Platypus Swimming Club
Safeguarding Adults Policy and Procedures

Policy Version: 1.0
Date Approved: 17th November 2025
Next Review Due: November 2026
Approved by: Platypus Swimming Club Committee

Introduction

Platypus Swimming Club is a community-run club that provides a safe, inclusive, and positive environment where all adults can enjoy swimming and club activities free from harm, abuse, or neglect.

We are committed to safeguarding the welfare of every adult, recognising that safeguarding is everyone's responsibility. All adults, regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation, have the right to participate in sport in a safe and supportive environment.

This policy outlines the Club's safeguarding commitments and provides clear guidance for all carers, volunteers, and committee members on how to respond if a concern arises. The safeguarding of children and young people under the age of 18 is addressed in a separate policy.

Club Safeguarding/Welfare team:

Emma Churchill-Donovan
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Policy statement

Platypus Swimming Club aims to provide a safe, inclusive, and positive environment for everyone. We are committed to:

- Safeguarding the welfare of all adults, including those with additional vulnerabilities or disabilities
- Preventing all forms of abuse, neglect, and poor practice
- Acting promptly and responsibly if concerns are raised

We recognise our duty of care — to do everything reasonably expected of us to protect individuals from harm and to respond appropriately to any concerns. While not all members may be able to share this responsibility directly, all carers, volunteers, and committee members do.

What is adult safeguarding?

Adult safeguarding means protecting a person's right to live in safety, free from abuse and neglect.
Safeguarding applies to adults who:

- Have care and support needs (whether or not those needs are being met)
- Are experiencing, or are at risk of, abuse or neglect

- Are unable to protect themselves from the risk or experience of abuse or neglect

These individuals are often referred to as adults at risk.

Care and support needs may result from:
- Physical or learning disabilities
- Mental health conditions
- Sensory impairments
- Chronic illnesses
- Substance misuse

Not everyone with care and support needs is automatically at risk or requires safeguarding intervention. Safeguarding applies when those needs affect a person's ability to protect themselves from harm or exploitation.

Legal Framework

This policy is guided by the following legislation and statutory guidance:
- The Care Act 2014
- Mental Capacity Act 2005
- Equality Act 2010
- Working Together to Safeguard People (statutory guidance)

The Six Principles of Adult Safeguarding (Care Act 2014)

1. Empowerment – Supporting people to make their own decisions
2. Prevention – Taking action before harm occurs
3. Proportionality – Responding appropriately to the level of risk
4. Protection – Providing support for those in need
5. Partnership – Working with others to prevent and respond to abuse
6. Accountability – Transparency in decisions and actions

Types of Abuse and Harm

Recognised forms of abuse under the Care Act 2014:

- Physical
- Sexual
- Psychological / Emotional
- Financial or Material
- Neglect or Acts of Omission
- Discriminatory
- Organisational (e.g. institutional abuse)
- Domestic Violence
- Modern Slavery
- Self-Neglect (including hoarding)

Other concerns include:

- Cyberbullying
- Forced Marriage
- Female Genital Mutilation (FGM)
- Radicalisation
- "Mate crime" (exploitation by supposed friends)
- Exploitation - Sexual, criminal, slavery, human trafficking, Online, Financial/Labour

Communication and Awareness

- This policy is shared with all volunteers, carers, and committee members
- Safeguarding guidance is included in induction materials
- Key information is displayed on club notice boards and online platforms
- Everyone is encouraged to raise concerns without fear of reprisal

Code of Conduct

All club members, carers, and volunteers are expected to:

- Treat everyone with dignity and respect
- Prioritise the safety and wellbeing of others
- Report any safeguarding or wellbeing concerns to the Club's Safeguarding/Welfare team
- A separate Code of Conduct is maintained by the Club and shared with all individuals

Recognising & Reporting Abuse

If a child or at-risk adult is in immediate danger, you must call the Police on 999.

Except in situations of immediate danger, any instance of suspected or alleged abuse should be reported using the procedure below.
You do not need to be certain that abuse is taking place. If you are worried, you have a duty to act.

Do Not:

- Investigate the issue yourself
- Promise confidentiality to the person disclosing
- Confront the person alleged to be responsible

4.1 Initial Concerns

If you have concerns about any of our members, please raise this with the Club's safeguarding/welfare team. We will raise these concerns with their main carers in the first instance.
It is the carer's responsibility to manage these concerns thereafter.

- For carers working in a care home or supported living setting, they must act in line with their employer's safeguarding policy.
- Our members' welfare remains the responsibility of their carers.
- It is important that members do not feel they are "in trouble" or "causing trouble" when concerns are raised.

If there is a conflict of interest or the concern is about the main carer we will follow the referral procedure outlined in 4.4.

4.2 Escalating Concerns in Care Settings

If Platypus Swim Club continues to have concerns about a member living in a care home setting, and we are not confident that the main carer is acting appropriately, we will raise the concern directly with the care home management.

For members not in care settings (e.g., living with a parent or family carer), we will follow the referral procedure outlined in 4.4.

4.3 Ongoing Concerns

If concerns about a member's welfare continue or escalate, Platypus Swim Club will proceed with the formal referral process detailed in 4.4.

4.4 Making a Referral to Social Care

For Members Aged 18 and Over (Adults):

- Phone: Hertfordshire's reporting a concern (including safeguarding)
  - 24/7 → 0300 123 4042.
- Confirm in writing the same day:
  - Use the referral form available at Hertfordshire Adults Reporting Form https://www.hertfordshire.gov.uk/

4.5 Record-Keeping and Follow-Up

- Make detailed written notes of all concerns, including:
  - What the child/adult said, verbatim if possible
  - Who you spoke to (name, role, and contact details)
  - The time and date of the report
  - Give this to the Club's safeguarding/welfare team.

For Club's safeguarding/welfare team:

- Clearly state that you expect an update within two working days.
- If no response is received within two working days, call again to request an update or outcome.
  Record the time and date of your follow-up.
- If there is still no update after 72 hours, contact Hertfordshire adult's safeguarding helpline (as above) again and ask to speak to a manager.

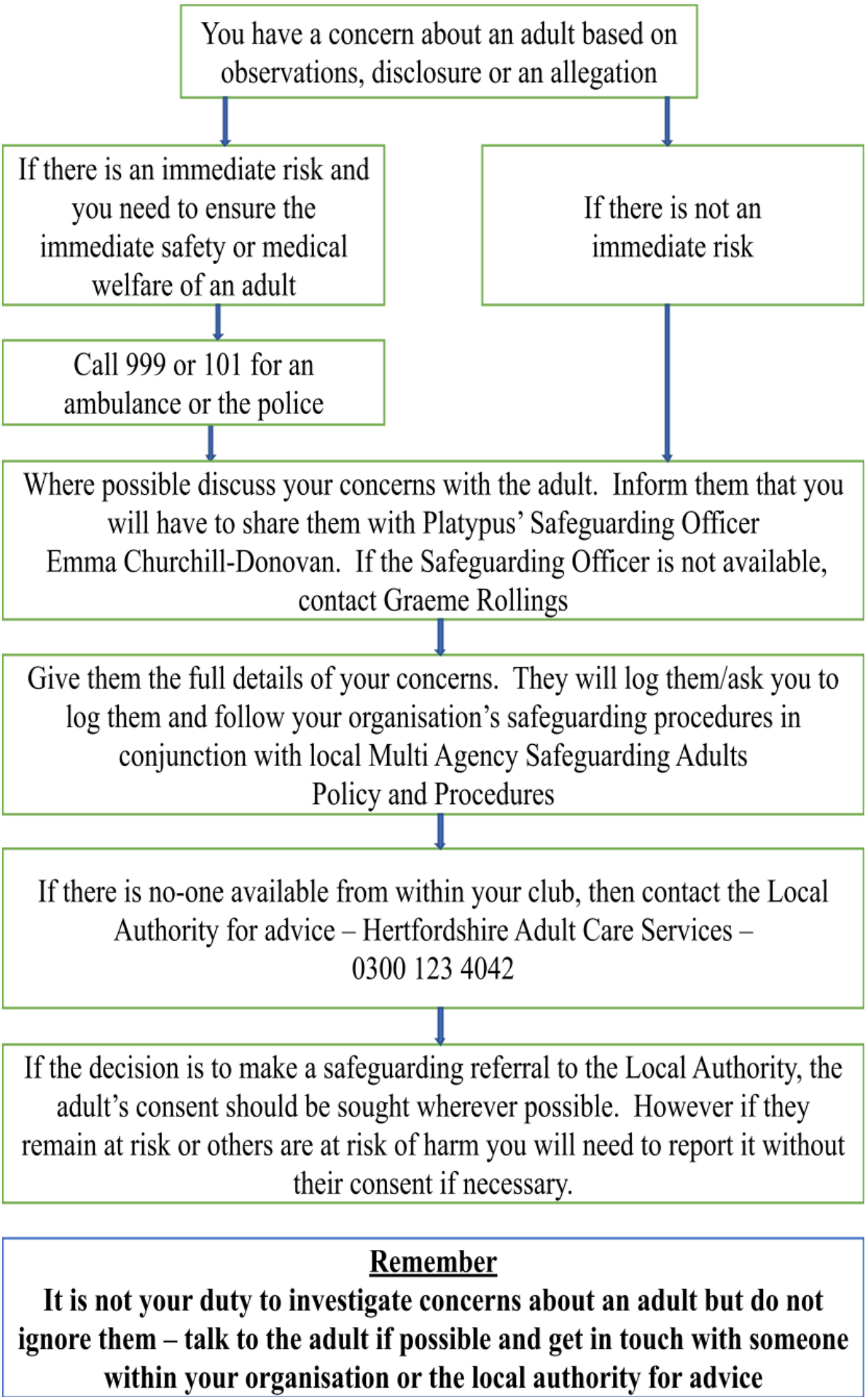
Confidentiality

All safeguarding and welfare concerns will be handled sensitively and confidentially. Information will only be shared with relevant people, on a need-to-know basis, in accordance with data protection and safeguarding law.

Monitoring and Review

This policy will be reviewed annually, or sooner if:

- There are changes in safeguarding legislation
- NASCH or another relevant body provides updated guidance
- An incident or concern prompts earlier review



Remember

It is not your duty to investigate concerns about an adult but do not ignore them – talk to the adult if possible and get in touch with someone within your organisation or the local authority for advice