risks and demands and we aim to support them to achieve their goals.

We have a Safeguarding Children Policy – **SnowSafe GBS - Children and Young People**. Everyone working on any of our Programmes, or for GBS is required to abide by it. A child is anyone under the age of 18.

This policy should be read in conjunction with the following:

- GBS Athletes' Code of Conduct
- GBS Officials' Code of Conduct
- GBS Whistleblowing Policy
- Team GB Social Media Policy
- GBS Grievance Policy
- GBS Disciplinary Policy
- GBS Dignity and Respect Policy
- GBS Equality and Diversity Policy
- GBS **SnowSafe** Policy; Safeguarding Children and Young People

Safeguarding Adults' Policy Statement

GB Snowsport (GBS) is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in GB Snowsport in accordance with the Care Act 2014.

GBS expects partner organisations, including, but not limited to, Home Nations, clubs, academies, suppliers and sponsors to adopt, uphold or adhere to the same values and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding adults' policy.

The guidance given in this policy is underpinned by the following values and principles:

- All adults, regardless of age, ability or disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (the "protected characteristics" of the Equality Act 2010) have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- GBS will seek to ensure that our sport is inclusive, and wherever possible, make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of all adults will always be respected.
- We recognise that health, wellbeing, ability and disability can change over time and last for varying durations, such that some adults may be additionally vulnerable to abuse at certain times and less at others.
- We recognise that adults with care and support needs, adults from underrepresented groups and adults involved in a high-performance environment (particularly elite and talented athletes) may be additionally vulnerable to abuse.
- 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 GBS, for example inappropriate behaviour of a coach, staff member or athlete, or in the wider community.
- All allegations will be taken seriously and responded to quickly in line with GBS Safeguarding Adults Policy, **SnowSafe - GBS Adults.**

- GBS 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 and the procedures of countries we are operating in.
- The welfare of our athletes, staff and volunteers is paramount.

NOVEMBER 2019

Review date 1/12/21

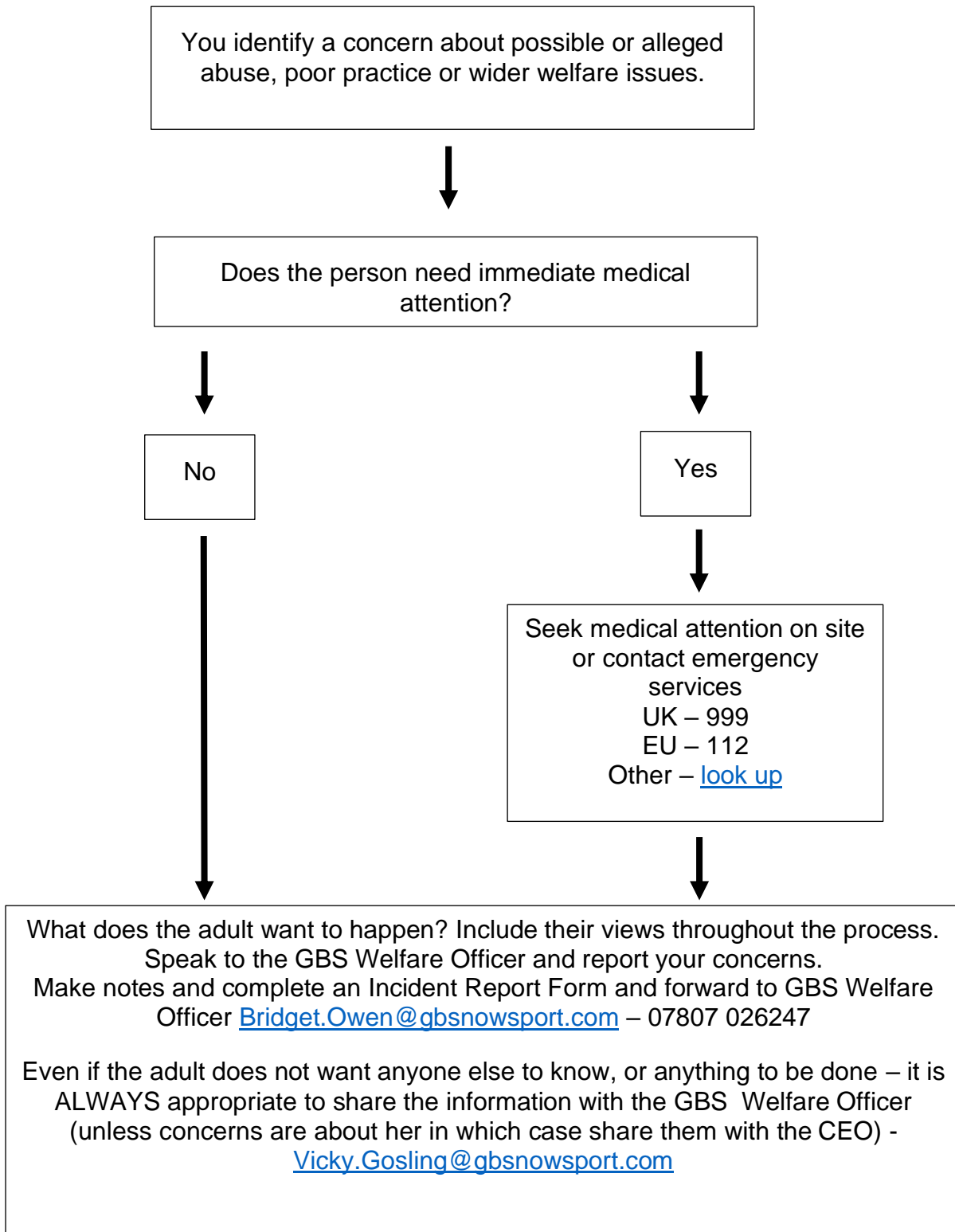
This policy will be reviewed every two years or sooner in the event of legislative changes or revised policies and best practice.

Flow Chart for Concerns about an Adult

Safeguarding is everyone's responsibility.

If you have concerns about an adult's safety and or wellbeing you must act on these.

It is not your responsibility to decide whether or not an adult has been abused. It is however your responsibility to act on any concerns.



Safeguarding Adults at Risk within GB Snowsport

Definition of an Adult at Risk

The Care Act 2014 defines an Adult at Risk as someone who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs), **AND**
- Is experiencing, or at risk of, abuse or neglect, **AND**
- As a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

The Care Act 2014 has moved away from labelling people as 'vulnerable adults'. This term used to include people with disabilities. We know that having a disability does not necessarily make someone vulnerable and our Para athletes are not vulnerable just because they have a disability. However, any of our athletes, staff and volunteers could at times be at risk due to the circumstances in which they find themselves. The Act focuses on the responsibilities that local authorities have to 'adults with care and support needs'. This includes people who have a condition as a result of physical, mental, sensory, learning or cognitive disability or illness, substance misuse or brain injury.

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 take action before harm occurs.
"I receive clear and 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 and 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."

Making Safeguarding personal

'Making safeguarding personal' means that adult safeguarding should be person led and outcome focussed. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control. As well as improving quality of life, wellbeing and safety.

Wherever possible discuss safeguarding concerns with the adult to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

GBS is mindful that adults have the right to self-determination and can choose for themselves how much, or how little, intervention or support they want. Adults are also free to make choices which someone else may consider as unwise. Our role is to support individuals to pass on concerns appropriately. With or without permission, this would be to the GBS Welfare Officer, who would consult with the adult, and where appropriate statutory services, on the appropriate course of action, taking into account, wherever possible, the adult's wishes.

Wellbeing Principle

The concept of wellbeing is threaded throughout the Care Act and it is one that is relevant to adult safeguarding in sport and activity. Wellbeing is different for each of us; however the Act sets out broad categories that contribute to our sense of wellbeing. By keeping these themes in mind, we can all ensure that adult participants can take part in GB Snowsport activities fully.

- Personal dignity (including treatment of the individual with respect)
- Physical and mental health and emotional wellbeing
- Protection from abuse and neglect
- Control by the individual over their day-to-day life (including over care and support provided and the way they are provided)
- Participation in work, education, training or recreation
- Social and economic wellbeing
- Domestic, family and personal domains
- Suitability of the individual's living accommodation
- The individual's contribution to society.

This policy mainly focuses on the element of safeguarding adults from abuse and neglect however GBS is equally committed to the other themes of the Wellbeing Principle and further details of our wellbeing support and commitments can be found in appendix 5.

Legislation

The practices within this policy are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement the Safeguarding Adults Board's policy and procedures and more information can be found in Appendix 7. They take the following into consideration:

- The Care Act 2014

- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 1998

Definitions

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

Adult is anyone aged 18 or over.

Adult at Risk is a person aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs);
and;
- Is experiencing, or is at risk of, abuse or neglect;
and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Adult in need of care and support is determined by a range of factors including personal characteristics, factors associated with their situation or environment and social factors. Naturally, a person's disability or frailty does not mean that they will inevitably experience harm or abuse. In the context of safeguarding adults, the likelihood of an adult in need of care and support experiencing harm or abuse should be determined by considering a range of social, environmental and clinical factors, not merely because they may be defined by one or more of the above descriptors. 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.

Abuse is a violation of an individual's human and civil rights by another person or persons.

See 'types of abuse and neglect' for further explanations.

Adult safeguarding is 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 (MCA 2005). Further information can be found in Appendix 3.

Types of Abuse and Neglect

There are different types and patterns of abuse and neglect and circumstances in which they may take place. The Care Act 2014 identifies the following as an illustrative guide and is not intended to be an exhaustive list as to the sort of behaviour that could give rise to a safeguarding concern.

Self-neglect – this covers a wide range of behaviour: neglecting to care for personal hygiene, health or surroundings and includes behaviour such as hoarding.

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

Domestic Abuse and coercive control – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. It can occur between any family members.

Discriminatory Abuse – discrimination is abuse which centres on a perceived difference particularly with respect to race, gender or disability or any of protected characteristics of the Equality Act.

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 on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Physical Abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

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.

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.

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.

Emotional or Psychological Abuse – this includes threats of harm abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Not included in the Care Act 2014 but also relevant:

Cyber Bullying – cyber bullying occurs when someone repeatedly makes fun another person online or repeatedly picks on another person through emails or messages or uses online forums with the intention of harming, damaging, humiliating or another person. It can be used to carry out many different types of bullying (such as bullying, homophobic bullying, or bullying related to special educational needs and but instead of the perpetrator carrying out the bullying face-to-face, they use as a means to do it.

Forced Marriage – forced marriage is a term used to describe a marriage in which one or both of the 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 make it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.

Mate Crime – a ‘mate crime’ as defined by the Safety Net Project as ‘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 friend.

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.

Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone within the organisation. Members, workers, volunteers or coaches may suspect that an adult is being neglected outside of the GBS setting. There are many signs and indicators that someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.

- Person is not attending / no longer enjoying their training. You may notice that a team or staff member has been missing from training sessions, not getting to training on time or is not responding to reminders from team members or coaches.
- Someone losing or gaining weight / an unkempt appearance. This could be an athlete or staff member whose appearance becomes unkempt, forgets to bring suitable kit to the hill, does not wear suitable kit or a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, an athlete or staff member may be unusually quiet, withdrawn or scared when a coach or fellow team member talks to them off the hill, in contrast to other athletes or staff whom they greet with a smile.
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you / another person they are being abused – i.e. make a disclosure.
- Harassment of a team member because they are or are perceived to have protected characteristics.
- A coach not meeting the needs of an athlete. E.g. this could be training without a necessary break or not allowing appropriate rest days.
- A coach having a sexual relationship with an athlete.
- A coach intentionally striking an athlete.
- A fellow athlete who sends unwanted sexually explicit text messages to another athlete.
- An athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

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

- **It is not your responsibility to decide whether or not an adult has been abused. It is however everyone's responsibility to respond to and report concerns.**
- If you are concerned someone is in immediate danger, contact the police on 999/112/911/ relevant number straight away. Where you suspect that a crime is being committed, you must involve the police.
- If you have concerns or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to the GBS Welfare Officer, or, if the Safeguarding Lead is implicated then report to the GBS CEO.
- When raising your concern with the GBS Welfare Officer, remember 'Making Safeguarding Personal'. It is good practice to seek the adult's views on what they would like to happen next, keep them informed about any decisions and actions taken about them, considering their needs and wishes and inform the adult you will be passing on your concern. You must always pass the information to the GBS Welfare Officer, who will consult with the person over next steps considering their needs and wishes. There may be other factors they need to consider, including other athletes at risk of harm.

How to respond to a concern

- Make a note of your concerns.
- Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the GBS Welfare Officer.

- Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns to the GBS Welfare Officer.
- 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 at all times, this information must only be shared with the GBS Welfare Officer. Others may be informed after consultation with the GBS Welfare Officer, if deemed necessary, on a need to know basis.
- If the matter is urgent and relates to the immediate safety of an individual, contact the emergency services immediately.

Bullying and Harassment

Bullying is any offensive, intimidating, malicious or insulting behaviour involving a misuse of power, that can make a person feel vulnerable, upset, humiliated, undermined or threatened. It is usually repeated behaviour. A coach, other staff member or athlete may have the power over someone else due to their position of authority, personal strength, popularity, or coercion through fear or intimidation.

It can take many forms including verbal, threatening or insulting behaviour, practical jokes, physical abuse, damaging or hiding personal property, ostracising or excluding people and cyber bullying.

Harassment includes any physical, verbal or non verbal behaviour which involves conduct of a sexual nature or any conduct in relation to any of the Protected Characteristics of the Equality Act 2010 but is unacceptable even if it does not fall within any of the categories the Protected Characteristics cover. The purpose or effect of harassment is a violation of a person's dignity and creates an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment.

It can take many forms including verbal abuse, offensive jokes, pranks, lewd or suggestive comments, requests for sexual favours, leering or threatening looks, unwelcome physical contact, using e mail, social media or the internet for the purpose of bullying or making abusive or offensive remarks whether on the basis of a Protected Characteristic or otherwise.

Bullying and harassment may be more prevalent in an elite environment and GBS has a zero tolerance of such behaviour. It will not be tolerated and should always be taken seriously. The GBS Welfare Officer should be consulted and will offer advice and support.

See GBS [Dignity and Respect Policy](#) for more information.

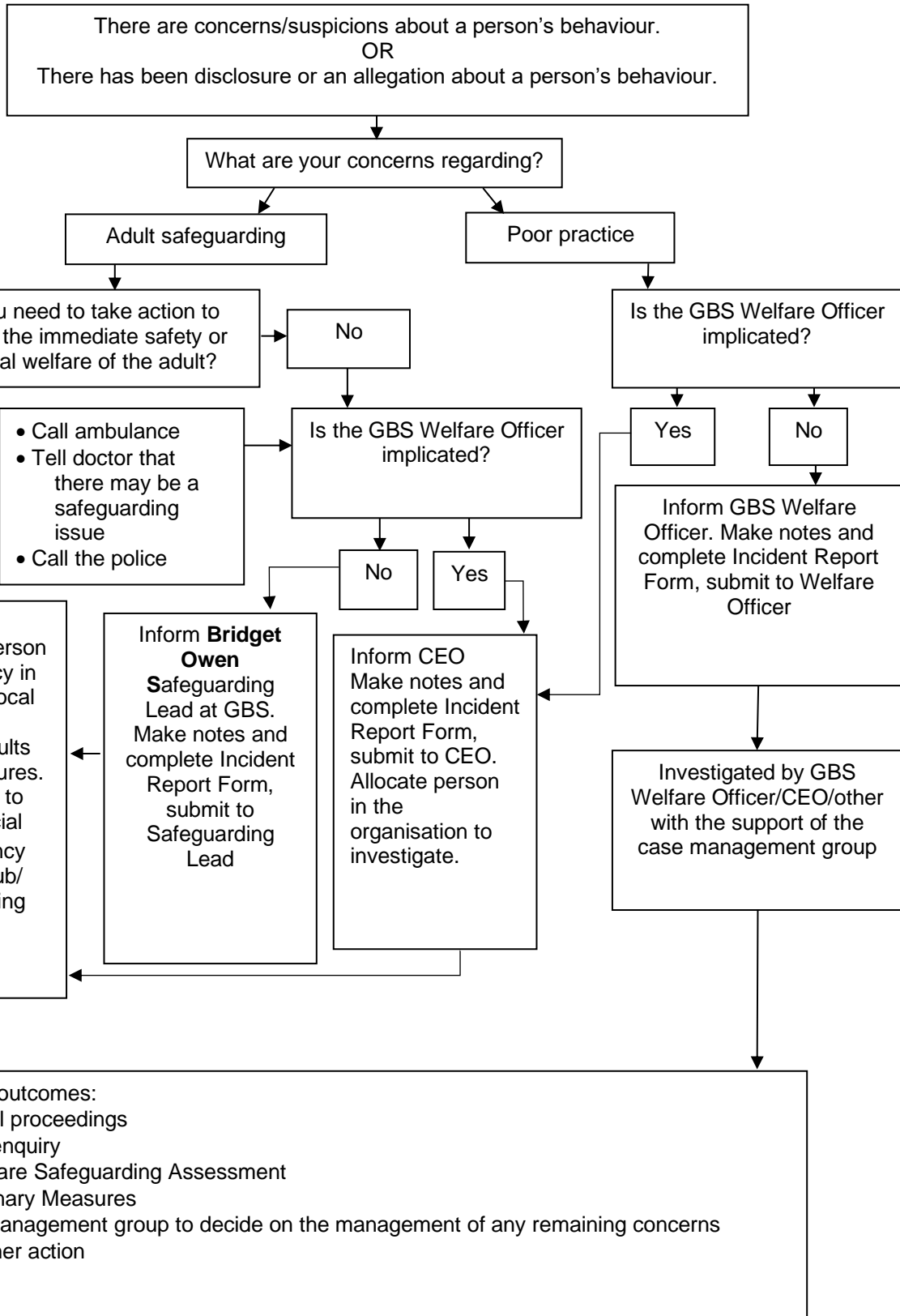
Our Work Abroad

When working abroad athletes, staff and volunteers must adhere to the laws and correct reporting procedures pertaining to the country they are in. This would include reporting to statutory agencies in the country in which the alleged abuse took place. In addition, staff must always report the incident to the GBS Welfare Officer who will support them. It may also be necessary for the incident to be reported to statutory agencies in the UK, in the interests of safeguarding other adults and the GBS Welfare Officer will advise or make the report.

It is good practice to ensure you know the emergency numbers for the country you are in.

Safeguarding Adults Flowchart

Dealing with Concerns, Suspicions or Disclosure



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

Roles and responsibilities of those within GB Snowsport

GB Snowsport is committed to having the following in place:

- A GBS Welfare Officer to produce and disseminate guidance and resources to support the policy and procedures.
- A clear line of accountability within the organisation for work on promoting the welfare of all adults.
- Designated Welfare Officer, or point of contact, for all GBS camps.
- Procedures for dealing with allegations of abuse or poor practice against athletes, members of staff and volunteers.
- A Case Management Group that effectively deals with issues, manages concerns and refers to a disciplinary panel where necessary (i.e. where concerns arise about the behaviour of someone within GB Snowsport)
- A Disciplinary Panel will be formed as required for a given incident, if appropriate and should a threshold be met.
- Arrangements 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.
- Clear codes of conduct for coaches, athletes, officials, spectators and other relevant individuals and a clear process and sanctions for any breaches.
- A register of suspended, disciplined and disqualified people.
- A culture of proactively promoting best practice across the whole of GB Snowsport.

GBS encourages all incidents or suspected incidents of harassment or abuse to be reported, regardless of the identity of the alleged offender. Where allegations are of a criminal nature, they will be reported by the GBS Welfare Officer, or in consultation with the GBS Welfare Officer, to statutory services.

Poor practice or abuse?

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

Expected behaviours of everyone involved with GBS are detailed within Codes of Conducts. There are specific Codes of Conduct covering all roles within GBS and it is expected that all athletes, staff and volunteers adopt and endorse the Code of Conduct relevant to their role as well as be familiar with the Code of Conducts for other roles - as this will help individuals identify and challenge poor practice when it occurs.

It is not the responsibility of any individual involved in GBS to make judgements regarding whether or not abuse is taking place, however, it is everybody's responsibility to act if they have concerns, whether the concern is about poor practice, abuse, or you are not sure. If something doesn't look right or feel right, it probably isn't right. It is sometimes only when several reports are put together that a pattern of abuse is evident, so make sure you pass on your concerns.

Whistleblowing

If you feel unable to report your concerns using the Safeguarding Adult reporting procedure, due to implication of, or conflict of interest with the GBS Welfare Officer (or any other reason) you are able to report your concerns using the procedure set out in the GBS Whistleblowing Policy. We believe it is important for anyone who has concerns to speak up in confidence and wherever possible GBS will provide anonymity. GBS Whistleblowing Policy can be found on our website in the Forms and Guidelines section.

Further Information

Policies, procedures and supporting information are available on the **GB Snowsport** website. Policies specific to safeguarding are in the [safeguarding section](#), and general policies are in the [Forms and Guidelines](#) section.

GBS Welfare Officer:

Name: Bridget Owen

Email: Bridget.owen@gbsnowsport.com

Tel: 07807 026247

Ann Craft Trust - Safeguarding Adults in Sport and Activity:

Information about safeguarding adults in sport

Website: www.anncrafttrust.org

Email: Ann-Craft-Trust@nottingham.ac.uk

Tel: 0115 951 5400

Appendix 1 - GB Snowsport Incident Report Form for Adults At Risk

To be completed as fully as possible if you have concerns regarding an adult. It is important to inform the adult about your concerns and that you have a duty to pass the information on to the GBS Welfare officer. The GBS Welfare Officer will look at the information and start to plan a course of action, in conjunction with yourself, the adult involved and if necessary social care or other relevant organisations.

Section 1 – details of adult at risk	
Name of adult	
Address	
Date of Birth	
Age if date of birth not known	
GP practice (if known)	
Contact number	
Section 2 – your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Name of organisation/club if outside GBS	
Your Role in organisation	
Section 3 – details of Concern	
Detail what you have seen/been told/other that makes you believe the adult at risk is being abused or is at risk of abuse (include dates/times/evidence from records/photos etc.)	

Section 4 - Abuse type(s) – please tick as many as you feel may apply		
Physical	Psychological	Financial
Sexual	Discriminatory	Organisational (formerly institutional)
Neglect	Hate incident/crime	Mate Crime
Internet abuse	Modern slavery	Female genital Mutilation (FGM)
Forced Marriage	Domestic abuse	Radicalisation
Self-Neglect		
Section 5 - Have you discussed your concerns with the adult? What are their views, what outcomes have they stated they want (if any)?		
Section 5A – Reasons for not discussing with the adult		
Adult lacks capacity		
Adult unable to communicate their views		
Discussion would increase the risk / create risk for others		
State why the risks would increase		
Section 5B - Have you discussed your concerns with anyone else? What are their views?		

Section 6 – What action have you taken /agreed with the adult to reduce the risks?	
Information passed to GBS Welfare Officer - ALWAYS , confirm details:	Referral to Social Care Confirm details:
Contact with the police Confirm details:	Referral to other agency – please confirm details:
Other – please state what	
No action agreed – state why	
Section 7 – Risk to others	
Are any other adults at risk Yes/No – delete as appropriate	
If yes state why and what actions have been taken to address these?	
Are any children at risk Yes/No Delete as appropriate	
If yes state why and what actions have been taken to address these?	
Signed:	
Date:	

GBS OFFICE USE ONLY	
Section 8 – sharing the concerns (To be completed by GBS Safeguarding Lead)	
Details of your contact with the adult at risk. Have they consented to information being shared outside of GB Snowsport?	
Details of contact with the Social Care Team where the adult at risk lives – advice can be still sought without giving personal details if you do not have consent for a referral	
Details of any other agencies contacted	
Signed (GBS Welfare Officer):	
Date:	

Appendix 2 - Making Safeguarding Personal

There has been a cultural shift towards Making Safeguarding Personal within the safeguarding process. This is a move from prioritising outcomes demanded by bureaucratic systems. The safeguarding process used to involve gathering a detailed account of what happened and determining who did what to whom. Now the outcomes are defined by the person at the centre of the safeguarding process.

The safeguarding process places a stronger emphasis on achieving satisfactory outcomes that take into account the individual choices and requirements of everyone involved.

“What good is it making someone safer if it merely makes them miserable?” – Lord Justice Mundy, “What Price Dignity?” (2010).

What this means in practice is that adults should be more involved in the safeguarding process. Their views, wishes, feelings and beliefs must be taken into account when decisions are made.

The Care Act 2014 builds on the concept, stating that “We all have different preferences, histories, circumstances and lifestyles so it is unhelpful to prescribe a process that must be followed whenever a concern is raised.”

However, the Act is also clear that there are key issues that should be taken into account when abuse or neglect are suspected, and that there should be clear guidelines regarding this.

<https://www.local.gov.uk/topics/social-care-health-and-integration/adult-social-care/making-safeguarding-personal>

Appendix 3 - Capacity – Guidance on Making Decisions

The issue of capacity or decision making is a key one in safeguarding adults. It is useful for organisations to have an overview of the concept of capacity.

We make many decisions every day, often without realising. We make so many decisions that it's easy to take this ability for granted.

But some people are only able to make some decisions, and a small number of people cannot make any decisions. Being unable to make a decision is called "lacking capacity".

To make a decision we need to:

- Understand information
- Remember it for long enough
- Think about the information
- Communicate our decision

A person's ability to do this may be affected by things like learning disability, dementia, mental health needs, acquired brain injury, and physical ill health.

The Mental Capacity Act 2005 (MCA) states that every individual has the right to make their own decisions and provides the framework for this to happen.

The MCA is about making sure that people over the age of 16 have the support they need to make as many decisions as possible.

The MCA also protects people who need family, friends, or paid support staff to make decisions for them because they lack capacity to make specific decisions.

Our ability to make decisions can change over the course of a day.

Here are some examples that demonstrate how the timing of a question can affect the response:

- A person with epilepsy may not be able to make a decision following a seizure.
- Someone who is anxious may not be able to make a decision at that point.
- A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

In each of these examples, it may appear as though the person cannot make a decision. But later in the day, presented with the same decision, they may be able to at least be involved.

The MCA recognises that capacity is decision-specific, so no one will be labelled as entirely lacking capacity. The MCA also recognises that decisions can be about big life-changing events, such as where to live, but equally about small events, such as what to wear on a cold day.

To help you to understand the MCA, consider the following five points:

1. Assume that people are able to make decisions, unless it is shown that they are not. If you have concerns about a person's level of understanding, you should check this with them, and if applicable, with the people supporting them.
2. Give people as much support as they need to make decisions. You may be involved in this – you might need to think about the way you communicate or provide information, and you may be asked your opinion.
3. People have the right to make unwise decisions. The important thing is that they understand the implications. If they understand the implications, consider how risks might be minimised.
4. If someone is not able to make a decision, then the person helping them must only make decisions in their "best interests". This means that the decision must be what is best for the person, not for anyone else. If someone was making a decision on your behalf, you would want it to reflect the decision you would make if you were able to.
5. Find the least restrictive way of doing what needs to be done.

Remember:

- You should not discriminate or make assumptions about someone's ability to make decisions, and you should not pre-empt a best-interest's decision merely on the basis of a person's age, appearance, condition, or behaviour.
- When it comes to decision-making, you could be involved in a minor way, or asked to provide more detail. The way you provide information might influence a person's ultimate decision. A person may be receiving support that is not in-line with the MCA, so you must be prepared to address this.

Appendix 4 - Consent and Information Sharing

Staff, volunteers and athletes within sports and physical activity organisations should always share safeguarding concerns in line with their organisation's policy, and this will be with the GBS Welfare Officer, except in emergency situations. As long as it does not increase the risk to the individual, the person should explain to them that it is their duty to share their concern with their GBS Welfare Officer.

The GBS Welfare Officer will then consider the situation and plan the actions that need to be taken, in conjunction with the adult at risk and in line with the organisation's policy and procedures and local safeguarding adults board policy and procedures.

In the UK, to make an adult safeguarding referral you need to call the local safeguarding adults' team. This may be part of a MASH (*Multi-Agency Safeguarding Hub*). A conversation can be conducted with the safeguarding adults' team without disclosing the identity of the person in the first instance. If it is thought that a referral needs to be made to the safeguarding adults team, consent should be sought where possible from the adult at risk.

Individuals may not give their consent to the sharing of safeguarding information with the safeguarding adult's team for a number of reasons. Reassurance, appropriate support and revisiting the issues at another time may help to change their view on whether it is best to share information.

If they still do not consent, their wishes should usually be respected. However, there are circumstances where information can be shared without consent such as when the adult does not have the capacity to consent, or it is in the public interest because it may affect other people or a serious crime has been committed. This should always be discussed with your GBS Welfare Officer and the local authority safeguarding adults' team.

If someone does not want you to share information outside of the organisation or you do not have consent to share the information, ask yourself the following questions:

- Is the adult placing themselves at further risk of harm?
- Is someone else likely to get hurt?
- Has a criminal offence occurred? This includes: theft or burglary of items, physical abuse, sexual abuse, forced to give extra money for something (financial abuse) or harassment.
- Is there suspicion that a crime has occurred?

If the answer to any of the questions above is 'yes' - then you can share without consent and need to share the information.

When sharing information there are seven Golden Rules that should always be followed.

1. Seek advice if in any doubt
2. Be transparent - The Data Protection Act 2018 is not a barrier to sharing information but to ensure that personal information is shared appropriately; except in circumstances where by doing so places the person at significant risk of harm.
3. Consider the public interest - Base all decisions to share information on the safety and wellbeing of that person or others that may be affected by their actions.
4. Share with consent where appropriate - Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if this is in the public interest.
5. Keep a record - Record your decision and reasons to share or not share information.
6. Accurate, necessary, proportionate, relevant and secure - Ensure all information shared is accurate, up-to-date; necessary and share with only those who need to have it.
7. Remember the purpose of the Data Protection Act is to ensure personal information is shared appropriately, except in circumstances where by doing so may place the person or others at significant harm.

Appendix 5 – Wellbeing of our Athletes, Staff and Volunteers

The wellbeing of our athletes, staff and volunteers is of paramount importance. We will safeguard and support them by:

- Having an open door policy where athletes, staff and volunteers feel able to talk about problems and report concerns.
- Ensuring athletes, staff and volunteers are supported and know who to talk to and get support from if they have any concerns about their own health and wellbeing.
- Ensuring athletes, staff and volunteers know the GBS Welfare Officer is not part of the Performance Team and they can raise concerns directly with her about themselves, staff or athletes.
- Ensuring athletes, staff and volunteers know about the GBS Whistleblowing Policy and how and to whom they can raise concerns if they feel unable to use any other route.
- Encouraging athletes, staff and volunteers to support their peers and encourage them to speak out if they witness or experience abuse or inappropriate behaviours.
- Appointing appropriately qualified and vetted staff who have been recruited in accordance with our safe Recruitment Policy.
- Ensuring staff and volunteers are offered opportunities for continued professional development.
- Ensuring athletes, staff and volunteers know how, and when, to report concerns about a child or adult.

Athletes Views

GBS is keen to support our athletes and hear their views. We will do this by:

- Coaches having an athlete centred approach, inviting and being open to feedback.
- Giving our athletes the opportunity to give anonymous feedback via surveys.
- Programme reviews with athletes and regular meetings with Programme Managers
- Performance Lifestyle meetings with World Class Programme athletes.
- Staff and the Senior Management Team having an open door policy, encouraging and valuing athletes' views without fear of negative consequences.

GBS Squad Members Code of Conduct

Our Athlete Code of Conduct sets out our expectations for athletes. Violations of this Code of Conduct may result in the early termination of Squad and Team status. We understand from previous feedback that our athletes are supportive of sanctions or consequences for other athletes on their Programme who do not behave appropriately. Athletes can raise concerns via the GBS Whistleblowing Policy without fear of discrimination or suffering negative consequences.

Whistleblowing

GBS will support anyone using the whistleblowing procedure by providing a confidential reporting system. We believe it is important for anyone who has concerns to speak up in confidence, and wherever possible GBS will provide anonymity. We encourage anyone who has such concerns to report them as soon as possible, to prevent abuse or further risk to others. GBS Whistleblowing Policy can be found on our [website](#).

Abuse of Elite Athletes

We have no meaningful data on abuse of adults within a snowsport environment, but acknowledge that the nature of snowsport, with athletes away from home for long periods of time, and heavy reliance on their coach and others, makes it an ideal environment for grooming and possible abuse.

The IOC has produced a useful [toolkit](#) to safeguard athletes from harassment and abuse in sport.

Inappropriate Relationships

Staff and volunteers must strictly maintain a clear boundary between friendship and intimacy with all athletes and must not conduct inappropriate relationships. Relationships with athletes can cause significant problems for other members of the GBS Team/GBS Squad, raising concerns of favouritism and/or victimisation should the relationship later end. Due to the imbalance of power in the coach athlete relationship, it may be difficult to distinguish whether or not abuse has occurred. Staff and volunteers are strongly recommended not to enter into an intimate relationship with athletes of any age. Any relationship deemed inappropriate will be subject to disciplinary action. Sexual or intimate relationships with any athlete aged under 18 will result in disciplinary action and will be reported to statutory agencies including the Police if criminal behaviour is suspected. Sexual or intimate relationships with any athlete aged under 16 is a criminal offence and will be reported to the Police and will result in disciplinary action.

Appendix 6 - Mental Health and Wellbeing

The desire to help athletes be successful should never come at the cost of damaging their long-term health and wellbeing. GBS is a unique environment, one which makes significant demands on all of those who work and train in it; and creates the possibility of mental health challenges. It requires a dynamic approach to mental health that educates and promotes positive mental health and reduces the risk of mental health problems developing, alongside an early intervention approach to managing problems as they arise. Anyone worried about their mental health is encouraged to talk about it at the earliest opportunity.

GB Snowsport is committed to creating a positive mental health environment for all programme staff and athletes; ultimately ensuring that the environment is conducive to positive mental health whilst actively removing stigma or discrimination should any member of the team, be they staff or athlete, experience mental health problems or mental ill health.

Mental wellbeing describes our mental state, how we are feeling and how well we can cope with everyday life. Mental wellbeing is dynamic, it can change from moment to moment, day to day, month to month, year to year. If we have good mental wellbeing we are able to:

- Feel confident about ourselves and have positive self-esteem
- Feel and express a range of emotions
- Build and maintain good relationships with others
- Feel engaged with the world around us
- Live and work productively
- Cope with the stresses of everyday life
- Adapt and manage in times of change and uncertainty

Everyone has times when they have low mental wellbeing, where they feel stressed, upset or find it difficult to cope. If you experience low mental wellbeing over a long period of time you may be more likely to develop a mental health problem. If you already have a mental health problem, you are more likely to experience periods of low mental wellbeing, but that doesn't mean you won't experience periods of feeling well too. What affects someone's mental wellbeing won't necessarily affect others in the same way. Common life events that can affect mental wellbeing include a bereavement, loneliness, relationship problems or concerns about money. The elite athlete environment may include any of these pressures, and athletes may find it difficult to cope with being away from home for long periods, from their boy/girlfriends, friends and family, concerns about having to fund or part fund their Programme, or concerns about their parents funding them, trying to earn some money when they are not training, or feeling lonely or under pressure. Many of these pressures apply to staff and volunteers too.

At other times it is not always clear why we feel the way we do, we just have low mental wellbeing. This can be as a result of many things including childhood abuse, trauma or neglect, a long-term physical health condition, stress, anxiety, debt, worry about a friend or family member, significant trauma as an adult including military combat or being involved in a serious accident.

It is important to remember that we all deserve to feel good and there are steps to take to improve mental wellbeing. This may include taking physical exercise, connecting with others to challenge feelings of loneliness, making time for the people we love and care about, talking about the way we feel, getting peer support or support from coaches. There is also an online peer support group where you can be yourself, and have a safe place to listen, share and be heard – it is run by MIND and is called the [Elefriends Community](#).

Whilst we are all aware that mental health and wellbeing can be helped by sport and physical exercise, a high performance environment can put additional pressures on athletes; pressures from coaches, family and pressures they put on themselves.

Types of mental ill health include stress, anxiety or panic attacks, depression, eating problems, self harming, post traumatic stress disorder, sleep problems, bipolar disorder, effects of recreational drugs and alcohol, psychosis, schizophrenia, suicidal feelings etc.

One in four people will experience a mental health problem each year. It is not surprising therefore that elite athletes may face mental health challenges too.

It is really important to get help early – before the problem becomes overwhelming or worse. Mental health charities including MIND have produced some [useful information](#) about seeking help.

GBS has a Mental Health And Wellbeing Strategy, and a Mental Health and Wellbeing Policy. These documents can be on our [website](#) and up to date information of who to contact if you need help can be found in the Policy.

Snowsport England has a Mental Health and Wellbeing Campaign to help end the stigma often inappropriately attached to mental health problems, and encourage people in snowsport to speak out. #SNOWMoreStigma.

Appendix 7 - Legislation and Government Initiatives

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

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

Mental Capacity Act 2005

<http://www.legislation.gov.uk/ukpga/2005/9/introduction>

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

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Introduced the new Vetting and Barring Scheme 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

Deprivation of Liberty Safeguards

<https://www.gov.uk/government/collections/dh-mental-capacity-act-2005-deprivation-of-liberty-safeguards>

Introduced into the Mental Capacity Act 2005 and came into force in April 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.

Disclosure & Barring Service 2013

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS). www.gov.uk/dbs-update-service

The Care Act 2014 – statutory guidance

<http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted>

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.

Making Safeguarding Personal Guide 2014

<http://www.local.gov.uk/documents/10180/5852661/Making+Safeguarding+Personal+-+Guide+2014/4213d016-2732-40d4-bbc0-d0d8639ef0df>

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

Ann Craft Trust - Safeguarding Adults in Sport and Activity:

Website: www.anncrafttrust.org

Email: Ann-Craft-Trust@nottingham.ac.uk

Telephone: 0115 951 5400