



**DeaflympicsGB**



**UK Deaf Sport**

**UK Deaf Sport**

**Safeguarding Adults and Children Procedures**

## The Issue Status

The Issue Status is indicated by the version number in the footer of this document. It identifies the Issue Status of the 'UK Deaf Sport Safeguarding Adults and Children Procedures'.

When any part of this document is amended, a record is made in the Amendment Log shown below.

The 'UK Deaf Sport Safeguarding Adults and Children Procedures' can be fully revised and re-issued at the discretion of the UK Deaf Sport Board.

<b>Issue</b>	<b>Amendment</b>	<b>Date</b>	<b>Initials</b>	<b>Policy Owner</b>	<b>Approving Body</b>	<b>Date Approved by Approving Body</b>	<b>Review Date</b>
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### **To report a safeguarding concern:**

If a concern arises outside of a UK Deaf Sport (UKDS) managed event it should be reported to the UKDS Designated Safeguarding Lead (DSL). If the DSL is unavailable, or an allegation has been made against them, you should report your concerns to the Welfare and Safety Lead Director on the UKDS Board or the Deputy Designated Safeguarding Lead (DDSL), but you should not delay reporting.

In UKDS the DSL is the Governance and Insight Manager **Denise Blackwell**. The DDSL is the CEO **Joanne Cholerton**. If you have an enquiry or safeguarding concern email [safeguarding@ukds.org.uk](mailto:safeguarding@ukds.org.uk). If you need an immediate response, you can call Denise on 07512 323920. BSL users can WhatsApp or message the DSL on the number given to alert the DSL to a safeguarding concern so that the DSL can arrange appropriate contact to discuss the details of the concern.

If a child or adult at risk is in immediate danger of harm call the police on 999 or for out of hours child safeguarding concerns you can also contact the NSPCC helpline on 0808 800 50000, email [help@NSPCC.org.uk](mailto:help@NSPCC.org.uk) or complete their [report abuse online form](#)

The current lead Director for Welfare and Safety (including safeguarding) is Board Director **Andy Mawdsley**. Where the DSL is not available, or concerns relate to the DSL, contact the Lead Director for Welfare and Safety or the DDSL by emailing [info@ukds.org.uk](mailto:info@ukds.org.uk). Include *Safeguarding Concern* in the subject line.

## 1. Introduction

- 1.1 UK Deaf Sport (UKDS) is the leading organisation for deaf sport in the UK. Our vision is *Every Deaf Person Active and Inspired by Sport and Physical Activity*. Our mission is for more deaf people to participate in sport throughout their lives and more deaf athletes to perform on the world stage. UKDS use the term <sup>1</sup>deaf to represent all people who are deaf, hard of hearing or have a hearing loss, whether this is acquired or from birth.
- 1.2 UKDS has a duty of care, based in law and guidance, to safeguard adults and children from any form of abuse. We believe that every person has the right to feel safe and be protected from any situation or practice that could result in them being physically or psychologically harmed. Throughout this document reference is made to adults and children. Although legislation related to adult safeguarding focuses on adults at risk, UKDS recognises that any adult involved in sport may be at risk of abuse. For the purposes of this document, references to children includes any child or young person under the age of 18.
- 1.3 It is essential that people connected with UKDS including Employees, Board Directors, Advisory Group Members and Volunteers are aware of our safeguarding policies for children and adults and know what to do and where to go should they have any safeguarding concerns. These procedures are intended to inform everyone associated with UKDS about what to do if they suspect an adult or child is, or is at risk of, being abused, whether that abuse is committed by someone associated with UKDS or someone outside of the organisation.
- 1.4 UKDS is committed to working in partnership with all agencies to ensure best practice when working with adults and children involved in sport. Adopting best practice will help to safeguard them from actual or potential abuse as well as reduce the likelihood of allegations being made about UKDS Employees and other UKDS representatives in positions of responsibility.
- 1.5 All individuals associated with UKDS at every level, including Employees, Board Directors, Committee and Advisory Group Members, athletes/participants, judges, officials, coaches, administrators and support staff agree to abide by all UKDS safeguarding policies and procedures.
- 1.6 UKDS believes that safeguarding is everybody's responsibility, with all parties who are associated with UKDS, and who are involved with deaf sport, playing a part in preventing, identifying and reporting abuse and neglect.

## 2. Purpose

- 2.1 UKDS believe it is important that children and adults are protected from abuse, neglect and significant harm and that everyone connected to UKDS has a duty to

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<sup>1</sup> The term 'deaf' covers a range of definitions of deafness, including those who are profoundly deaf, have severe, moderate or mild hearing loss or are hard of hearing whether acquired or from birth. This includes the use of the terms Deaf and deaf whereby the use of a capital D in Deaf may denote those who identify as having a cultural and shared experience of being Deaf.

ICSD (who govern the Deaflympics) set their own criteria for eligibility which is a hearing loss of at least 55dB in the better ear (3 tone frequency average of 500, 1,000 and 2,000 Hertz, ANSI 1969 standard). DeaflympicsGB athletes will meet this standard.

safeguard and promote the welfare of adults and children that are participating in events attended by representatives of UKDS.

- 2.2 This Safeguarding Procedure document is designed to ensure that anyone who comes into contact with a representative of UKDS is safeguarded from the risk of harm and abuse by people associated with UKDS including Employees, Directors, and Volunteers. It is also intended to inform everyone associated with UKDS about what to do if they suspect an adult or child is, or is at risk of, being abused, whether that abuse is committed by someone associated with UKDS or someone outside of the organisation.
- 2.3 The Safeguarding Procedures complement and should be read in conjunction with, the following related policies and procedures (as detailed in *Annex 1: Associated Policies and Procedures*) including:
- UKDS Safeguarding Adults in Sport Policy.
  - UKDS Safeguarding Children in Sport Policy.
  - UKDS Equality, Diversity and Inclusion Policy.
  - UKDS Code of Conduct.
  - UKDS Employee Handbook.
  - Event specific Safeguarding Procedures such as those developed for the Deaflympics.

### **3. Safe Recruitment**

- 3.1 UKDS takes all reasonable steps to ensure unsuitable people are prevented from working in UKDS, becoming Board Directors or Committee and Advisory Group Members and being involved in managing and supporting UKDS events such as the Deaflympics.
- 3.2 All Employees, Board, Committee and Advisory Group Members and Volunteers must follow the UKDS Code of Conduct to ensure all those who work for and represent the organisation are aware of the expectations of their behaviour.
- 3.3 There is a rigorous recruitment process in place for Board, Committee and Advisory Group Members, Employees and Volunteers, especially where the people who are being recruited will be working with adults and children or representing UKDS at events where adults and children may be present.
- 3.4 The recruitment process includes pre-application information that includes:
- A job description, including roles and responsibilities.
  - A person specification (e.g. stating qualifications or experience required).
  - An application form.

- A self-disclosure form (for applicants to declare prior convictions or other potentially relevant information).
- 3.5 Interviews take place that also provide an ideal opportunity to view certificates to confirm qualifications held.
- 3.6 Once a successful candidate is chosen, they will be offered the role subject to satisfactory references and vetting checks. For Employees, especially where they will be working with participants of UKDS, a minimum of two references are requested and checked.
- 3.7 UKDS will undertake Disclosure and Barring Service (DBS) checks for all Employees and Board Directors, and will assess the suitability of Volunteers, when relevant, to prevent the employment/deployment of unsuitable individuals in UKDS and within the deaf sporting community. If the role is in 'regulated activity'<sup>2</sup> then an enhanced DBS disclosure with a barring check must be completed. For other roles a standard DBS disclosure must be completed.
- 3.8 All newly appointed Employees, Board, Committee and Advisory Group members, and Volunteers undergo an induction suited to the role they will be carrying out. All inductions will include:
- Information about UKDS Safeguarding Policies and Procedures.
  - A reminder that they have agreed to abide by all UKDS policies and procedures.
  - Clarification of the expectations and responsibilities of their role.
- 3.9 Only when UKDS is satisfied as to the suitability of the successful applicant to work with adults and children at UKDS events or represent UKDS will they be appointed to the role.

#### **4. Recognising Abuse**

- 4.1 Abuse, particularly sexual abuse, can generate strong emotions in those having to deal with such an allegation. It is important to understand these feelings and not allow them to interfere with your judgment about what action to take. Abuse, or suspected abuse, may occur during a sporting event, in the home or in any other setting in which adults and children may find themselves. Some individuals will actively seek employment or voluntary work with adults and children in order to harm them.
- 4.2 A person who has regular contact with adults and children can be an important link in identifying cases where protection is needed. When a person enters a sporting venue having been subjected to abuse outside the sporting environment, sport can play a crucial role in improving the person's self-esteem. In such instances people who work with participants in sport must work with the appropriate agencies to ensure the person who is being abused receives the support they need.

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<sup>2</sup> <https://disclosureservices.com/what-does-regulated-activity-mean-when-applying-for-a-dbs-check/>

- 4.3 Most people connected with UKDS will not have this kind of regular contact in their UKDS role. However, people from UKDS may still be informed, or accused, of poor practice or alleged abuse. This will be more likely during UKDS events such as the Deaflympics where staff and volunteers will be in regular contact with athletes who take part in the games. Poor practice or possible abuse during UKDS events is covered in detail in event specific safeguarding procedures.
- 4.4 The ability to recognise the signs and indicators of abuse is of fundamental importance. All those who are involved with UKDS need to be aware and informed of the signs and indicators of abuse so that they can identify concerns and possible abuse can be recognised, investigated and acted on seamlessly and effectively. The signs and indicators of abuse of adults and children are detailed in the UKDS:
- Safeguarding Adults in Sport Policy.
  - Safeguarding Children in Sport Policy.
- 4.5 Recognition of abuse may include direct disclosure, or it may be the behaviour of an adult or child, or the potential abuser which causes you to be suspicious. Everyone has a duty to act on any concerns they may have and must not ignore or trivialise them. You must treat them seriously.
- 4.6 When there is a potential problem, the next step is to record the incident, the disclosure or the concern that you have, and know how, where and who to report concerns to.
- 4.7 Whilst it is not your role to 'diagnose' abuse or harm (this is a job for the experts) it is the responsibility of everyone connected with UKDS to take whatever steps are necessary to ensure that any matters of concern are referred to the appropriate person in accordance with this procedure. If the nature of the case makes this difficult, you should consider using UKDS's Whistleblowing Policy.

## **5. Responding to Abuse**

- 5.1 No report of, or concern about, possible abuse should ever be ignored. In order to determine the most appropriate response, find out whether you are dealing with an allegation from an adult or child against a member of UKDS staff or someone connected with UKDS such as a Board Director, or whether the allegation relates to another adult or child outside the organisation.
- 5.2 Detailed clarity is vital. Is this a disclosure from an adult or child alleging abuse to themselves or to another? Is it the reporting of a concern or suspicion? What, precisely, is alleged to have happened?
- 5.3 There are a number of barriers to adults and children disclosing abuse or harm and these can be very powerful. It is important that you are aware of them in order to understand the importance if and when an adult or child confides in you.
- 5.4 Although the reasons why adults do not report abuse may vary from the reasons why children often do not tell, there is commonality in that whoever is being abused fears what might happen if they do. Reasons why adults and children may not report abuse include but are not limited to:

- A belief that the abuse will end/the abuser will change, and they do not want to get their abuser into trouble.
- Cultural and religious constraints.
- Fear of being at further risk if they speak out or attempt to leave.
- Fear of being socially isolated from friends and family.
- They are scared because they have been threatened, they fear what will happen next and possible retaliation.
- They are afraid they will not be believed or will be seen as a troublemaker.
- They are ashamed or embarrassed.
- They are dependent for their primary care needs and/or for financial support from the person implicated in the abuse.
- They may fear being removed from the team or sport they take part in or of not being chosen for future events.
- They may not have adequate language, vocabulary or understanding to describe what has happened.
- They think that what's happening is normal, or even their fault.

5.5 It is always difficult to hear about or witness harm or abuse experienced by an adult or a child, but if an adult or child discloses abuse to you it is important to:

- Remain calm and demonstrate interest and concern.
- Listen well and try not to interrupt allowing them to continue at their own pace.
- Ask questions for clarification only (not leading or suggestive ones) and gather just enough information to know that it is a disclosure of abuse, and how immediate the danger or harm is to the adult or child making the disclosure.
- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others - do not promise to keep secrets.
- Reassure them that they are not to blame and have done the right thing in telling you.

5.6 Where the concern relates to an adult:

- Ask them for their permission to inform appropriate others and explain why: that you are concerned or worried about them and want to ensure that they and others are safe.



- If they refuse permission (and are able to make decisions for themselves) you still need to discuss this with the Designated Safeguarding Lead (DSL) (see *Annex 2: Designated Safeguarding Lead*) who will make an assessment of whether there is an over-riding public responsibility to share the information.
- Tell the adult what you will do next and with whom the information will be shared. Reassure them that this will be done on a limited “need to know” basis, with as few others as possible knowing the identity of the adult and that all in the chain of reporting will respect confidentiality. If an adult is adamant that they do not wish the information to be shared, explain that you will have to tell the DSL and that it will be discussed further with them.

5.7 Where the concern relates to a child:

- You do not need a child’s permission to share your concerns. In fact you are duty bound to report your concerns to the DSL. You will need to carefully assess the information and if the child is at immediate significant risk you have a duty to report your concerns immediately.
- If the risk is immediate and the DSL, or identified alternative contact, is not available you should not wait until they return to report your concerns. You should contact the NSPCC helpline or the Local Authority Children’s Services in the area in which the child lives, or where you became aware of the concern if you do not know the child’s address. You can also call the police on 999 if you feel the child is in immediate danger. They will assess the situation and take the appropriate action to protect the child.
- Tell the child what will happen next, and that the information has to be shared with someone else. If a child is suffering or at risk of suffering significant harm, you can share information with appropriate agencies or professionals without the child’s or their parent’s consent.
- Never talk to the alleged perpetrator about the child’s disclosure. This could make things a lot worse for the child.

5.8 Record in writing as soon as possible, using the words of the child or adult as closely as possible and using the UKDS incident report form where possible. Note date, time, any names mentioned, names and addresses to whom the information was given and who else is aware of the allegation. Note or describe clearly any visible injury.

5.9 Contact the DSL (see *Annex 2: Designated Safeguarding Lead*).

5.10 You should not:

- Panic or allow any shock to show.
- Ask questions other than to clarify enough information to act.
- Speculate or make assumptions.
- Make promises or agree to keep secrets.

- Make negative comments about the alleged abuser.
- Approach the alleged abuser.
- Discuss the allegations with anyone who does not have a need to know.
- Take sole responsibility.
- Delay in reporting the concerns.

5.11 Reassure the adult or child that they have done the right thing in reporting their concerns and that you will do everything you possibly can to help. Do not make unrealistic promises. Ensure that testimony is recorded and reported, and that the adult or child, and subject of the disclosure if different, are treated in line with policy and procedure.

## **6. Recording a Concern**

6.1 Whether a concern arises either from a disclosure of abuse or from suspicion of abuse, it is vitally important to record the details.

6.2 You should make a record of the concern, suspicion or allegation at the time or as soon as possible after the event. It is not advisable to make a written record whilst an adult or child is disclosing abuse, as it may deter them from speaking. You are not expected to remember every detail of the conversation but should record as accurately as possible what has been alleged, using key phrases and words of the adult or child. Your record should use accurate quotation where possible.

6.3 An accurate note should be made of:

- Name of adult/child (person) reporting the concern.
- Date, time and location of the disclosure or observation.
- Name, age and any needs of the adult or child being abused (where known).
- Any information you have about relevant adults or children who are involved in the concern.
- Parties who were involved, including witnesses.
- What was said, seen or done and by whom.
- Where the concern relates to an adult, whether consent to share information has been given and if not, whether you feel there is an over-riding public concern about safety of the adult.
- Any immediate actions taken.
- Who else has been informed.

- Whether someone connected to UKDS is involved in the allegation.
  - What support is required and has been offered to the adult or child being abused or person reporting the abuse to you.
- 6.4 Your record should also, if felt appropriate, include factual observations about the physical and emotional state of the adult or child sharing their concerns with you. Include whether there was something specific happening at that particular time that could have prompted the disclosure. Your record should make clear what is factual and what is additional information or your interpretation.
- 6.5 Where possible the information should be recorded on the UKDS Safeguarding Incident Report Form (see *Annex 3: Safeguarding Incident Report Form*), but **you should not delay recording the information if you are not able to access the form.**
- 6.6 The information should be stored securely, in line with confidentiality requirements, and should be accessible only to those who need to access it as part of the action taken to resolve the concern or allegation.
- 6.7 The record should be clear and factual as it may be needed by adult/child protection agencies and may, in the future, be used as evidence in court. Throughout the process of any safeguarding cases, accurate records should be made and maintained.

## 7. Report

- 7.1 Safeguarding concerns may be incidents of minor poor practice, serious or repeated poor practice or actual abuse. The suggestion that an adult or child has/is being abused can evoke strong emotions. It can be very difficult to hear suspicions or allegations, but it is important that concerns are acted on and reported to the appropriate authorities to deal with in a timely manner.
- 7.2 Any events or activities managed by UKDS such as the Deaflympics, will have a set of supporting safeguarding procedures that are specific to the event. This will ensure if a concern arises at a UKDS event, Employees, Volunteers and Participants will know what to do and who to inform. The DSL and DDSL at the Deaflympics will be able to communicate with participants using BSL.
- 7.3 If a concern arises outside of a UKDS managed event it should be reported to the UKDS DSL. If the DSL is unavailable, or an allegation has been made against them, you should report your concerns to the Welfare and Safety Lead Director on the UKDS Board, but you should not delay reporting.
- 7.4 In UKDS the DSL is the Governance and Insight Manager **Denise Blackwell**. The DDSL is the CEO **Joanne Cholerton**. If you have a safeguarding concern email [safeguarding@ukds.org.uk](mailto:safeguarding@ukds.org.uk). If you need an immediate response, you can call Denise on 07512 323920.
- 7.5 If a child or adult at risk is in immediate danger of harm call the police on 999 or for out of hours child safeguarding concerns, you can also contact the NSPCC helpline on 0808 800 50000.

- 7.6 The current lead Director for Welfare and Safety (including safeguarding) is Board Director **Andy Mawdsley**. Where the DSL is not available, or concerns relate to the DSL, contact the Lead Director for Welfare and Safety by emailing [info@ukds.org.uk](mailto:info@ukds.org.uk). Include *Safeguarding Concern* in the subject line. The CEO will also be informed.
- 7.7 Any UKDS managed events such as the Deaflympics will have an identified DSL and DDSL who will be onsite during the event.
- 7.8 Once you have reported concerns about abuse to any of the colleagues mentioned above the responsibility for taking any further decisions and/or actions resides with them. The DSL may not share the details of this with you for the confidentiality of the individual concerned.
- 7.9 If you are genuinely concerned that the matter has not been taken forward you can make a referral directly out of the organisation but bear in mind that action and referrals may have been made already that you are unaware of.
- 7.10 Remember it is not for you to decide if abuse has taken place, but you are responsible for reporting the concerns.

## 8 Refer

- 8.1 Some information or disclosures require immediate police notification to allow statutory services to protect. For example, if a child discloses abuse at home you need these services to prevent the child returning home for the abuse to continue. Where significant risk is disclosed or identified immediate escalation is needed you should call 999. You should also inform the DSL about the concern and the need for immediate action.
- 8.2 Where information or disclosures do not indicate the need for an immediate referral, gather and examine all relevant testimony and information and send it to the DSL. The DSL will make a decision on what action to take and whether to arrange a Case Management Group (see *Annex 4: Case Management Group*) meeting or refer a complaint or allegation to the appropriate people outside the organisation.
- 8.2 In cases of minor poor practice, the DSL will advise the organisation on how best to manage the situation. In cases of serious poor practice or suspected abuse the DSL will need to discuss the issue, and agree the actions UKDS will take, with the CEO and/or Case Management Group where appropriate.
- 8.3 This does not preclude the DSL from reporting abuse to the appropriate authorities if it is considered that an adult or child is at immediate risk of further harm or abuse. Adult or Children's Social Care Services will advise about contacting parent(s) or carer(s) and/or about informing the alleged perpetrator. This is not your role.
- 8.4 No one other than the DSL should mount an investigation into complaints, allegations or suspicions of abuse. An investigation may include questioning colleagues, parents, and the complainant. Actions of these sorts carried out by someone other than the DSL could be construed as unjustified interference which could jeopardise an investigation and any possible subsequent court case.

- 8.5 If the concern relates to a child and involves an allegation about an individual within UKDS, this should be referred to the Local Authority Designated Officer (LADO) by the DSL.
- 8.2 If the concern involves someone connected to UKDS the chain of authority for escalating the concern will be followed and the DSL will inform the Chief Executive Officer (CEO) who in turn will contact the Chair.
- 8.3 UKDS will consider whether there is a need to escalate the concern through UKDS internal disciplinary procedures or Code of Conduct, or whether there is a need to establish a Case Management Group to review the concern (see *Annex 4: Case Management Group*). It may also result in referral and reporting to statutory services such as Police and the Local Authority.

## **9. What to do if you or Someone Connected to UKDS is Accused of Abuse**

- 9.1 UKDS is committed to safeguarding and promoting of the welfare of all adults and children, this includes the circumstances where the possible abuse or exploitation is carried out by UKDS Employees, Board, Committee or Advisory Group Members or Volunteers.
- 9.2 If you or someone else connected to UKDS are accused of abuse you should contact the DSL. If they are unavailable, or this is not appropriate for any reason, contact the Lead Director for Welfare and Safety for advice and guidance. If the Lead Director is not contactable you should contact the CEO.
- 9.3 Make and keep a record of the accusation and any actions taken. You should forward the record to the DSL unless this is not appropriate within 24 hours. If the DSL is unavailable you must forward your record to the CEO or Lead Director for Welfare and Safety.
- 9.4 The DSL will take whatever steps are necessary to ensure the child or adult is protected. This may include suspending the person who is alleged to have abused the adult or child and contacting the LADO or Local Authority Adult Safeguarding Team in the area in which the child or adult who has been abused lives. If this information is not available, the DSL will contact the LADO or Local Authority Adult Safeguarding Team in the area where the abuse is alleged to have taken place or contact the police.
- 9.5 Support and information will be provided to anyone who is suspended pending an investigation. There are a number of strands in the consideration of an allegation:
- A police investigation of a possible criminal offence.
  - Enquiries and assessment about whether a child or adult is in need of protection or in need of services.
  - Consideration of disciplinary action in respect of an employed individual.
  - Suspension or removal from the Board or Advisory Group in respect of a Director or Advisory Group Member.

- 9.6 UKDS will ensure that if there is a criminal investigation that a disciplinary or UKDS investigation does not jeopardise this by disclosing important case details or information to the alleged person during the disciplinary process.
- 9.7 Where needed the results of an investigation may be passed to the Disclosure and Barring Service (DBS).

## **10. Allegations of Previous Abuse**

- 10.1 Allegations of abuse may be made some time after the event, for example, when the adult or child who was abused felt unable to say anything at the time.
- 10.2 Where such an allegation is made, you must follow the reporting procedures because other adults or children, either within or outside sport, may still be at risk from the alleged perpetrator.

## **11. Confidentiality**

- 11.1 Some adults or children may seek to speak to UKDS Employees, Volunteers or Directors in confidence about harm or abuse. You should understand that it is not possible to give absolute guarantees of confidentiality because you would need to be unable to take steps to protect them or others.
- 11.2 Personal information acquired in the course of a disclosure of possible abuse should be regarded as confidential only in so far as the need to share information that relates to potential or actual harm to adults or children that must be passed on to the UKDS DSL.
- 11.3 Every effort should also be made to ensure that confidentiality is maintained with information shared on a 'need to know basis' only. This includes but is not limited to the following people:
- The DSL.
  - The parents or carers of the person who is alleged to have been abused (only following advice from DSL and/or Social Care).
  - The CEO.
  - Social Care/Police.
  - The Board Lead Welfare and Safety Director.
  - The alleged abuser but only following advice from DSL and/or Social Care.
  - Members of the Case Management Group.

## **12. Dealing with the Aftermath of Abuse**

- 12.1 Dealing with a disclosure or suspicion of abuse can be distressing for all concerned. Whilst the priority must be the welfare and safety of the adult or child, it is also important to make sure that anyone connected to UKDS has the right to advice, support or de-briefing following any involvement in a case of adult or child abuse, for example, as the subject of a concern, a whistle-blower, or witness.
- 12.2 The Case Management Group and/or the DSL should give consideration to what support may be appropriate to adults, children and others affected such as parents, Employees or Volunteers. Use of helplines, support groups and meetings

will maintain an open culture and help the healing process. Thought should also be given about what support may be appropriate to the alleged perpetrator of the abuse.

## Annex 1: Associated Policies and Procedures

Name of Policy or Procedure	Relationship to Safeguarding Policies and Procedures
<b>Safeguarding Adults in Sport Policy</b>	To be referred to for signs and indicators of abuse and neglect of adults.
<b>Safeguarding Children in Sport Policy</b>	To be referred to for the signs and indicators of abuse and neglect of children.
<b>Equality, Diversity and Inclusion Policy</b>	Confirms UKDS's commitment to treating everyone with dignity and respect.
<b>Diversity and Inclusion Action Plan (DIAP)</b>	Sets out the actions UKDS will take to ensure they meet their commitment to improving and developing their approach to equality, diversity and inclusion in every aspect of the organisation.
<b>Code of Conduct</b>	Sets out expectations with respect to how all individuals connected to UKDS behave and the values they adopt. It explains what will happen if the code is breached.
<b>Employee Handbook</b>	Sets of the rules and procedures within UKDS including: <ul style="list-style-type: none"> <li>• Whistleblowing Policy</li> <li>• Grievance and disciplinary procedures</li> <li>• Bullying and Harassment Policy</li> </ul>
<b>Event Specific Safeguarding Procedures</b>	Developed for specific UKDS managed events such as the Deaflympics. Event specific Safeguarding Procedures will identify who will be the on-site Designated Safeguarding Lead (DSL) and Deputy DSL for the event and any specific safeguarding considerations such as identification of poor practice, overnight accommodation and travel.
<b>Complaints Policy and Procedures</b>	Sets out UKDS's commitment to working in an open and accountable way that builds trust and respect. They explain the procedures we will follow when we receive a concern or complaint about the service received from UKDS.
<b>Board Recruitment Policy</b>	Sets out the robust recruitment process by which the UKDS Board ensures the skills and experience needed by Directors informs the recruitment and appointment of individuals to the Board. It confirms that recruitment is carried out in an open, transparent, accessible and fair manner that enables UKDS to build a diverse, suitably experienced and fully representative Board.
<b>Employee Recruitment Policy</b>	Sets of the process to be followed when recruiting employees to work in UKDS. It confirms UKDS's commitment to ensuring that the process reaches a sufficiently wide range of potential candidates.



<b>Data Protection Policy</b>	Defines UKDS's policy in respect of obtaining, storing and using personal information relating to its employees and other stakeholders. It confirms UKDS's commitment to the lawful and correct treatment of personal information.
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## Annex 2: Designated Safeguarding Lead

- I. It is good practice in any organisation to identify a Designated Safeguarding Lead to promote the welfare of children and adults. In UKDS this role is carried out by a senior member of staff and is in addition to the lead Board Director for Welfare and Safety, whose role encompasses safeguarding as well as other aspects of welfare.
- II. In UKDS the Designated Safeguarding Lead (DSL) is the Governance and Insight Manager **Denise Blackwell**. The Deputy Designated Safeguarding Lead (DDSL) is the CEO **Joanne Cholerton**. Safeguarding concerns should be emailed to [safeguarding@ukds.org.uk](mailto:safeguarding@ukds.org.uk). If you need an immediate response you can contact Denise on 07512 323920 to talk about your concerns.
- III. If a child or adult is in immediate danger of harm, and you are not able to contact Denise call the police on 999, or for child safeguarding concerns you can contact the NSPCC helpline on 0808 800 50000.
- IV. The current lead Director for Welfare and Safety (including Safeguarding) is Board Director **Andy Mawdsley**. Where the DSL is not available, or concerns relate to the DSL, the Lead Director for Welfare and Safety will act as the DSL and the CEO should also be informed. For concerns about the DSL email [info@ukds.org.uk](mailto:info@ukds.org.uk). Include *Safeguarding Concern* in the subject line so that the concern can be passed on to the appropriate person.
- V. Any UKDS managed events such as the Deaflympics will have an identified DSL and Deputy DSL who will be onsite during the event.
- VI. The DSL within UKDS has primary responsibility for putting into place procedures to safeguard adults and children, supporting welfare/safeguarding leads of deaf sport organisations, where relevant, and for managing concerns about adults and children that are connected with UKDS activities. Their duties and responsibilities include:
  - Liaising with the DBS recruitment process, co-ordinating the dissemination of relevant safeguarding policies, procedures and resources as well as supporting Safeguarding Procedures for UKDS managed events.
  - Working with others within the organisation to create a positive inclusive environment within deaf sport.
  - Playing a lead role in developing and establishing the UKDS's approach to safeguarding adults and children, and in maintaining and reviewing the organisation's processes and procedures for safeguarding adults and children in line with current legislation and best practice.
  - Providing support for the UKDS Board, as well as managing the administration of cases of poor practice/abuse within UKDS. This includes being the central point of contact for enquiries such as from complainants, the LADO, Social Care and/or the Police.
  - Coordinating the dissemination of the Safeguarding Adults in Sport Policy, Safeguarding Children in Sport Policy, Safeguarding Adult and Children

Procedures and any other safeguarding resources throughout UKDS.

- Contributing to ensuring other policies and procedures are consistent with UKDS's commitment to safeguarding adults and children.
- Advising on UKDS's training needs and the development of its training strategy.
- Supporting the Chair to co-ordinate the case management process.
- Managing liaison with, and referrals to, external agencies, for example, adult social-care services, children's services and the police.
- Providing advice and support to deaf sport organisation safeguarding/welfare officers and where requested support their recruitment, selection and training.
- Represent the organisation at external meetings related to safeguarding.

VII. The UKDS DSL is the central point of contact for internal and external individuals and agencies who have concerns of a safeguarding nature about adults within, or connected to, UKDS. The DSL is responsible for receiving reports of and managing cases of poor practice and abuse reported to the organisation including:

- Unacceptable behaviour of an Employee, Volunteer or Board Director towards a child or adult.
- Unacceptable behaviour towards a child or adult by someone during a UKDS managed event.
- Concerns of a serious or significant nature.
- Any concerns arising outside of UKDS that involves an Employee, Volunteer or Member of the UKDS Board, a Committee or Advisory Group.

VIII. BSL users can WhatsApp or message the DSL on the number given above to alert the DSL to a safeguarding concern or disclosure so that the DSL can arrange an interpreter and the concern/disclosure can be discussed.

## Annex 3: Safeguarding Incident Report Form

### UK Deaf Sport Safeguarding Adults and Children Report Form

Where possible please use this form to record a concern that you have about a child or adult. This form should be used to report any concerns you have, including concerns about poor practice.

**Remember, if it is an emergency and the adult or child is in immediate danger, phone the police on 999.**

Otherwise, once completed, please send this form to the Designated Safeguarding Lead at [safeguarding@ukds.org.uk](mailto:safeguarding@ukds.org.uk) putting Safeguarding Incident Report in the subject line.

**IMPORTANT:** Please write clearly and only write facts of what you heard or saw, even if the language used was unpleasant. If you do need to clarify anything, please state this clearly on the form.

Date of incident	
Time of incident	
Location of incident	
<b>Section A: DETAILS OF PERSON CONCERNS ARE ABOUT</b>	
Name	
Date of Birth or approximate age	
Disability If yes, please detail:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do they have care and support needs? If yes, please detail:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Preferred language (please ensure you include whether the adult or child uses BSL to communicate)	
Address (if known):	
Telephone number (if known):	
<b>Section B: HOW YOU BECAME AWARE OF THE ALLEGED POOR PRACTICE, ABUSE OR NEGLECT (tick as appropriate)</b>	
I witnessed an incident directly	<input type="checkbox"/>
I have concerns based on potential indicators of poor practice, abuse or neglect	<input type="checkbox"/>
The adult/child told me directly about poor practice, abuse or neglect they are experiencing	<input type="checkbox"/>

<p>Someone else told me about potential poor practice, abuse or neglect of an adult/child. (Please include their details where known)</p>	<input type="checkbox"/> Their name is: Their relationship to the adult/child is: Their contact details are:
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**Section C: FULL DETAILS OF THE ALLEGED POOR PRACTICE, ABUSE OR NEGLECT**

**DETAILS**

Please give full details of the incident/concern/allegation of poor practice, abuse or neglect

<p>What exactly did you see/hear/ witness?</p> <p>IMPORTANT: Please write clearly and only write facts of what you heard or saw. Use exact words, even if the language you heard was unpleasant.</p> <p>If you do need to clarify anything, please state clearly that is it your opinion or assumption.</p>	
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<p>Where (<i>exact location/venue</i>)</p>	
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<p>When the incident is alleged to have taken place (<i>including date and time if known</i>)</p>	
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**YOUR OBSERVATIONS**

Please include your observations here:

<p>A description/ location of any visible injuries</p>	
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<p>A description of the adult/child's behaviour, their physical or emotional state</p>	
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**PERSON REPORTING THE POOR PRACTICE, ABUSE OR NEGLECT**

Only complete this section if the adult/child reported the incident to you. Record exactly what the adult/child said happened using their exact words as far as possible, even if this is unpleasant language, and anything you said to the adult/child. Remember you should **not** investigate, but simply record here.

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**SECTION D: ALLEGED ABUSER**

Do you have any details about the alleged abuser?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Name:	
Address:	
Tel number:	
Their relationship (if any) to the adult/child:	
Is the alleged abuser an employee/volunteer/Director or working with the UK Deaf Sport in another way?	<input type="checkbox"/> YES Their role ..... <b>IMMEDIATELY REPORT THIS TO THE DESIGNATED SAFEGUARDING LEAD</b>

**SECTION E: REPORTING THE INCIDENT INTERNALLY**

Is anyone else in UK Deaf Sport aware of the concerns/allegations?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, how did they become aware?	
Is the alleged abuser aware of the concerns/allegations?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, how did they become aware?	
Has the adult/child (or parents of the child where relevant) consented to you reporting this to the Designated Safeguarding Lead (please explain why parents have not been informed where relevant)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have any information in respect of any wishes of the adult and what they would like to happen.	
Signed by person making this report	
PRINT YOUR NAME	

Your Role in UK Deaf Sport	
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**THANK YOU FOR COMPLETING THIS FORM.**

**PLEASE SEND THIS FORM TO THE DESIGNATED SAFEGUARDING LEAD, CEO OR WELFARE AND SAFETY LEAD DIRECTOR BY EMAIL TO [safeguarding@ukds.org.uk](mailto:safeguarding@ukds.org.uk) . PLEASE PUT SG REFERRAL INTO THE SUBJECT LINE AND MARK IT AS HIGH IMPORTANCE.**

**Please remember your responsibility for data protection. Do not leave this information in an insecure location or discuss with anyone else.**

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**THE REST OF THIS FORM SHOULD BE COMPLETED BY THE DESIGNATED SAFEGUARDING LEAD/CEO/ WELFARE AND SAFETY LEAD DIRECTOR.**

<b>SECTION F: REPORTING INTERNALLY</b>	
Date & time DSL notified of incident/concern:	
Date & time this form passed on to DSL (if different from above):	
Have you reported this to anyone else in UK Deaf Sport?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Who did you speak to	
DSL comments: <i>(actions/investigations undertaken/any advice sought from external agencies)</i>	
Was the concern referred to a Case Management Group Meeting?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes what date did the Case Management Group meet?	(Please attach the Case Management Group meeting report to this form when the investigation is complete)
<b>SECTION G: REPORTING EXTERNALLY</b>	
Have you reported this to the Adult/Children's Social Care Team?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Who did you speak to	
Date and time reported	
Case referene number (if any)	

Advice given by Social Care team	
Have the police been informed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, who did you speak to?	
Any case reference number?	
What action are the police taking, if any?	
Detail any other organisations you have shared this information with e.g. DBS, and reasons? Please include name and contact details.	
<b>SECTION H: CONSENT AND WISHES</b>	
Is the adult/child aware that you are reporting the concern to Social Care, Police or other agencies?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have they consented to this? ( <i>adults only</i> )	
Please complete here any further information in respect of their wishes	

**Follow-up action required:**

Action:	Due date:	Whom responsible:

**ONCE THE DSL ACKNOWLEDGES RECEIPT OF THE FORM YOU SHOULD DELETE THE FORM FROM YOUR SYSTEM.**

**IN LINE WITH DATA PROTECTION REQUIREMENTS THE FORM WILL BE STORED ON A RESTRICTED SECTION OF SHAREPOINT FROM WHERE IT WILL BE UPDATED BY THE DSL.**



## **Annex 4: Case Management Groups**

- I. Case Management Groups comprise of a select number of individuals with identified and relevant skills, knowledge, experience and/or status within the organisation and include at least one member with safeguarding adult and/or children expertise. The Group's role and decision-making powers are linked to related organisational functions such as code of conduct, and the disciplinary policy and procedures.
- II. Following a meeting of the Case Management Group, the CEO and UKDS Board receive a report summarising how the case has been addressed and its outcomes, as well as any issues that require action by UKDS e.g. changes to policy or procedures.
- III. The Case Management Group has clear terms of reference. The Group will be brought together as the need arises.
- IV. Case Management Groups' roles include to:
  - Ratify any actions already taken by the Designated Safeguarding Lead.
  - Initially assess and agree immediate response to a safeguarding case (does there appear to be a case to answer?).
  - Identify an appropriate 'route' for the case (e.g. internal/disciplinary action alone or referral to statutory agencies plus internal/disciplinary action).
  - Decide the level (from local to national) at which the organisation will deal with the concern.
  - Consider the need for temporary/interim suspension order (the Case Management Group can issue suspensions directly).
  - Review progress of case(s).
  - Identify/communicate learning from cases.
- V. Case Management Groups' membership should include:
  - The Lead Director for Welfare and Safety who should have safeguarding knowledge and expertise, to act as designated Chair.
  - The Designated Safeguarding Lead.
  - The CEO.
  - Managers or specialists from relevant parts of the organisation where appropriate e.g. Human Resources.
- VI. Where needed, co-opted independent safeguarding expertise (e.g. from a deaf sport organisation or relevant profession such as the Police or Social Services).

## Annex 5: Reporting Safeguarding Concerns Flowchart

