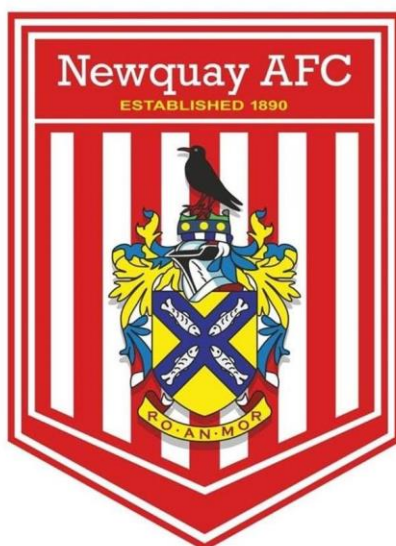


# Newquay AFC

## ADULTS AT RISK POLICY



<b>Policy implemented and agreed by Committee</b>	<b>July 2025</b>
<b>Policy review due</b>	<b>July 2026</b>

Safeguarding children and adults at risk is of paramount importance for the Club.

Newquay AFC is committed to raising awareness and empowering everyone we engage with, to create safer environments and identify and report concerns promptly and effectively.

We all share a responsibility for promoting and protecting the safety and welfare of Children and Adults at Risk, irrespective of individual roles and responsibilities. The safeguarding children policy and procedure, for those under the age of 18, is covered in a separate document.

Newquay AFC aims to create an atmosphere where all adults feel valued and safe and a place where their welfare is promoted. This policy sets out the procedures for protecting adults at risk working with the Trust staff, board members or volunteers.

This Policy outlines our approach to safeguarding and applies to everyone involved with the Club. All staff, volunteers and partner organisations have a role to play in ensuring that the responsibilities/commitments to safeguarding set out in this policy are upheld and at the forefront of everything they do.

The Club accepts that we are required to fulfil our duty of care, which means that we must do everything that can be expected of us to help safeguard and protect people from harm, and to act when we suspect that someone is being harmed or is at risk of harm.

**The aims of the Club's Safeguarding Policies are to:**

- Develop a positive and pro-active approach to safeguarding to best protect all children, young people and adults at risk who use our facilities or engage in associated activities, enabling them to participate and achieve in an enjoyable and safe environment.
- Facilitate the provision of a range awareness training for all staff or volunteers in line with guidance and in line with The FA requirements.
- Demonstrate best practice around safeguarding the welfare of all adults at risk.

**The guidance given in the policy and procedures is based on the following principles:**

- All adults, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- The club will seek to ensure that our sport and any other recreational activities are inclusive and make reasonable adjustments for any ability, disability, or impairment, we will also commit to continuous development, monitoring, and review.
- The rights, dignity and worth of all adults will always be respected.
- We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, particularly those adults with care and support needs.
- Where the Club believes or is informed that circumstances exist which may harm adult(s) at risk or poses or may pose a risk of harm to them, the Trust will refer the matter to a statutory agency such as the Police or Social Care Team for further investigation. The F.A. Case Management Unit may also be informed.
- We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within the club for example inappropriate behaviour of a coach, or in the wider community.
- All allegations will be taken seriously and responded to quickly.

The Club recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to working with partners to protect adults at risk.

Adults at risk of harm are defined as a person aged 18 or over who has needs for care and support (whether the local authority is meeting any of those needs) and:

- is experiencing, or at risk of, abuse or neglect, and:
- because of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

An individual's level of vulnerability to harm may vary over time depending on the circumstances they are in and their needs at that time. Not all adults with care and support needs will be at risk of harm. This will depend on the individual, their current situation, and the circumstances they are in.

Abuse is defined as a violation of an individual's human and civil rights by any other person or persons. It includes acts of commission (such as an assault) and acts of omission (situations where the environment fails to prevent harm).

Abuse may be single act or omission or series of acts or omissions.

Capacity refers to an individual adult's ability to take a specific decision or take a particular action at a particular time even if they are able or not able to make other decisions at other times. The starting point should be that the person has capacity to decide unless it can be established that they cannot.

Care and support needs can arise from or are related to a physical or mental impairment or illness and are not caused by other circumstantial factors. This includes if the adult has a condition because of physical, mental, sensory, learning, or cognitive disabilities or illnesses, substance abuse or brain injury. This list is not exhaustive.

## **Safeguarding Concerns**

Any concerns will be taken seriously and acted upon appropriately and we will pay attention to what adults feel. We will be rigorous and vigilant in protecting everyone using our services from abuse, bullying and intimidation.

Everyone involved in the Club is obliged to make sure that anyone using the services is safe. They must report concerns without delay. All those involved with us will be made aware of this policy and of what to do if they have any concerns. There is guidance for those responsible for responding to concerns so that they are properly dealt with.

### **The Club's arrangements in fulfilling its commitment to safeguarding adults at risk:**

1. The Club's Welfare Officer has responsibility for safeguarding. All concerns, allegations, or disclosures regarding the welfare of adults at risk will be referred to the DSO at Cornwall FA who will decide as to the seriousness and nature of the information and will refer and report to the appropriate agency.
2. The Club accept and adopt The Football Association's safeguarding policies and procedures whilst further specific and individual policies are developed and adopted.
3. The Club ensure that, where the role requires, all staff and volunteers complete The FA Safeguarding Children Workshop.
4. The Club are committed to ongoing safeguarding training and development.
5. The Club are committed to the sharing of information to protect adults at risk, children, and young people, in line with the Data Protection Act (1998).

## **Reporting Concerns and Whistleblowing Policy**

Although this policy gives details of how to raise concerns, there is a stand-alone policy. That policy sets out how individuals can raise concerns particularly about the vulnerable adults and children involved at Newquay AFC. There may also be issues around equality or discrimination matters that raise concerns that may be raised in a similar manner. Those principles also cover all other aspects of malpractice by individuals within the Club. It provides a method of raising concerns and how people can receive feedback on any action taken.

## **Bullying and abuse**

Newquay AFC is committed to providing a caring, friendly, and safe environment for all our participants so they can participate in activities in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all participants, parents and carers should be able to tell and know that incidents will be dealt with promptly and effectively.

We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Welfare Officer/Designated Safeguarding Officer or lead coach of the session or project. Bullying is not just an issue for children and young people.

It is not the responsibility of anyone at Newquay AFC in a paid or unpaid capacity to decide whether the alleged harm or abuse has taken place. However, it is the responsibility of all staff and volunteers to act, by reporting any concerns or allegations of abuse of an adult at risk to the Club Welfare Officer (CWO)/Designated Safeguarding Officer (DSO) or by contacting the appropriate authorities.

## **When to report suspicions or incidents:**

Newquay AFC volunteers and paid staff are not expected to be experts in recognising abuse; however, staff should be vigilant and respond swiftly and appropriately.

If any of the following circumstances occur, you should report this immediately to the CWO/DSO. Make a written record of the incident or grounds for concern. You will be guided by the CWO/DSO as to how, when and by whom carers are to be informed:

- If you suspect an adult at risk may be the victim of abuse by any person, including neglect, physical, sexual, or emotional abuse.
- If an adult at risk appears to have been the victim or perpetrator of bullying, including on-line cyberbullying.
  - If you observe any injuries/marks on an adult at risk which they cannot account for, their explanation for the injury seems unlikely or you have suspicions as to how the injury may have been caused.
- If there is a sudden change in behaviour, i.e., the adult at risk behaviour alters significantly, they become withdrawn or tearful. If an adult at risk voices their intentions to self-harm or if you suspect, he/she may be exhibiting signs/symptoms of self-harm or an eating disorder.
  - If you suspect an adult at risk has been exposed to any inappropriate or indecent images or discloses any inappropriate on-line behaviour.
- If you accidentally hurt a child or an adult at risk, or you observe another adult hurting an adult at risk.
- If he/she seems distressed in any manner and you have concerns for their emotional state or welfare.
  - If an adult at risk appears to be sexually aroused by your actions or may have developed an infatuation with you or another member of staff.
- If an adult at risk misunderstands or misinterprets something you have done, which may compromise your position or working relationship with that adult at risk.

Do not worry that you may be mistaken. Being worried about doing the wrong thing is not a reason not to act. It is better to have discussed it with somebody with the experience and responsibility to make an assessment.

**How to report a concern:**

- If the adult at risk is in danger or injured, then call the emergency services.
- If you receive an allegation, or have suspicion, or disclosure of poor practice or abuse. Report this to your CWO/ DSO.
- CWO/DSO will gather the relevant information and inform the County FA DSO so that a decision can be made as to who should investigate the matter or escalate to the FA Safeguarding Case Management Team should the matter meet the `threshold`.
- CWO/DSO to submit an incident form within 24 hours and send to CFA DSO.

If concern is considered poor practice/misconduct:	If concern is considered, to be potential abuse:
Refer to CWO/DSO for resolution.	Criminal investigation/ prosecution
Club Resolution	Investigation by the FA Safeguarding Case Management Team
Club Disciplinary action	Resolution as poor practice / misconduct
No further action	Club Safeguarding procedures

**Other Club Policies:**

Please read this policy in conjunction with our other club policies and procedures relating to Safeguarding in football which include:

- Safeguarding Children Policy
- Equity, Diversity and Inclusion Policy
- Adult Player Code of Conduct
- Coaches, Team Managers and Club Officials Code of Conduct

- Spectators & Parents/Carers Code of Conduct
- Young Player Code of Conduct

**Reporting a concern, useful contacts:**

Club Welfare Officer: Emma Wright

Contact number:

Email Address:

County FA DSO: Claire Summers-Evans

Contact number: 01208 262989

Email Address: [claire.summers-evans@cornwallfa.com](mailto:claire.summers-evans@cornwallfa.com)

FA Safeguarding Team

Contact number: 0800 169 1863

Email Address: [Safeguarding@theFA.com](mailto:Safeguarding@theFA.com)