

Safeguarding Adults Policy and Procedure Document



Introduction

At Pickleball England we are committed to creating and maintaining a safe and positive environment for everyone to play and enjoy the sport and to safeguard the welfare of all adults involved in pickleball, particularly those deemed to be 'at risk'. This policy applies to everyone over the age of 18 involved in pickleball.

This policy is intentionally separate to our Safeguarding and Protecting Young People Policy but can be read in conjunction with it <https://www.pickleballengland.org/safeguarding-and-protecting-young-people/>.

This document takes into account the Safeguarding Adults in Sport Framework developed by [The Ann Craft Trust](#), to help ensure that Pickleball England implement best practice in safeguarding adults.

Our Board members signed up to this policy and procedures on 16th October 2023.

Why is Safeguarding Adults important for Pickleball England?

Pickleball England is the national governing body for pickleball in England. PbE is committed to creating and maintaining a safe and positive environment for everyone to enjoy pickleball and participate whether it be in a playing, coaching, volunteering, or spectating capacity.

For Pickleball England, we understand that safeguarding adults is a responsibility that every sport and physical activity organisation must lead. Getting this right will ensure wider participation in our sport and safe access for everyone in pickleball.

We take our responsibility to safeguard the welfare of all adults involved in the sport seriously, particularly those deemed at risk.

Principles

All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in pickleball in an enjoyable and safe environment.

Pickleball England will seek to ensure that pickleball is 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.

Pickleball England recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs.

Pickleball England and its members have shared responsibility to ensure that safety and wellbeing of all adults is a priority and will act appropriately and report concerns whether these concerns arise within pickleball or in the wider community.

All allegations will be taken seriously and responded to quickly in line with the Pickleball England Safeguarding Adults Policy and Procedures (this document).

Pickleball England recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards (details are available via your local authority).

The Care Act 2014 sets out the following principles that should underpin the safeguarding of adults:

- **Empowerment** – people being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – it is better to act before harm occurs.
- **Proportionality** – the least intrusive response appropriate to the risk presented.
- **Protection** – support and representation for those in greatest need.
- **Partnership** – local solutions through services working with their communities. Communities (in this case the pickleball community) have a part to play in preventing, detecting, and reporting neglect and abuse.
- **Accountability** – accountability and transparency in delivering safeguarding.

Guidance and Legislation

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government guidance and take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 1994 and 1998

The Care Act 2014 defined adult safeguarding as follows:

“Adult safeguarding’ is working with adults with care and support needs to keep them safe from abuse or neglect.”

Definitions

To assist in understanding and implementation of this policy, several definitions are explained below:

Adult at Risk is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs may be unable to protect themselves against abuse or neglect. In recent years there has been a move away from using the term ‘vulnerable’ to describe adults potentially at risk from harm or abuse.

Abuse is a violation of an individual's human and civil rights by another person or persons.

Adult is anyone aged 18 or over.

Adult safeguarding is protecting a person's right to live in safety, free from abuse and neglect.

Capacity refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

Types of Abuse and Neglect

The definitions of the main types of harm that adults may experience have been widened to the 10 outlined below. Some of the language of the original categories have also changed. This is not intended to be an exhaustive list but an illustration as to the sort of behaviour or issue which could give rise to a safeguarding concern.

The categories are:

- **Physical**
 - Includes hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions. For example, this could be a coach intentionally striking a player.
- **Sexual**
 - Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting to.
- **Psychological/Emotional/Mental**
 - This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks. This could be a player threatening another player with physical harm and persistently blaming them for poor performance.
- **Financial and material**
 - Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect and act of omission**
 - 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.
- **Discriminatory**
 - Discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected

characteristics of the Equality Act. This could be the harassing of a club member because they are or are perceived to be transgender.

- **Organisational**
 - Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home for example, or in relation to care provided in one's home. This may range from one-off incidents to ongoing ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes, and practices within an organisation. In pickleball, this could be training without a necessary break.
- **Modern Day Slavery**
 - Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they can to coerce, deceive and force individuals into a life of abuse, servitude, and inhumane treatment.
- **Domestic Violence**
 - Including psychological, physical, sexual, financial, and emotional abuse. It also includes so called 'honour' based violence. Sport may notice a power imbalance between a participant and a family member. For example, a participant with Downs syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their parent/carer whom they greet with a smile.
- **Self Neglect**
 - This covers a wide range of behaviour, such as neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. This could be a pickleball player whose appearance becomes unkempt, does not wear suitable kit, or shows a deterioration in hygiene standards.

Not included in the Care Act 2014 but also relevant could be:

- Cyber bullying
- Forced marriage
- Mate Crime
- Radicalisation and Extremism

Signs and Indicators of Abuse

Abuse can take place in any context and by all manner of perpetrators. Abuse may be inflicted by anyone in a club who a player comes into contact with. Club members, workers, volunteers, or coaches may suspect that a player is being abused or neglected outside of the club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include, but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- A person has belongings or money going missing.
- A person is not attending or no longer enjoying their sessions.
- Someone losing or gaining weight/an unkempt appearance.
- A change in the behaviour or confidence of a person.
- They may self-harm.

- They may have a fear of a particular group or individual.
- They may tell you/another person that they are being abused i.e., a disclosure.

If You Have a Concern

You may:

- become aware that abuse or poor practice is taking place
- suspect abuse or poor practice may be occurring, or
- be told about something that may be abuse or poor practice.

You must report this to the Safeguarding Lead for pickleball England (details below), or if this individual is implicated then report to the [Chair of PbE](#).

If you are at an international event and have a concern, then speak to the coach or a team official.

If you are concerned that someone is in immediate danger, contact the police straight away.

Further information is outlined via the flow chart below outlining key courses of action.

How to Record a Disclosure

Make a note of what the person has said using his or her own words as soon as is practicable. Complete an Incident Form and submit this to the Pickleball England Safeguarding Lead.

As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share the concern with the Safeguarding Lead.

Describe the circumstances in which the disclosure arose.

Take care to distinguish between fact, observation, allegation, and opinion. It is important that the information you have is accurate.

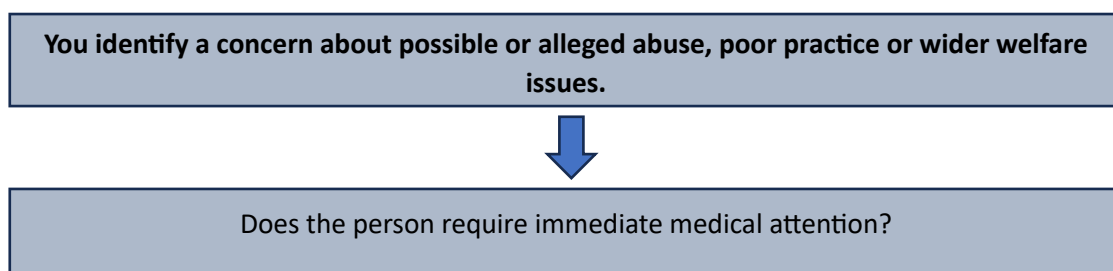
Be mindful of the need to always maintain confidentiality. The information must only be shared the Safeguarding Lead and any others on a need-to-know basis.

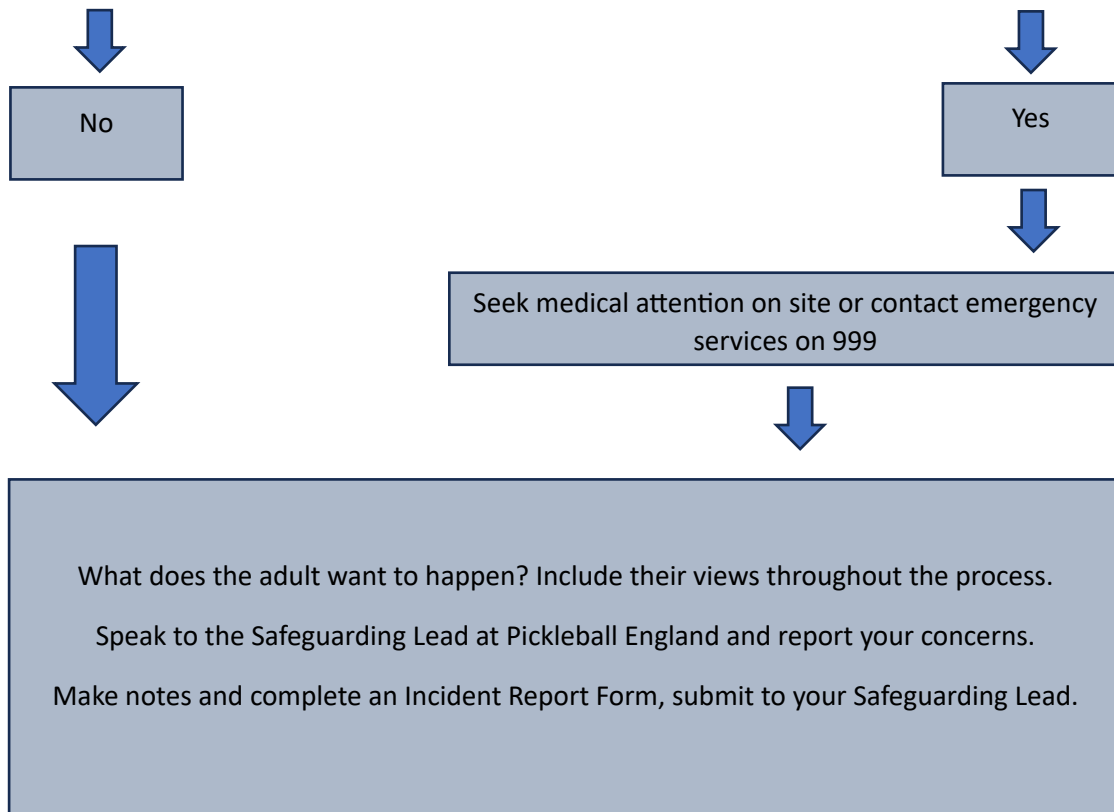
If the matter is urgent and relates to the immediate safety of an adult at risk, then contact the police immediately.

Safeguarding Adults Flow Chart

If you have safeguarding concerns about an adult, you **must** act on these.

It is not your responsibility to decide whether or not an adult has been abused, however it is your responsibility to act on any concerns. The following chart summarises the steps you need to take:





Defining Responsibilities for Safeguarding Adults at Pickleball England

Safeguarding is everyone’s responsibility. However, more specifically Pickleball England is committed to having the following in place:

- A Safeguarding Lead to act as the first point of contact for safeguarding issues, and to produce and disseminate guidance and resources to support policies and procedures.
- A clear line of accountability within the organisation for work on promoting the welfare of all adults.
- Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers.
- A Steering Group that effectively deals with issues, manages concerns, and refers to a disciplinary panel where necessary (i.e. where concerns arise about the behaviour of someone within Pickleball England).
- A Disciplinary Panel will be formed as required for a given incident, if appropriate.
- Arrangements to work effectively with other organisations in and outside of sport to safeguard and promote the welfare of adults including arrangements for sharing information.
- Appropriate whistleblowing procedures and an open and inclusive culture that enables safeguarding and EDI issues to be addressed.

Recruitment and Disclosure

Pickleball England wants to ensure that all of our volunteers and staff have the right skills and qualities to undertake their roles and create a safe and welcoming environment. All clubs and Constituent Bodies should ensure that their recruitment and vetting are sufficiently stringent and robust to ensure

that employees and volunteers and appropriately qualified and personally suitable for their role in pickleball.

This can be achieved by adopting an effective safer recruitment procedure designed to identify and exclude those candidates who may pose a risk of abuse to any member including adults.

Disclosure and Barring Service check eligibility differs from those in regulated activity with children. Further advice should therefore be sought from the Safeguarding Lead at Pickleball England.

Guidance for DBS Checks in Sport – Working with Adults (England and Wales):

[ENGLISH - DBS Checks in Sports - Working with Adults.pdf \(publishing.service.gov.uk\)](#)

Induction and Training

We will ensure that all staff employed by Pickleball England or acting on our behalf in any other capacity (e.g., volunteer, casual staff or consultants) undergo a comprehensive induction and training programme in regards to safeguarding which will include appropriate content on safeguarding adults.

In terms of implementing this policy, there will be an ongoing need to ensure that our entire workforce is properly trained and supported on an ongoing basis.

Complaints Procedure

If you have a complaint in relation to a safeguarding matter involving pickleball, please contact the Safeguarding Lead via the details provided below.

For Further Information

For more information on this policy and its implementation, please contact Pickleball England's Safeguarding Lead [Stuart Traylor](#), visit the website www.pickleballengland.org or alternatively you can email safeguarding@pickleballengland.org

You can also call the Ann Craft Trust on 0115 951 5400 if you are worried or need advice from an independent safeguarding expert.

Monitoring and Review of this Policy

This policy and procedure document will be regularly reviewed by the Board of Pickleball England and no less than annually. The review will take account of legislative changes, revised policies, and best practice. Please see page 1 for details of the most recent review.

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