

Safeguarding Adults at Risk Policy

Objectives and Purpose

Sport Resolutions (UK) is committed to helping to safeguard Adults at Risk in the course of all its activities and services with expedition, sensitivity, and fairness.

The purpose of this policy is to ensure that any vulnerable adult who comes into contact with Sport Resolutions in any capacity (whether it be as a respondent, claimant, witness, participant in an investigation, arbitration hearing or mediation, visitor to the office or any other capacity) is safeguarded and afforded primary consideration in the organisation of services. The key elements of safeguarding include:

- The protection of Adults at Risk from abuse and neglect
- The promotion of practices and services that contribute to Adults at Risk' safety, health and well-being
- Ensuring a safe and supportive environment for Adults at Risk

Sport Resolutions' objects and services

The objects for which Sport Resolutions is established are:

- (a) to provide a service for the resolution, prevention and reduction of conflict and disputes in sport, principally in the United Kingdom;
- (b) to educate and inform those involved in sport about effective dispute resolution and planning and thereby help to lessen the likelihood of disputes arising.

Sport Resolutions' main services, all of which may involve the direct or indirect participation of a vulnerable adult are:

- maintaining a quality assured list of sport specialist arbitrators and mediators who may from time to time be appointed to resolve disputes which directly or indirectly involve Adults at Risk

- organising arbitration hearings where Adults at Risk may be claimants, respondents, witnesses or observers including proceedings before the National Anti-Doping Panel, the National Safeguarding Panel and other disciplinary panels and tribunals or where the safeguarding of Adults at Risk more generally may be relevant
- organising mediation where a vulnerable adult may be directly involved as a party or where the safeguarding of Adults at Risk more generally may be relevant
- nominating panel members to governing bodies and other sports organisations to undertake independent investigations and reviews into complaints and allegations where a vulnerable adult may be the alleged perpetrator, victim or witness to an alleged event or where the safeguarding of Adults at Risk more generally may be relevant .
- organising and hosting meetings and hearings at Sport Resolutions' arbitration and mediation centre which may be attended by Adults at Risk
- This policy applies to any individual working under the auspices of Sport Resolutions including all employees, non-executive directors, panel members and hearing venue support staff. It is vital that anyone involved in services which include or impact on Adults at Risk are alert to possible indicators of abuse, risks that abusers may pose to Adults at Risk and understand the actions to be followed should concerns arise.

Policy Statement

Sport Resolutions has a duty of care to safeguard and promote the welfare of Adults at Risk who are involved in any of the services provided under its auspices.

Sport Resolutions recognises that the welfare and interests of Adults at Risk are paramount and aims to ensure that regardless of age, gender, religion or beliefs, race or ethnic identity, disability, sexual orientation or socio-economic background, all Adults at Risk have a positive experience when accessing Sport Resolutions' services.

Sport Resolutions is alert to the fact that concerns may arise under a number of circumstances.

- Complaints about the behaviour of an employee, panel member or representative of the Company during the course of the direct delivery of Sport Resolutions' services or alternatively during the course of any activities outside the scope of Sport Resolutions' business
- Issues arising as a result of an independent investigation or hearing organised by Sport Resolutions into allegations of abusive behaviour towards a vulnerable adult on behalf of an NGB or other sporting body
- Any investigation or hearing in which Adults at Risk are directly involved as applicants, respondents, witnesses, observers or interested parties

Sport Resolutions will consider safeguarding responsibilities in respect of all its services and activities and will adopt and promote best practice.

As part of its safeguarding policy Sport Resolutions will:

- Ensure that everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other concerns
- Appoint a person with specific responsibility for safeguarding
- Ensure that those involved in the provision of services to Adults at Risk are appropriately recruited and managed and are suitably skilled to deliver services to Adults at Risk in a supportive and professional manner
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s that raise or disclose the concern
- Work in partnership with sports NGBs and other external agencies to ensure appropriate information is shared in the interests of safeguarding Adults at Risk
- Ensure that confidential detailed and accurate records of all safeguarding concerns are maintained and securely stored.

With regard to its core services Sport Resolutions will:

- Require all appointed panel members (including those not directly involved in vulnerable adult safeguarding cases) to adhere to a panel code of conduct which compels compliance with Sport Resolutions' safeguarding policy
- Designate a member of its case management team (The Designated Person) to act as the lead officer with responsibility for vulnerable adult safeguarding concerns

Procedure

- 1) When a case involving a vulnerable adult is received, whether or not it involves a safeguarding issue, or a vulnerable adult is visiting the Centre, the Designated Person must be informed.
- 2) Where a complaint is made about the behaviour of a Sport Resolutions representative the matter must be reported to the Designated Person and will be managed in accordance with Sport Resolutions' complaints process.
- 3) The Designated Person will ensure that:
 - a) The vulnerable adult or vulnerable adult is supported by an appropriate adult or representative; and
 - b) The vulnerable adult is never alone with a staff, Board or Panel member at any time.
- 4) Sport Resolutions recognises the fact that the hearing process itself can be daunting and traumatising for Adults at Risk. Therefore the Designated Person will give consideration to any measures to enable evidence to be given in the best way possible in terms of quality of their evidence and reducing trauma to them. This may include:

- Visiting the centre before hand
- Being sensitive to the fact that the vulnerable adult may prefer to deal with people of a particular sex
- Where necessary, taking steps to ensure that the parties are kept apart
- Using a video link to give evidence from another room or location
- Explaining the process and procedures in an age appropriate format/language

5) If during the course of the management of a case or during a hearing an individual makes a disclosure, or information comes to light that may indicate the need to take action, the matter must be reported to the Designated Person who will inform the Chair of Sport Resolutions.

A decision will then be made taking into account the nature of the disclosure or information and the context, as to any further action. Further action may include a referral to or consultation with statutory agencies. The trained Designated Person has responsibility to decide on the appropriate course of action.

Failure to comply with this policy will be reported to the Chief Executive and Chair of Sport Resolutions.

Related Policies:

- **Staff Disciplinary Procedures**
- **Panel Member Code of Conduct**
- **Company Articles of Association**
- **Sport Resolutions Complaints Process**
- **Sport Resolutions Recruitment Policy**

Helpful Contacts:

Sport Resolutions (UK) Designated Officer

Richard Harry

rharry@sportresolutions.co.uk

020 7036 1967

ASSIST

ASSIST offer confidential, emotional and practical support to individuals and families affected by trauma

www.traumatic-stress.freeserve.co.uk

01788 560 800 (helpline)

BREAKING FREE

BREAKING FREE provide support to female adults who have experienced childhood sexual abuse.

www.breakingfreecharity.org.uk

0845 108 0055 (helpline)

CITIZENS ADVICE BUREAU

The CAB helps people resolve their legal, money and other problems by providing free information and advice from over 3,000 locations across England, Wales and Northern Ireland.

www.citizensadvice.co.uk

SAMARITANS

SAMARITANS provides confidential or emotional support, 24-hours a day, for people who are experiencing feelings of distress or despair.

www.samaritans.org.uk

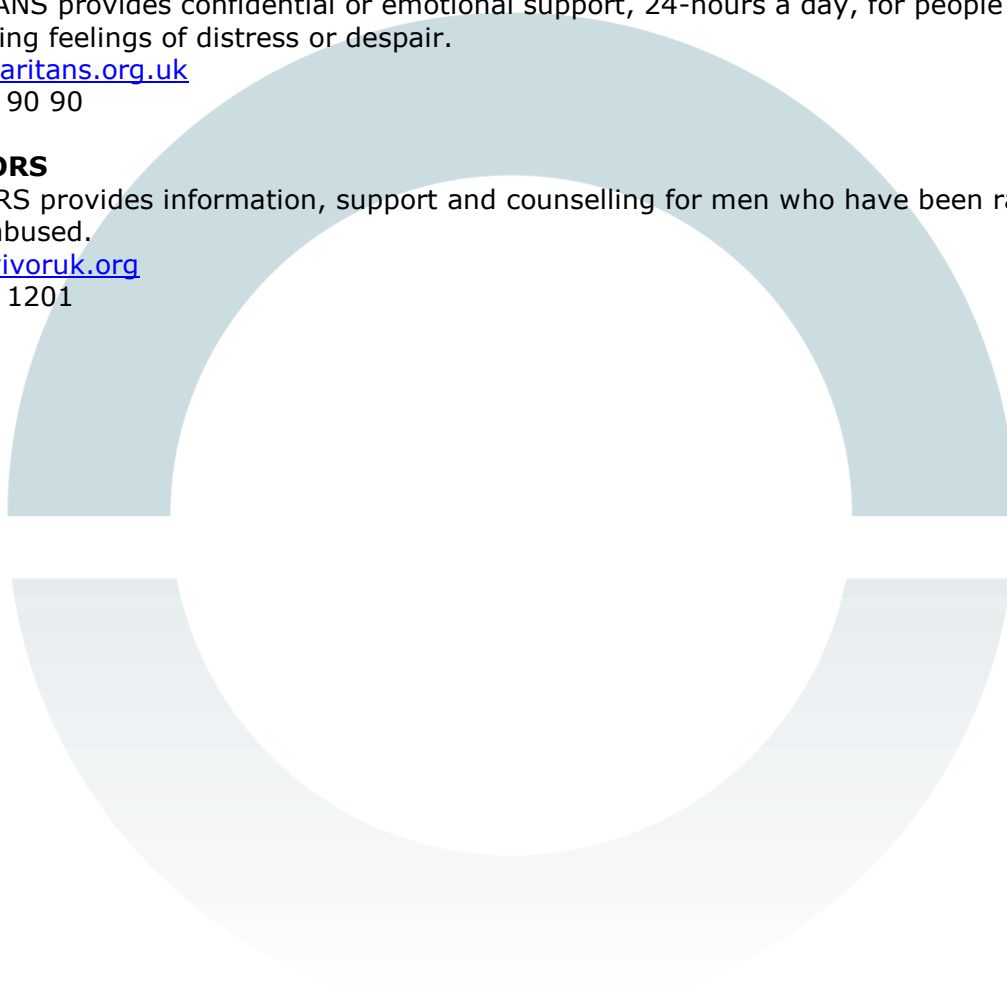
08457 90 90 90

SURVIVORS

SURVIVORS provides information, support and counselling for men who have been raped or sexually abused.

www.survivoruk.org

0845 122 1201



Last review (date)	August 2018
Reviewed by (name)	Audit & Risk Committee
Next review and approval due (date)	August 2020