



UK Deaf Sport



DeaflympicsGB

UK Deaf Sport

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

Issue	Amendment	Date	Initials	Policy Owner	Approving Body	Date Approved by Approving Body	Review Date
1.0	First version	August 2023	DB	JC	UKDS Board		August 2024
1.1 - 1.9	Reviews and updates during the process of development including changes following feedback from ACT	August 2023	DB	JC	UKDS Board		August 2024
2.0	Final version with flowchart	January 2024	DB	JC	UKDS Board	23 November 2023	October 2025
2.1	Update to contact information for DDSL	September 2024	DB	CR	UKDS Board	23 November 2023	January 2025
2.2	Update to contact information for DSL.	December 2024	DB	CR	UKDS Board	23 November 2023	January 2027
2.3	Addition of Position of Trust	January 2025	DB	CR	UKDS Board		March 2027
2.4	As per feedback from ACT	January 2-25	GS	CR	UKDS Board	27 March 2025	March 2027
2.5	Updating Lead Director	March 2025	GS	CR	UKDS Board	27 March 2025	March 2027

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Reporting a safeguarding concern:

If a child or adult at risk is in immediate danger of harm call the police on 999.

If a concern arises outside of a UK Deaf Sport (UKDS) managed event it should be reported to the UKDS Designated Safeguarding Lead (DSL) or to her Deputy (the DDSL).

The UKDS Designated Safeguarding Lead is:

Shannon Howarth

Partnerships Manager (Participation)

safeguarding@ukds.org.uk

07512 323922

The UKDS Deputy DSL is:

Greg Spencer

Governance Manager

greg.spencer@ukds.org.uk

07512 323922

BSL users can WhatsApp or SMS-message either number to make arrangements to discuss the details of any incident or concern.

If the DSL is unavailable, or an allegation has been made against the DSL, concerns should be reported to the Welfare and Safety Lead Director on the UKDS Board.

The current lead UKDS Director for Welfare and Safety (including safeguarding)

Rebecca Foster

r.foster@worc.ac.uk

With all reporting, *Safeguarding Concern* should be included in the subject line.

Note: for child safeguarding concerns, the NSPCC helpline is available 24/7 on 0808 800 50000, or by email to help@NSPCC.org.uk

1. Introduction

- 1.1 UK Deaf Sport (UKDS) is the leading organisation for deaf sport in the UK. The UKDS vision is *Every Deaf Person Active and Inspired by Sport and Physical Activity*. The UKDS 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 deaf¹ 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. UKDS believes 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.

¹ 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.

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 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:
- An appropriate outline of UKDS expectations, in language that is appropriate to the intended audience, accompanied by a meaningful offer of support where accessibility might be a barrier to understanding.

- A self-disclosure form (for applicants to declare prior convictions or other potentially relevant information).
- 3.5 Where practicable, interviews should take place in ways that provide an opportunity to view certificates to confirm qualifications held. Where this is not possible, alternative arrangements for checks must be made.
- 3.6 Once a successful candidate is chosen, the candidate will only be offered the role subject to satisfactory references and vetting checks. For Employees, especially where the role involves working with participants of UKDS, a minimum of two references must be 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'² 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 UKDS Safeguarding Training must highlight that:
- 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.
 - Abuse, particularly sexual abuse, can generate strong emotions in those having to deal with such an allegation.
- UKDS staff and volunteers must not allow emotions to interfere with their judgments about what action to take.
- 4.2 UKDS Safeguarding Training must highlight that any person who has regular contact with adults and children can be an important link in identifying cases where protection is needed.

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

- 4.3 Whilst UKDS roles will rarely involve more than occasional and irregular contact, UKDS staff and volunteers must at all times be prepared to be informed of, or accused of, poor practice or abuse. UKDS event safeguarding procedures must be followed in ways that address the increased risk at UKDS events such as the Deaflympics, where staff and volunteers may be in more regular contact with athletes.
- 4.4 UKDS Safeguarding Training must highlight ways to recognise the signs and indicators of abuse so that they can identify concerns and so that possible abuse can be recognised, investigated and acted on seamlessly and effectively. Potential 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 UKDS Safeguarding Training and event preparation must highlight that:
- No report of, or concern about, possible abuse should be ignored or trivialised.
 - All UKDS staff and volunteers have a duty to act on any concerns they may have. Each one must be treated seriously.
- 4.6 Whilst it is never the role of UKDS staff or volunteers to determine abuse or harm (a job for the authorities), 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.
- 4.7 In the event of any concerns about the effectiveness of UKDS Policy, Procedures or arrangements in relation to Safeguarding, UKDS Staff and Volunteers should consider using UKDS's Whistleblowing Policy.

5 Responding to an incident or concern

- 5.1 In any situation which could be perceived as an emergency or where any adult or child is in immediate danger, the immediate response should be a call for help. In the UK, this will almost always mean calling the police on 999. Internationally, event planning should ensure all staff and volunteers are aware of how to call for help.
- 5.2 Wherever practicable, Annex Six of this document (the decision support flow chart, below) should be used as a guide in responding to an incident. UKDS Safeguarding Training must include familiarisation with this decision support tool.
- 5.3 UK Deaf Sport staff and volunteers must be trained to respond to any incident in ways which are sensitive to barriers which may be identified by adults and children disclosing abuse or harm.
- 5.4 UK Deaf Sport Safeguarding Training should highlight that reasons why adults and children may not report abuse such as:
- 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 UK Deaf Sport Safeguarding Training must ensure staff and volunteers understand that when disclosures of abuse are being made, best practice is 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 UK Deaf Sport Staff and Volunteer responses must at all times proceed on a clear understanding that whilst not always *requiring* the individual's consent, the organisation is committed to taking all practicable steps to involve the individual in the process.

- In responding to an incident or concern, consideration should be given to whether a statutory duty to report takes precedence over considerations of consent. This statutory duty takes precedence if any child is involved, but also where the duties of the Care Act apply.

- In all cases where the statutory duty to report is perceived as taking precedence, UK Deaf Sport staff and volunteers should record the reasons using one of the following four headings:
 - To protect others
 - Because not intervening would cause further harm to the individual
 - Because the adult lacks the capacity to consent
 - Because a crime may have been committed.
- Where none of the Care Act exemptions could conceivably apply, staff and volunteers must respect the right to self-determination and seek the adult's consent before reporting an incident or concern relating to that adult.
- Where consent must be sought before reporting an incident or concern, clarity may be provided around the principle of consent, and the right to independence, choice and self-determination, including in relation to the sharing of personal information. Reasons for any objections may be sought, and the implications of withholding consent may be explored.
- If an adult refuses consent, the staff and volunteers should seek guidance as to whether the occurrence of an incident or concern could still need to be recorded and reported. Guidance might be sought from the UK Deaf Sport Designated Safeguarding Lead (DSL), the DDSL or the Welfare and Safety Lead Director on the UKDS Board. If an immediate response is needed, the Governance Manager may be contacted on 07512 323920.
- Where a report is submitted, the adult should have already been made aware of what steps might follow, and with whom the information is likely to be shared. Reassurance should have been given that sharing will always be on a limited "need to know" basis, with as few others as possible knowing identities and with a commitment to respecting confidentiality. If an adult has not given consent, the report should also document the grounds on which the concern or incident was recorded and reported.
- On receipt of the any report submitted in the absence of consent, the responsible Safeguarding Lead must assess whether there is an over-riding public responsibility to share the information.

6 Recording an Incident or Concern

- 6.1 Whether a concern arises either from a disclosure of abuse or from suspicion of abuse, details should be recorded as a matter of urgency. Wherever practicable, this recording should be using the form in Annex three of this document
- 6.2 Recording of a disclosure or concern is not expected to render every detail of conversations, but should record key phrases used as accurately as possible.
- 6.3 The questions on the form in Annex Three work through areas for which details should be recorded wherever they are available. This is a suggested list, but records should be as extensive as required in any given situation, with additional sheets attached as needed. A minimal recording might cover details of the person the concerns are about, and of the source for the recorded information, and of the

incident and/or concern, plus any details of the alleged abuser, and any notes for reporting the incident internally.

- 6.4 Any record being prepared might also include factual observations about the physical and emotional state of the adult or child sharing their concerns, and might include whether there was something specific happening at that particular time that could have prompted the disclosure. The record should make clear what is factual and what is additional information or a record of how the context was being interpreted at the time.
- 6.5 Whilst the UKDS Safeguarding Incident Report Form (see *Annex 3: Safeguarding Incident Report Form*) would be the organisation's preferred format for recording, availability of this format **should not delay any recording of available information**.
- 6.6 All recorded information should be stored securely, in line with confidentiality requirements, and should only be made available to those who have authorisation to access it as part of the action taken to resolve the concern or allegation.
- 6.7 If asking a third party to complete a report, guidance should be given that 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..

7 Reporting an Incident or Concern

- 7.1 If any incident or concern merits immediate notification of anyone at UK Deaf Sport, this should already have been completed as per the response section of this document (above). Any such notification should have been followed by a recording process, ideally using Annex 3 (below). Reporting happens when the record is submitted to the Designated Safeguarding Lead (for all cases not involving the DSL) or to the Director for Welfare and Safety (including safeguarding).
- 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 also be able to communicate with participants using BSL.
- 7.3 If an allegation has been made against the Designated Safeguarding Lead (DSL), or the DSL is unavailable, the completed record should go to the Welfare and Safety Lead Director on the UKDS Board. In all other cases, the completed form should go immediately to the Designated Safeguarding Lead at safeguarding@ukds.org.uk putting "Safeguarding Incident Report" in the subject line. .
- 7.4 In UKDS the Designated DSL is the Partnerships Manager (Participation) **Shannon Howarth**. . The DDSL is the Governance Manager **Greg Spencer**. Both have access to any safeguarding concern emailed to safeguarding@ukds.org.uk. If an immediate response is needed, the Governance Manager can be contacted on 07512 323920.

- 7.5 In the event of any staff or volunteer having concerns about reporting using the standard UK Deaf Sport channels, guidance may be sought from the lead Director for Welfare and Safety (including safeguarding). Additional support may be sought from one of the sources listed on the Ann Craft Trust website, but this does NOT remove the requirement to report the concern as quickly as is practicable. .
- 7.6 UK Deaf Sport's current lead Director for Welfare and Safety (including safeguarding) is the Board Director recorded at the head of this document. Where the DSL is not available, or if concerns relate to the DSL, the Lead Director for Welfare and Safety should be contacted via the UK Deaf Sport Administrator using the email address at the head of this document, with *Safeguarding Concern* in the subject line.
- 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 any incident or concern has been reported in line with this document, responsibility for taking any further decisions and/or actions resides with the individual who received the report. Further details are unlikely to be shared beyond this point for the confidentiality of the individual concerned.
- 7.9 In the event of genuine concerns that a matter has not been taken forward, referrals can be made directly, outside of the organisation. In the UK, contact the nearest Safeguarding Adults Board. Details can be found at <https://www.anncrafttrust.org/resources/find-your-nearest-safeguarding-adults-board/>
- 7.10 Note: individual staff members and volunteers do not decide if abuse has taken place, but staff and volunteers are responsible for reporting any incident or concern.

8 Referring an Incident or Concern

- 8.1 Where significant risk is disclosed or identified, or immediate escalation may be warranted, a response should already have been made from the scene as per the response section of this document (above). In all cases, receipt of a report should trigger a review to consider if the details might merit immediate police notification or follow up to allow statutory services to offer or arrange appropriate protection.
- 8.2 Where information or disclosures do not indicate the need for an immediate referral, the recipient of the report (most commonly, the DSL) must 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.
- 8.3 In cases of minor poor practice, the responsible safeguarding lead will advise the organisation on how best to manage the situation. In cases of serious poor practice or suspected abuse the responsible safeguarding lead will need to discuss the issue, and agree the actions UKDS will take, with the CEO and/or Case Management Group where appropriate.
- 8.4 No other procedural steps outlined in this document preclude any UK Deaf Sport safeguarding lead (DSL, DDSL or Director for Welfare and Safety) from

immediately referring a concern to the appropriate authorities . Adult Social Care Services may be contacted for advice about further steps.

- 8.5 Where a statutory duty to refer applies, either because a child is involved or because an incident or concern involving an adult must be referred under the Care Act, this referral must be immediate, and guidance must be sought.
- 8.5 No-one other than a trained safeguarding lead, with a role as DSL, DDSL or Director for Welfare and Safety should mount an internal 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 anyone else could be construed as unjustified interference which could jeopardise an investigation and any possible subsequent court case.
- 8.6 Concerns relating to any adult that involve an allegation about an individual within UKDS should be immediately referred by the responsible safeguarding lead to the most relevant Safeguarding Adults Board. UK local authority details can be found at <https://www.anncrafttrust.org/resources/find-your-nearest-safeguarding-adults-board/> or by contacting the most relevant Local Authority.
- 8.7 If an incident or concern involves someone connected to UKDS, the individual in question must be omitted from all associated communications. With that proviso, the responsible Safeguarding Lead should inform the Chief Executive Officer (CEO) and/or Director for Welfare and Safety, who should in turn contact the Chair and/or Vice Chair.
- 8.8 As soon as reasonably practicable, two from the case-specific safeguarding lead, the Director for Welfare and Safety, the CEO and the Chair of the Board must consider, together, whether a case needs to be escalated 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) and potentially refer to statutory services such as Police and the Local Authority.

9. What to do if anyone connected to UKDS is accused of abuse

- 9.1 UKDS is committed to safeguarding and promoting of the welfare of all adults and children, including in circumstances where a concerns, incidents or allegations might implicate UKDS Employees, Board, Committee or Advisory Group Members or Volunteers.
- 9.2 Any UKDS staff member or volunteer becoming aware of being perceived as having contributed to an incident or concern should immediately contact the DSL, the DDSL, or the Lead Director for Welfare and Safety for advice and guidance.
- 9.3 The form in Annex Three may be used to make and keep a record of any accusations and any actions taken, but availability of the form must not become a barrier to creating a record. Once completed, the record should be submitted as soon as reasonably practicable. If an allegation has been made against the Designated Safeguarding Lead (DSL), or the DSL is unavailable, the completed record should go to the Welfare and Safety Lead Director on the UKDS Board via a.mawdsley@ukds.org.uk. In all other cases, the completed form should go

immediately to the Designated Safeguarding Lead at safeguarding@ukds.org.uk putting "Safeguarding Incident Report" in the subject line. .

- 9.4 Whichever safeguarding lead receives the report must immediately review the report to consider if immediate referral is required. Referral might be required because a child is involved (with additional requirements such as contacting the Local Authority Designated Officer), or because a statutory duty to refer applies for an adult (see section 5.6, above).
- 9.5 Immediate police or a local authority notification might also be required to allow statutory services to offer or arrange appropriate protection.
- 9.6 Contact details for UK Local Authorities can be found at <https://www.anncrafttrust.org/resources/find-your-nearest-safeguarding-adults-board/> or by contacting the most relevant Local Authority.
- 9.7 In consultation with the relevant authorities, the responsible safeguarding lead should also consider the immediate suspension of the associated staff member or volunteer.
- 9.8 Support and information will be provided to anyone who is suspended pending an investigation, up to and including through:
 - A police investigation of a possible criminal offence.
 - Enquiries and assessment of potential needs for protection or 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.
- 9.9 UKDS will ensure that if there is a criminal investigation that a disciplinary or UKDS investigation does not jeopardise this process by disclosing important case details or information to the alleged person during the disciplinary process.
- 9.10 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 an individual felt unable to say anything at the time.
- 10.2 Where such an allegation is made, UKDS reporting procedures as outlined in this document should be followed as if for a current incident on the basis that 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. Staff and volunteers should

understand that no one, in any role, can give absolute guarantees of confidentiality because that would priority must always be given to taking steps to protect either the individual in question, or others.

- 11.2 Personal information acquired in the course of a disclosure of possible abuse should be regarded as confidential, but information that relates to an incident or concern must be recorded, reported, and where appropriate, referred.
- 11.3 Every effort should 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 UKDS recognise that dealing with a disclosure or suspicion of abuse can be distressing for all concerned. Whilst the priority must be the welfare and safety of anyone who has experienced abuse and anyone who might continue to be at risk, anyone connected to UKDS also has the right to advice, support or debriefing following any involvement in a case of , for example, as the subject of a concern, a whistle-blower, or witness.
- 12.2 The Case Management Group and/or the DSL must 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
Safeguarding Adults in Sport Policy	To be referred to for signs and indicators of abuse and neglect of adults.
Safeguarding Children in Sport Policy	To be referred to for the signs and indicators of abuse and neglect of children.
Equality, Diversity and Inclusion Policy	Confirms UKDS's commitment to treating everyone with dignity and respect.
Diversity and Inclusion Action Plan (DIAP)	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.
Code of Conduct	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.
Employee Handbook	Sets out the rules and procedures within UKDS including: <ul style="list-style-type: none"> • Whistleblowing Policy • Grievance and disciplinary procedures • Bullying and Harassment Policy
Event Specific Safeguarding Procedures	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.
Complaints Policy and Procedures	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.
Board Recruitment Policy	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.
Employee Recruitment Process	Sets out 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.

Data Protection Policy	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.
Whistleblowing Policy	Sets out what is meant by whistleblowing and the procedures in UKDS if there is a concern that falls under the definition of whistleblowing.
Modern Slavery Policy	Clarifies our understanding of the potential for slavery or human trafficking within our organisation, supply chain and partnerships. Raises the awareness of employees, Board and Advisory Group members to the risk of modern slavery, to ensure all reasonable steps are taken to remove modern slavery wherever possible.

Annex 2: Designated Safeguarding Lead

- I. UKDS recognise that good practice in any organisation starts with identifying 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 Partnerships Manager (Participation) **Shannon Howarth**. The Deputy Designated Safeguarding Lead (DDSL) is the Governance Manager **Greg Spencer**. Safeguarding concerns should be emailed to safeguarding@ukds.org.uk. Anyone needing an immediate response can contact the DSL on 07512 323922.
- III. In any situation which could be perceived as an emergency or where any adult or child is in immediate danger, the immediate response should be a call for help. In the UK, this will almost always mean calling the police on 999. Internationally, event planning should ensure all staff and volunteers are aware of how to call for help.
- IV. The current lead Director for Welfare and Safety (including Safeguarding) is the Board Director listed at the head of this document. 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 the Lead Director using the email address at the head of this document. The subject line should include *Safeguarding Concern* so that the concern can prioritised for handling in strict accordance with established UKDS policy and procedure.
- V. Any UKDS managed events such as the Deaflympics must 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

Wherever practicable please use this form to record any concern that you may have about a child or adult, or any allegation that has come to your attention.

Remember, if you encounter an emergency and any adult or child is in immediate danger, you should immediately call for help

In the UK, phone the police on 999

IMPORTANT: when completing the form, 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.

Note: once completed, this form should be used to report any concerns you have, including concerns about poor practice.

If an allegation has been made against the Designated Safeguarding Lead (DSL), or the DSL is unavailable, the completed form should go to the Welfare and Safety Lead Director on the UKDS Board or to the Deputy Designated Safeguarding Lead (DDSL).

In all other cases, the completed form should go immediately to the Designated Safeguarding Lead at safeguarding@ukds.org.uk putting "Safeguarding Incident Report" in the subject line.

Note: once the completed Incident Report Form has been reviewed, it will stand as the UK Deaf Sport record of the incident. As such, it will form the basis of any referral.

UK Deaf Sport Safeguarding Adults and Children Report Form	
Date of incident	
Time of incident	
Location of incident	
Section A: DETAILS OF THE PERSON THE CONCERNS ARE ABOUT	
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):	
Section B: HOW THE RECORDER BECAME AWARE OF THE ALLEGED POOR PRACTICE, ABUSE OR NEGLECT (tick as appropriate)	
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"/>
Someone else told me about potential poor practice, abuse or neglect of an adult/child. (Please include their details where known)	<input type="checkbox"/> Their name is: Their relationship to the adult/child is: Their contact details are:
Section C: FULL DETAILS OF THE INCIDENT AND/OR CONCERN	
DETAILS	
Please give full details of the incident/concern/allegation of poor practice, abuse or neglect	
Where (exact location/venue)	
When (including date and time if known)	

Section C Continued: FULL DETAILS OF THE INCIDENT AND/OR CONCERN

What exactly did you see/ hear/ witness?
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.

If you do need to clarify anything, please state clearly that is it your opinion or assumption.

YOUR OBSERVATIONS

Please include your observations here:

A description/ location of any visible injuries

A description of the adult/child's behaviour, their physical or emotional state

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 and should simply record here.

SECTION D: ALLEGED ABUSER

Do you have any details about the alleged abuser?

YES ☐

NO ☐

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
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	

Thank you for completing this form.

If the DSL is implicated in any way in any of the content of this form, please send it to the welfare and safety lead director by email to a.mawdsley@ukds.org.uk. Otherwise send it to the DSL at safeguarding@ukds.org.uk. In either case, please put safeguarding 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.

THE REST OF THIS FORM SHOULD BE COMPLETED BY THE RESPONSIBLE SAFEGUARDING LEAD FOR THIS CASE.

SECTION F: REPORTING INTERNALLY	
Date & time SL 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	
SL 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)
SECTION G: REPORTING EXTERNALLY	
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 reference 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.	
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SECTION H: CONSENT AND WISHES

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 A SAFEGUARDING LEAD ACKNOWLEDGES RECEIPT OF A COMPLETED FORM THE ORIGINAL SHOULD BE DELETED FROM ALL OTHER SYSTEMS.

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: Position of Trust

1. 'Position of trust' is a legal term that refers to certain roles and settings where an adult has regular and direct contact with children³ or adults⁴. Examples of positions of trust include:
 - teachers
 - care workers
 - social workers
 - doctors.
2. In England, Wales and Northern Ireland changes to the law made in 2022 extend the definition to include:
 - faith group leaders
 - sports coaches.
3. Although most people who work or volunteer with children or adults have their best interests at heart, UK Deaf Sport believes it has a responsibility to prevent anyone who is in a position of authority from abusing a child or adult.

Individuals in a Position of Trust

4. Individuals in a "position of trust" are people who have been assigned a role involving direct contact with children and adults at risk.
5. The majority of individuals in UK Deaf Sport who may be regarded as being in a "position of trust" will have little or no direct contact with children and adults on a regular basis where they may be able to take advantage of their position. However, UK Deaf Sport feel it is important for anyone involved in UK Deaf Sport to be aware of situations where a breach of a "position of trust" can occur and what to do if they have any concerns.

Defining Abuse of Position of Trust

6. "Abuse of position of trust" refers to any kind of offence wherein an individual over the age of 18 takes predatory advantage of their regular and responsible professional role when interacting with the children or adults with whom they have contact.

Settings in Which a Breach of a Position of Trust Can Occur

7. Due to the nature of the roles that are defined as "positions of trust" when crimes of this kind are committed or suspected, typical settings usually include schools, care homes, hospitals, and religious buildings. However, a "position of trust" can also apply to people involved in sport such as coaches or even team members.
8. In many cases, the trust with which these individuals have been endowed by the nature of their positions is required to extend beyond the premises on which they undertake the majority of their work.

³ For the purpose of this guidance a child is an individual under 18 years of age

⁴ UK Deaf Sport includes all adults in its safeguarding procedures not just those defined as adults at risk

9. For this reason, it is very possible for a breach of a “position of trust” to happen outside of the location or venue where the sport or activity takes place.
10. A person in a “position of trust” can be an employee, Trustee or volunteer who has regular contact with children or adults. This work may be paid or unpaid.
11. The nature of the concerns about a person in a position of trust or the risk they may pose to children or adults, may be varied and far ranging.
12. Examples of such concerns however could include allegations that they have:
 - behaved in a way that has harmed, or may have harmed an adult or child
 - possibly committed a criminal offence against, or related to, an adult or child
 - behaved towards an adult or child in a way that indicates they may pose a risk of harm to children or adults.

Recognising a Breach of a Position of Trust

13. UK Deaf Sport recognises the importance of ensuring all UKDS staff and volunteers understand the signs that someone could be using their position to abuse children or adults.
14. Examples of situations that may cause concern include an individual connected to UK Deaf Sport:
 - giving a child or adult extra special attention or preferential treatment, or acting as their confidante
 - frequently spending time on their own with a child or adult, particularly if this is in private or isolated areas
 - spending time outside their working or volunteering role alone with a child or adult
 - transporting a child or adult to or from meetings or activities on their own
 - making friends with a child or adult’s parents or carers and/or visiting them at home
 - giving gifts, money, toys, cards or letters to a child or adult
 - using texts, telephone calls, emails or social networking sites to communicate with a child or adult over who they have authority or influence
 - being overly affectionate with a child or adult
 - giving preferential treatment to a child or adult during selection of a team or individual athlete for a competition
 - flirting with or making suggestive remarks or sexual comments around a child or adult.
15. A concern may also be recorded if staff or volunteers hear other children/adults making jokes or references about an individual in a “position of trust” and a specific child or adult.
16. UKDS recognise that behaviour such as that listed above may be witnessed outside of any context of grooming or abuse. But all staff and volunteers involved in UK Deaf Sport should understand what appropriate behaviour looks like.

17. UK Deaf Sport has a Code of Conduct Policy and agreement that all employees, Board and Committee Members and volunteers must sign. The Code of Conduct Policy sets out the kind of behaviours expected of all individuals involved with UK Deaf Sport.
18. Where any staff or volunteer has any concerns about the behaviour of a person in a "position of trust" in UK Deaf Sport, the UK Deaf Sport Safeguarding procedures should be followed to report the incident or concern.

Annex 6: Adult Safeguarding Response Flowchart

