

December 2020 – December 2022

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**RIO FERDINAND FOUNDATION**

**HANDBOOK OF SAFEGUARDING POLICIES**

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## 1. Introduction

- 1.1 Established as a registered charity in 2012, the Rio Ferdinand Foundation (“**Foundation**” or “**RFF**”) works collaboratively with young people and communities to deliver progression pathways aimed at ensuring young people are socially mobile and empowered to be independent, take control of their lives and achieve their full potential.
- 1.2 Our work is delivered under four strategic pillars: Sport & Social Inclusion, Health & Wellbeing, Safer & Stronger Communities and Skills & Training.
- 1.3 We are an equal opportunities employer and do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.
- 1.4 The Safeguarding Policies in this Handbook are designed to ensure that we fulfil our obligations under applicable laws to participants, stakeholders and otherwise in order to protect the interests of those members of society who may be vulnerable to risks identified in applicable legislation.
- 1.5 The Safeguarding Policies and procedures set out in this handbook apply to all staff unless otherwise indicated. They therefore apply to managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff (collectively referred to as “staff” in this handbook). They do not form part of the terms of your contract with us, which are provided to you separately.

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## **A. Safeguarding Children & Young Persons Policy**

### **1. Introduction**

Rio Ferdinand Foundation ("**Foundation**") acknowledges and accepts it has a responsibility for the wellbeing and safety of all children and young people who are under the Foundation's care or utilising the Foundation's facilities. It is the duty of all adults working at the Foundation to safeguard the welfare of children and young people by creating an environment that protects them from harm.

The wellbeing of children and young people is paramount for all staff and accordingly, they must make themselves aware of the Foundation's Safeguarding Children and Young Persons Policy. Where appropriate, the following guidelines will be supplemented by in-service training and additional guidance.

### **2. Rules & Regulations**

The Foundation is subject to the rules and regulations set out in the 1989 and 2004 Children Act, Working Together to Safeguard Children (2018), the London Child Protection Procedures (5<sup>th</sup> edition), and the Football Association.

The Foundation is fully committed to ensuring that the best practice recommended by these bodies is employed throughout the Foundation and its activities.

The Foundation has a responsibility to maintain regular dialogue with the Local Safeguarding Children Board.

### **3. Definitions**

**"Child"** (collectively referred to as **"Children"**): anyone under the age of 14.

**"Young Person"** (collectively referred to as **"Young People"**): anyone between the ages of 14 and 18.

### **4. Aims & Key Principles**

**The aims of the Foundation's Safeguarding Children Policy are:**

- To safeguard all children and young people who interact with the Foundation.
- To demonstrate best practice in the area of safeguarding children.
- To develop a positive and pro-active welfare programme to enable all children and young people to participate in an enjoyable and safe environment.
- To promote high ethical standards throughout the Foundation.

**The key principles underpinning this policy are:**

- The child's and young person's welfare must always be the paramount consideration.

- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.
- All allegations of abuse will be taken seriously and responded to efficiently and appropriately.
- To encourage parents and other members of the child or young person's family to be involved in a relationship with the Foundation.
- To ensure that coaches, parents and other adults who come in contact with children and young people provide good role models of behaviour.

## **5. Safeguarding Children**

### **Safeguarding Children Programme**

The Foundation has an ongoing commitment to employing a programme of activities which cover all areas of the business. The programme will regularly be reviewed and updated according to any needs that may be identified.

### **Designated Safeguarding Officers**

The Foundation has two Designated Safeguarding Officers ("DSO") who have overall responsibility for the safeguarding of children and young persons at the Foundation and engaged in Foundation activities/programmes. These Officers have special responsibilities and are the focal point for safeguarding children and young persons in their nominated area.

Anybody with concern about a child or young person's welfare should contact a Designated Safeguarding Officer for advice in the first instance (details can be found at the end of this policy).

## **6. Human Resources & Disclosure**

### **Recruitment**

As part of the Foundation's recruitment and selection process, offers of work to positions which involve working with children and young persons are subject to a satisfactory Enhanced DBS disclosure and appropriate references. See below and attached for details of the Foundation's DBS procedures.

### **Staff Training**

All staff working in direct contact with children and young persons shall be required to complete a workshop on Safeguarding Children and Young Persons. Details of those satisfactorily completing this course are retained by the Foundation.

### **Work Experience**

The Foundation often offers work experience placements to young people. The Foundation has a central work experience scheme which provides forwardly-planned and structured work

experience placements. Whilst undertaking work for the Foundation, those on work experience will be given no unsupervised access to children and young persons.

### **Health and Safety**

Rio Ferdinand Foundation's Health and Safety Policy gives guidance to those whose roles involve working with children and young persons. Where a child or young person is involved, a risk assessment must take account of their particular vulnerabilities. The risk assessment should set out what arrangements are in place for their care and supervision,

### **Staff Briefing**

A Staff Briefing Note giving guidance to all Foundation employees is provided at induction. Whenever possible staff should avoid situations where they are in one-to-one contact with children or young people alone. When physical intervention is necessary to restore safety, restraint should not continue any longer than is absolutely necessary.

### **Disclosure and Barring Service**

Rio Ferdinand Foundation uses the Disclosure and Barring Service (Formally the Criminal Records Bureau (CRB)) ("DBS"). The DBS provides a disclosure service for organisations. DBS disclosures enable employers to undertake more thorough recruitment and selection procedures for positions which involve working with Children.

## **7. Process for Criminal Records checking**

### **New Appointments**

All staff who are offered a position which involves working, or coming into contact, with children and young persons will be required to complete a Self-Declaration Form and also undertake a DBS Disclosure. All offers of work are subject to the outcome of the screening process and where applicable, this is set out in the initial job advertisement and the applicant's offer of work. Until such time as a satisfactory Disclosure certificate has been received, the member of staff will not be left unsupervised with children and young persons.

Should a positive Disclosure be received, a risk assessment will be carried out by the CSO or a Safeguarding Officer or management committee member, to assess the information contained within the Disclosure certificate. The member of staff may also be asked to attend an interview prior to a recruitment decision being made. All DBS certificates are stored securely on the Foundation's share point system with restricted HR access.

### **New Appointments who already have a Disclosure Certificate**

If a new member of staff has been DBS checked by their previous employer, the Foundation may choose not to ask that person to undertake another check if the original Disclosure certificate is provided, is dated within six months of the worker's start date at the Foundation and for a similar role to that to which the person has been appointed.

### **Existing Staff**

Priority is being given to those who come into regular contact with children. All staff who have one to one contact with children and young persons will be DBS checked.

### **Temporary Staff and External Consultants**

All temporary staff and external consultants sign a self-declaration form and will not have unsupervised access to children and young persons during their time with the Foundation.

### **Equal Opportunities**

Rio Ferdinand Foundation is committed to providing equal opportunities for all staff, players and supporters. A copy of the Foundation's policy on equal opportunities can be obtained from the Management Team.

## **8. Gifts & Favouritism**

Staff should take care that they do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment (see *Anti-Corruption and Bribery Policy* within the Staff Handbook for further details).

The Foundation recognises that there are occasions when children, young persons or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a "thank you", and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Staff must report any gifts received and token gestures to their line manager.

Similarly, it is not permitted for staff to give personal gifts to children and young persons. This could be misinterpreted as a gesture either to bribe, or to single out the child or young person. It might also be perceived that a "favour" of some kind is expected in return.

Any reward given to a child or young person must first be agreed with the staff member's line manager as part of a structured reward system and not based on favouritism.

## **9. Use of images**

The Foundation takes its guidance on the use of images from guidelines issued by the Local Safeguarding Children Board:

- Parental consent for the taking of images of children and young persons, must be sought in writing at the start of the financial year or prior to the event or session. Parents/Carers/Guardians are responsible for informing the Foundation of any change of circumstances which may affect consent.
- Parents/Carers/Guardians will be informed of how the image will be used. The Foundation will not allow an image to be used for something other than that for which it was initially agreed.

- All children and young persons featured in Foundation publications will be appropriately dressed.
- Where possible, the image will focus on the activity taking place and not a specific child or young person.
- Where appropriate, images represent the broad range of people participating safely in the event.
- Designated Foundation photographers will, where applicable, undertake a DBS check and attend a Safeguarding Children and Young Persons workshop and in any case will be personally responsible for keeping up to date with the latest guidelines on the Use of Images policies from the Local Safeguarding Children Board.
- Foundation Identification and uniform will be worn at all times.
- Children and young persons who are under a court order will not have their images published in any Foundation document.
- No images of children or young persons featured in Foundation publications will be accompanied by personal details such as their school or home address or other protected information.
- Recordings of children and young persons for the purposes of legitimate coaching aids are only filmed by Foundation officials and are stored safely and securely at the Foundation's premises.
- Any instances of inappropriate images must be reported to a Safeguarding Officer. The Foundation does not put young peoples' profiles with images and personal information on its website.

## **10. Guidelines in the event of concern**

### **Highlighting Concern**

Although the Foundation is committed to doing the utmost to safeguard children and young persons from harm there may be occasions when concern is raised over the treatment of a child or young person.

"Child abuse" and "neglect" are generic terms encompassing all ill treatment of children and young persons as well as cases where the standard of care does not adequately support the child's health or development. Children and young persons may be abused or suffer neglect through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the child or young person and may be of the same or opposite sex. There is often a common misconception that only a certain type of person can abuse children and young persons, but this is simply not the case; abuse may take place in any setting, by someone of either sex, of any sexual orientation and of any age.

### **Recognition – Signs of Abuse**

There are five main forms of abuse identified as follows, should you have any concern that abuse is occurring you should contact a Foundation Safeguarding Officer immediately.



**Physical Abuse:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or young person. A person might do this to seek the attention they get through having a sick child. Physical abuse can be caused through omission or the failure to act to protect.

**Sexual Abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse may be perpetrated male and female adults or indeed other children.

**Neglect:** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Emotional Abuse:** is the persistent emotional maltreatment of a Child such as to cause severe and persistent adverse effects on the Child's emotional development. It may involve conveying to Children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the Child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on Children. These may include interactions that are beyond the Child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the Child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing Children frequently to feel frightened or in danger, or the exploitation or corruption of Children. Some level of emotional abuse is involved in all types of maltreatment of a Child, though it may occur alone.

**Bullying:** is not always easy to define and can take many forms. The three main types are: physical, verbal and emotional.

The Foundation has a zero-tolerance approach to bullying and any reported incidents of bullying by a staff member to a Child, Child to staff member or Child to Child will be taken

seriously and investigated by a Safeguarding Officer and, where necessary, the Foundation's Children's Services' Officer.

## **11. Responding to a report or suspicion\***

Where possible a Foundation Designated Safeguarding Officer should be contacted as early as possible; however, it is recognized that an individual may need to respond to a situation immediately. The following guidelines offer help and support in responding to abuse or a suspicion of abuse:

### **Do:**

- treat any allegations extremely seriously and act at all times towards the child or young person as if you believe what they are saying, although do not directly say the words "I believe you".
- tell the child or young person they are right to tell you.
- reassure the child or young person that they are not to blame.
- be honest about your own position, who you have to tell and why.
- tell the child or young person what you are doing and when; keep them up-to-date with what is happening.
- take further action (subject to the "Don't" section below). Note that you may be the only person in a position to prevent future abuse.
- write down everything said and what was done (handwritten is preferable) and sign and date the notes contemporaneously. An Incident Report Form should be used where possible and, in any case, a referral must be made to the Foundation within 24 hours of the incident taking place. Notes must be made available to the designated person with parental responsibility (subject to the caveats under the "Don't" section below) and/or designated outside organisation supporting the incident as indicated by the designated organisation only.
- seek medical advice if necessary.

### **Do not:**

- make promises you cannot keep.
- interrogate the child or young person. It is not your job to carry out an investigation. Questioning may contaminate or otherwise affect evidence. It is the responsibility of the Police and Children's Social Care to investigate matter
- cast doubt on what the child or young person has told you, don't interrupt or change the subject.
- say anything that makes the child or young person feel responsible for the abuse.
- inform parents/carers. The SO/CSO will make this decision based on whether there is suspicion of their involvement in any issues arising.
- repeat information to any member of staff or another other than as directed by the Safeguarding Officer and/or direct management of the Foundation.

***Doing nothing is not an option; it is your responsibility to act.***

Make sure you tell a Foundation Safeguarding Officer immediately; they will know how to follow this up and where to go for further advice.

\*Annex: Procedures for Responding to a Report or Suspicion Incident Report Form

## **12. Recording allegations or suspicions**

The Safeguarding Officer will immediately report any allegation to the CSO, who will ask for a written factual statement from the person making the report. If an Incident Report Form has been completed a copy should be provided to the CSO.

Any statement made by the child or young person should be reported in their own words. These reports should be confined to facts. Any opinion, interpretation or judgment should be clearly stated as this.

The Foundation will ensure that any child or young person concerned is immediately removed from any possible risk of harm.

Investigations into possible abuse will require careful management. In these cases the DSO will first seek the advice of the Safeguarding Children Team, Children's Social Care, a Local Authority Designated Officer (LADO) or the Police before setting up an internal inquiry and take their advice on informing the Child's parents. In any case of suspected abuse, as soon as the Local Authority or the Police have been informed, the Foundation must provide a report to the Foundation's Trustees

Providing it is appropriate to do so the DSO will maintain constant dialogue with all parties involved with the allegation until such time as the matter has reached a reasonable outcome.

### **Specific information regarding allegations against members of Staff**

If the report involves an allegation about any member of the Foundation staff and the Foundation believes that the report may indicate that the member of staff in question has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she is unsuitable to work with children,

the DSO or Trustees shall immediately inform the LADO of the Borough where the alleged incident took place so that he or she can consult with the Police and local authority children's social care colleagues as appropriate. Where the DSO or Trustees are unsure as to whether the report meets the criteria stated above, the advice of the LADO shall still be sought.

The member of staff and any other relevant person in question may be asked to write a brief report in respect of the allegation. This process will only be carried out after advice from the relevant external bodies and in consultation with the DSO or Board of Trustees. Provided that it does not contradict advice received from the LADO, any internal investigation will be carried out in line with the Foundation's Disciplinary Policy and either general or Grievance Procedures, as applicable.

### **13. Confidentiality**

There is always tension and caution around issues of confidentiality. The advice for all staff at Rio Ferdinand Foundation is that no guarantee of confidentiality can be given to a child (although this does not necessarily mean that the parents/carers have to be told).

A child or young person should never be pressured to give information or show physical marks unless they do so willingly. If they chose to show markings, two members of staff should be present.

There are actions which staff have to and are obliged to take once we are aware of a problem. Undertakings of confidentiality should not be given either to the person making the allegations or to the person being interviewed. A matter is confidential on a need-to-know basis and nobody should have any reservations about referring any issue to a Foundation Safeguarding Officer. The key issue is that the welfare of the child or young person is protected.

### **14. Resources**

- **DESIGNATED SAFEGUARDING OFFICERS**

Victoria Lowe – Greater Manchester and North West / Melissa Fordham – London and the South East

**Safeguarding Children Mobile:** Victoria Lowe 07375701950 / Melissa Fordham 07939995515

The Foundation's Senior Safeguarding contact is Chair of Trustees Bintou Crookes-Martin (07958239963)

- **EXTERNAL RESOURCES**

**THE FA/NSPCC HELPLINE: 0808 800 5000 / Textphone: 0800 056 0566**

**NSPCC SMS: 88858**

**FA Safeguarding Children Guidelines:**

<http://www.thefa.com/TheFA/WhatWeDo/FootballSafe/Downloads>

**Information Sharing Guidance for Managers and Practitioners:**

<http://www.education.gov.uk/publications/standard/publicationdetail/page1/DCSF-00807-2008>

**Working Together to Safeguard Children:**

<http://www.education.gov.uk/publications/standard/publicationdetail/page1/DCSF-00305-2010>

**15. Date and Review**

This policy is applicable to financial year 2021/2022 and is under constant review. Revisions will be considered on an ongoing basis.

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## **B. Safeguarding Vulnerable Adults Policy**

### **1. Introduction**

Rio Ferdinand Foundation (“**Foundation**”) acknowledges and accepts it has a responsibility for the wellbeing and safety of all Vulnerable Adults who are under the Foundation’s care or utilising the Foundation’s facilities. It is the duty of all adults working at the Foundation to safeguard the welfare of Vulnerable Adults by creating an environment that protects them from harm.

The wellbeing of Vulnerable Adults is a paramount consideration and responsibility for all staff and accordingly, they must make themselves aware of the Foundation’s Safeguarding Vulnerable Adults Policy. Where appropriate, the following guidelines will be supplemented by in-service training and additional guidance.

### **2. Aims, Key Principles and Responsibilities**

**The aims of the Foundation’s Safeguarding Vulnerable Adults Policy are:**

- To safeguard all Vulnerable Adults who interact with the Foundation.
- To demonstrate best practice in the area of safeguarding Vulnerable Adults.
- To develop a positive and pro-active welfare programme to enable all Vulnerable Adults to participate in an enjoyable and safe environment.
- To ensure staff are aware of this policy and are adequately trained.
- To promote high ethical standards throughout the Foundation.

**The key principles underpinning this policy are:**

- The Vulnerable Adult’s welfare must always be the paramount consideration.
- All Vulnerable Adults have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.
- All allegations of abuse will be taken seriously and responded to efficiently and appropriately.
- To encourage carers and relevant members of the Vulnerable Adult’s support structure to be involved in a relationship with the Foundation.
- To ensure that coaches, parents and other adults who come into contact with Vulnerable Adults provide good role models of behaviour.

**Our Responsibilities:**

- To notify the appropriate agencies if abuse is identified or suspected (see below “*To Refer or not to Refer*”).
- To support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability.
- To DBS check employees that have access to or work with Vulnerable Adults.

- To promote the principles and good practice to other voluntary organisations.

### 3. Definitions

**“Vulnerable Adult”:** a person over the age of 16 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation. [See further section ‘Defining Vulnerability’ below]

**“Abuse”:** the *“...harming of a person usually by someone who is in a position of power, trust or authority over that individual. The harm may be physical, psychological or emotional or it may be directed at exploiting the vulnerability of the victim in more subtle ways (for example, through denying access to people who can come to the aid of the victim, or through misuse or misappropriation of his or her financial resources). The threat or use of punishment is also a form of abuse. In many cases, it is a criminal offence...”*<sup>1</sup>

### 4. Defining Vulnerability

(1) In addition to the defined terms above, Regulations<sup>2</sup> define a **‘vulnerable adult’** as a person aged 18 or over who is receiving Services of a type listed below and in consequence of a Condition of a type listed in paragraph (3) below has a Disability of a type listed in paragraph (4) below.

(2) The Services are:

- Accommodation and nursing or personal care in a care home;
- Personal care or nursing or support to live independently in his/her own home;
- Any services provided by an independent hospital, independent clinic, independent medical agency or NHS body;
- Social care services;
- Any services provided in an establishment catering for a person with learning difficulties.

(3) The Conditions are:

- A learning or physical disability;
- A physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs;
- A reduction in physical or mental capacity.

(4) The Disabilities are:

- A dependency upon others in the performance of, or a requirement for assistance in the performance of, basic physical functions;

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<sup>1</sup> Centre for Policy on Ageing (1996)

<sup>2</sup> The Police Act 1997 (Enhanced Criminal Record Certificates) (Protection of Vulnerable Adults) Regulations 2000

- b) Severe impairment in the ability to communicate with others;
- c) Impairment in a person's ability to protect him/herself from assault, abuse or neglect.

## **5. Types of Abuse**

### **Examples**

#### **Physical abuse**

- Bodily assaults resulting in injuries e.g. hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- Bodily impairment e.g. malnutrition, dehydration, failure to thrive.
- Medical/healthcare maltreatment.

#### **Sexual abuse**

- Rape, incest, acts of indecency, sexual assault.
- Sexual harassment or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.
- Sexual abuse might also include exposure to pornographic materials, being made to witness sexual acts and encompasses sexual harassment and non-contact abuse.

#### **Psychological/emotional abuse includes:**

- Including threats of harm, controlling, intimidation, coercion, harassment, verbal abuse, enforced isolation or withdrawal from services or supportive networks.
- Humiliation.
- Bullying, shouting, swearing.

#### **Neglect**

- Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services.
- The withholding of the necessities of life, such as medication, adequate nutrition and heating.

#### **Financial or material**

- Including theft, fraud.
- Exploitation, pressure in connection with wills, property or inheritance or financial matters, or the misuse or misappropriation of property, possessions or benefits.

#### **Discriminatory**

- Including racist, sexist, or based on a person's disability, and other forms of harassment, slurs or similar treatment.

Note: Multiple forms of abuse may occur in an ongoing relationship or abusive Service setting to one person, or to more than one person at a time, making it important to look beyond single incidents or breaches in standards, to underlying dynamics and patterns of harm. Any or all of



these types of abuse may be perpetrated as the result of deliberate intent and targeting of vulnerable people, negligence or ignorance.

## **6. Responding to a report or suspicion\***

The first priority should always be to ensure the safety and protection of vulnerable adults. To this end it is the responsibility of all staff to act on any suspicion or evidence of abuse or neglect and to pass on their concerns to a responsible person or agency.

Where possible a Foundation Safeguarding Officer should be contacted as early as possible; however, it is recognized that an individual may need to respond to a situation immediately. The following guidelines offer help and support in responding to abuse or a suspicion of abuse:

### **Do:**

- take urgent action in situations of immediate danger, by calling the relevant emergency services (e.g. Police, ambulance).
- treat any allegations extremely seriously and act at all times towards the Vulnerable Adult as if you believe what they are saying, although do not directly say the words “I believe you”.
- Listen carefully to the Vulnerable Adult and reassure them that they are right to tell you.
- reassure the Vulnerable Adult that they are not to blame.
- be honest about your own position, who you have to tell and why.
- tell the Vulnerable Adult what you are doing and when; keep them up-to-date with what is happening.
- take further action (subject to the “Don’t” section below). Note that you may be the only person in a position to prevent future abuse.
- write down everything said and what was done (handwritten is preferable) and sign and date the notes contemporaneously. An Incident Report Form should be used where possible and, in any case, a referral must be made to the Foundation within 24 hours of the incident taking place.
- seek medical advice if necessary.

### **Do not:**

- make promises you cannot keep.
- interrogate the Vulnerable Adult. It is not your job to carry out an investigation. Questioning may contaminate or otherwise affect evidence. It is the responsibility of the Police to investigate matters.
- cast doubt on what the Vulnerable Adult has told you.
- interrupt or change the subject.
- say anything that makes the Vulnerable Adult feel responsible for the abuse.
- inform relevant carers. The SO will make this decision based on whether there is suspicion of their involvement in any issues arising.

- repeat information to any member of staff or another other than as directed by the Safeguarding Officer and/or direct management of the Foundation.

***Doing nothing is not an option; it is your responsibility to act.***

Make sure you tell a Foundation Safeguarding Officer immediately; they will know how to follow this up and where to go for further advice.

\*Annex: Procedures for Responding to a Report or Suspicion Incident Report Form

## **7. Confidentiality**

There is always tension and caution around issues of confidentiality. The advice for all staff at Rio Ferdinand Foundation is that no guarantee of confidentiality can be given to a Vulnerable Adult (although this does not necessarily mean that the carers have to be told).

Issues of confidentiality must be clarified early on. For example, staff must make it clear that they will have to discuss the concerns with their supervisor.

Where a Vulnerable Adult expresses a wish for concerns not to be pursued then this should be respected wherever possible. However, decisions about whether to respect these wishes must have regard to the level of risk to the Vulnerable Adult and others, and their capacity to understand the decision in question. In some circumstances the Vulnerable Adult's wishes may be overridden in favour of objective considerations of safety.

Decisions to override the Vulnerable Adult's wish not to take the matter further should if possible be the product of discussion with appropriate line management (see further section on '*To Refer or not to Refer*').

A Vulnerable Adult should never be pressured to give information or show physical marks unless they do so willingly. If they chose to show markings, two members of staff should be present.

There are actions which staff have to and are obliged to take once staff in their capacity as representatives of the Foundation become aware of a problem. Undertakings of confidentiality should not be given either to the person making the allegations or to the person being interviewed. A matter is confidential on a need-to-know basis and nobody should have any reservations about referring any issue to a Foundation Safeguarding Officer. The key issue is that the welfare of the Vulnerable Adult is protected.

## **8. Discussion and Decision-making**

Information must be shared with your manager wherever possible on the same day as the matter arising, who must approve any actions to be taken and any documentation or correspondence being sent out.

If the Manager is not available, then any concerns should be discussed with the Chief Executive Officer.

## **9. To Refer or not to Refer**

**The decision to refer or not to refer should be made by the line manager and the head of foundation must be informed.**

When considering the decision as to whether to refer elsewhere (e.g. to Police, Social Services, National Care Standards Commission) the following should be taken into account:

- The wishes of the Vulnerable Adult, & their right to self-determination;
- The mental capacity of the Vulnerable Adult;
- Known indicators of abuse;
- Definitions of abuse;
- Level of risk to the Vulnerable Adult;
- The seriousness/effect of the abuse;
- Level of risk to others;
- The effect of the abuse on others;
- Whether a criminal offence has been committed;
- Whether other statutory obligations have been breached (e.g. NCSC);The need for others to know;
- The ability of others (e.g. Police, Social Services) to make a positive contribution to the situation.

## **10. Mental Capacity & Consent**

The consent of the Vulnerable Adult must be obtained except where:

- The Vulnerable Adult lacks the mental capacity to make a decision, and a risk assessment indicates that referral would be in their best interests;
- Others may be at risk; or
- A crime has been committed.

## **11. To whom to Refer or Report Concerns**

It is expected that reports/referrals may be made to the following:

- Relevant hospital Social Services team if Vulnerable Adult is in hospital;
- Community Mental Health Team where the Vulnerable Adult has an ongoing mental health need;

- National Care Standards Commission where there are issues relating to standards and regulations in care homes and domiciliary care agencies;
- Hospital Trusts/Primary Care Trusts where there is a complaint of abuse by a member of staff;
- The Police, if there is an emergency where delay may result in serious harm to the Vulnerable Adult or if the abuse may constitute a crime

## **DESIGNATED SAFEGUARDING OFFICERS**

Victoria Lowe – Greater Manchester and North West / Melissa Fordham – London and the South East

**Safeguarding Children Mobile:** Victoria Lowe 07375701950 / Melissa Fordham 07939995515

The Foundation's Senior Safeguarding contact is Chair of Trustees Bintou Crookes-Martin (07958239963)

## **12. Information, if known, which will be required when making a referral or report**

- Details of alleged victim – name, address, age, gender, ethnic background including principle language spoken, details of any disability;
- Details of GP and any known medication;
- Whether the individual is aware of and has consented to the referral/report;
- The mental capacity of the individual (are there are any concerns/doubts about this?)
- If appropriate advise agency on preferred/advised method or environment when approaching the alleged victim or perpetrator;

Also, any relevant information, for example:

- Reasons for concerns and therefore this referral;
- Details of how these concerns came to light;
- Specific information relating to these concerns;
- Details of any arrangements which have already been made for the protection of the vulnerable adult or any immediate action taken;
- Details of anyone else to whom this referral has also been made;
- Details of the alleged perpetrator and if they are a vulnerable adult;
- Details of alleged abuse and information about suspicions;
- Details of any other background information;
- An impression of potential seriousness of the situation;
- Details of any other professional involved;
- Details of carers and any significant family members, neighbours, friends

**Information passed on must be relevant, necessary and up to date.**

### **13. Date and Review**

This policy is applicable to financial year 2021/2022 and is under constant review. Revisions will be considered on an ongoing basis.

**\*\*\***

**DECLARATION:** I have read and understood the Handbook of Safeguarding Policies herein and agree to work to the expected standards.

**Name:**.....

**Signature:**.....

**Date:**.....