

Best Foot Forward – Safeguarding Adults Procedures

Author: Andrew Russell
Approved By: Bethany Russell
Date Approved: October 2025
Assigned Review Period: 1 Year
Next Review Due: October 2026

Contents

Introduction.....	2
Glossary	3
Section 1: Reporting Concerns (For everyone).....	4
Reporting Concerns About Yourself.....	5
Reporting Concerns About Others (Flowchart 1).....	6
Reporting Concerns About Others.....	6
Responding to a Direct Disclosure	8
Record Keeping.....	9
Section 2: What happens next? (Safeguarding Lead and organisational response)10	
Procedure for Designated Safeguarding Lead and/or Deputy Designated Safeguarding Lead (Flowchart 2).....	11
Immediate Response.....	13
Taking Action	14
Further Information and Useful Contacts	16
Section 3: Appendices.....	17
Appendices.....	17
Appendix 1 - Best Foot Forward Safeguarding Adults Report Form – Manual Completion	17
Appendix 2 – Sources of Information and Support	21

Introduction

Best Foot Forward is committed to providing a safe environment for everyone to participate in our organisation and its activities. These procedures must be followed in any circumstance where an adult is at risk of harm.

The procedure should be implemented with reference to Best Foot Forward's Safeguarding Adults Policy and supporting information.

This procedure details the steps to be taken in responding to any concern that an adult involved in Best Foot Forward or its activities is at risk of or is experiencing harm.

The procedures have two main sections:

Section 1: Reporting concerns- For everyone

Section 2: What happens next – For Safeguarding Lead and organisational response

The information is presented in flow charts with accompanying text. Please refer to both, as the text contains more detail.

Glossary

For more details, please see the additional information sections of Best Foot Forward's Safeguarding Adults Policy.

Adult	A person over the age of 18
Adult at risk	Definition used in legislation (different in each home nation) for adults for whom the Local Authority has a responsibility to support to prevent them from experiencing (further) harm caused by abuse and neglect.
Abuse	A violation of a person's physical, emotional or mental integrity by any other person.
Case Management Group	A group created by Best Foot Forward with a suitably experienced and qualified external Safeguarding representative to ensure the organisation carries out its role/s in individual cases of abuse or neglect, AND to maintain an overview of the implementation of the organisation's safeguarding functions.
Harm	Damage done to a person's well-being.
MASH	Multi-Agency Safeguarding Hubs are used as a one point of contact/safeguarding referrals in some areas. Where they exist, a referral to MASH benefits from the information held by and the expertise of various agencies, e.g. Local Authority, Police and Health.
Mental Capacity	The ability to consider relevant information, make and communicate a decision.
Safeguarding	Work to prevent and stop abuse and neglect.
Safeguarding Adult Team	A team set up to manage the safeguarding of adults at risk within an organisation, or more commonly across a Local Authority district.
Safeguarding Adults Board (SAB) (England and Wales)	A statutory body set up in line with national legislation. Statutory membership includes the Local Authority, Police and NHS. Representatives from the voluntary sector and of 'citizens', e.g. a representative from a disabled people's forum, are often also included. Their role is to coordinate safeguarding work across the Local Authority district.
Safeguarding Adult Partnership (Northern Ireland)	
Adult Protection Committee (Scotland)	

Section 1: Reporting Concerns (For everyone)



Reporting Concerns About Yourself

If you are experiencing harm within Best Foot Forward contact Bethany Russell (DSL) on 07394950803 or Andrew Russell (DDSL) on 07538719183

If you are in immediate danger or need immediate medical assistance, contact the emergency services 999.

Please contact the Designated Safeguarding Lead, Bethany Russell or the Deputy Designated Safeguarding Lead (see numbers above). If you would prefer, please contact another member of staff who will help you raise the issue with the Safeguarding Lead.

If the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead is implicated or you think they have a conflict of interest, then report to Chris Tapley (External Safeguarding Consultant) or other appropriate external agency.

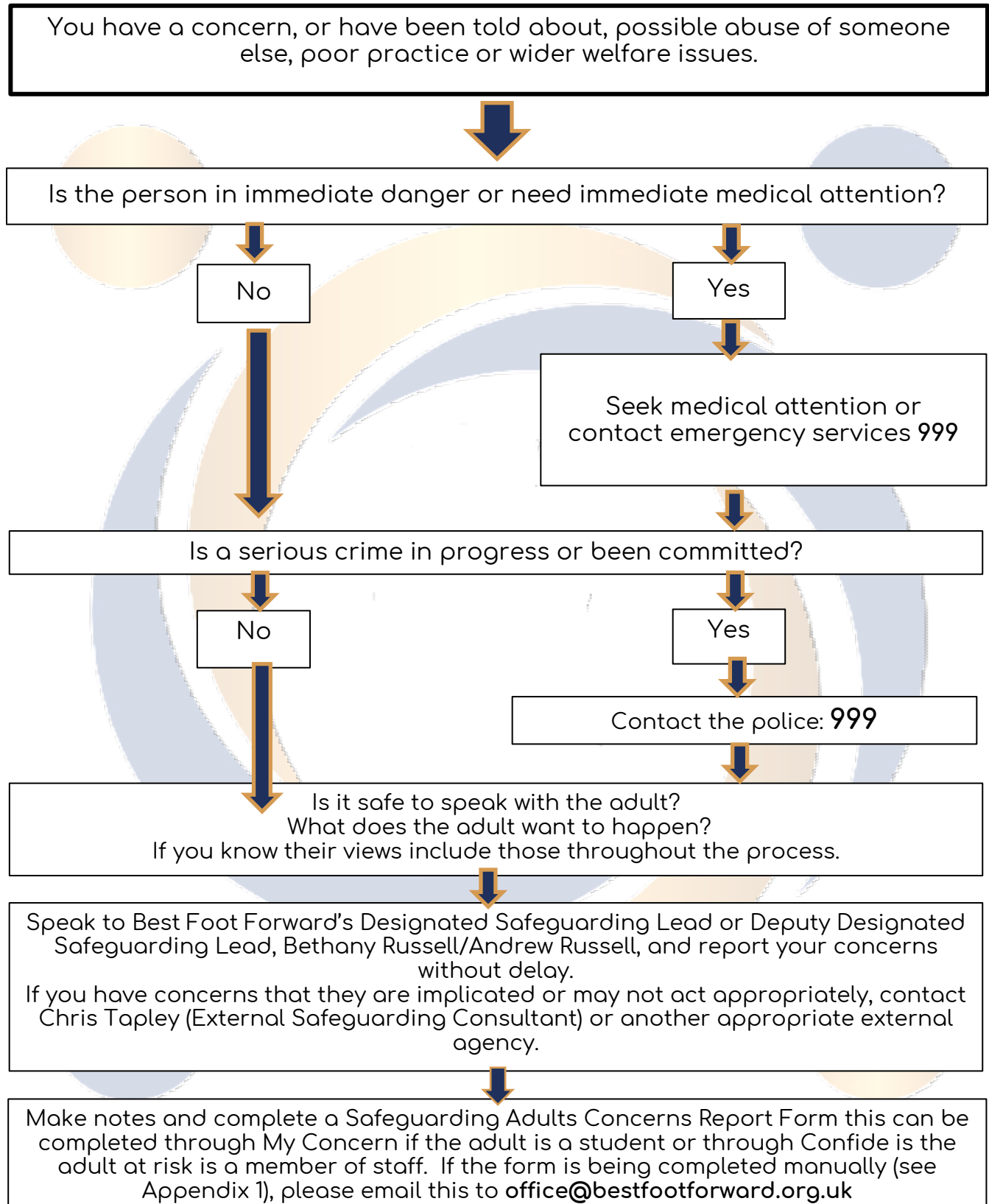
You can also contact the Police, Social Services, your doctor, or other organisations that can provide information and offer help and support (see Appendix 2: Other Sources of Support).

Best Foot Forward will follow the procedure in this document. If you do not think your concerns are being addressed in the way that they should be, please contact the Local Authority to submit your concerns and any actions taken.

At all stages, you are welcome to have someone who you trust support you and help you to explain what happened and what you want to happen.

It is of utmost importance to Best Foot Forward that you can take part in our activities and sessions safely, and we will take every step to support you to do that.

Reporting Concerns About Others (Flowchart 1)



Reporting Concerns About Others

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and/ or you are told about possible or alleged abuse, poor practice or wider welfare issues, you must contact the Best Foot Forward Designated Safeguarding Lead or Deputy Designated Safeguarding Lead as soon as you can.

If the Safeguarding Lead or Deputy Designated Safeguarding Lead is implicated or you think they have a conflict of interest, then report to Chris Tapley (External Safeguarding Consultant) or another appropriate external agency.

If you are concerned about harm being caused to **someone else**, please follow the guidance below.

- It is not your responsibility to prove or decide whether an adult has been harmed or abused. It is, however, everyone's responsibility to respond to and report concerns they have.
- If someone needs **immediate medical attention**, call an ambulance on 999.
- If you are concerned someone is in **immediate danger** or a **serious crime** is being committed, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- Remember to be **person-centered/make safeguarding personal**. If it will not put them or you at further risk, discuss your safeguarding concerns with the adults and ask them what they would like to happen next. Inform them that you must pass on your concerns to your Safeguarding Lead or Deputy Designated Safeguarding Lead. **Do not** contact the adult before talking to your Safeguarding Lead or Deputy Designated Safeguarding Lead if the person allegedly causing the harm is likely to find out.
- Remember not to confront the person thought to be causing the harm.

Responding to a Direct Disclosure

If an adult indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously.
- Stay calm.
- Listen carefully to what is said, allowing the adult to continue at their own pace,
- Be sensitive.
- Keep questions to a minimum; only ask questions if you need to identify/ clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Ask them what they would like to happen next.
- Explain what you would like to do next.
- Explain that you will have to share the information with Best Foot Forward's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
- Ask for their consent for the information to be shared outside of Best Foot Forward
- Arrange how you/the Designated Safeguarding Lead, or Deputy Designated Safeguarding Lead, can contact them safely.
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse helpline, Victim Support -see Appendix 6).
- Act swiftly to report and carry out any relevant actions.
- Record in writing what was said using the adult's own words as soon as possible.

It is important **not** to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Investigate the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone.

Record Keeping

- Complete a referral on My Concern if the adult at risk is a Best Foot Forward student, or complete a referral on Confide if the adult at risk is a member of staff. If you complete a manual referral (see Appendix 1) this should be submitted for the attention of the Designated Safeguarding Lead/Deputy Designated Safeguarding Lead without delay and sent to admin@ngagedltd.uk.
- Describe the circumstances in which the concern came about and what action you took/ advice you gave.
- It is important to distinguish between things that are facts, things that have been observed or overheard and opinions, to ensure that information is as accurate as possible.
- If someone has told you about harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) include a copy with the form.

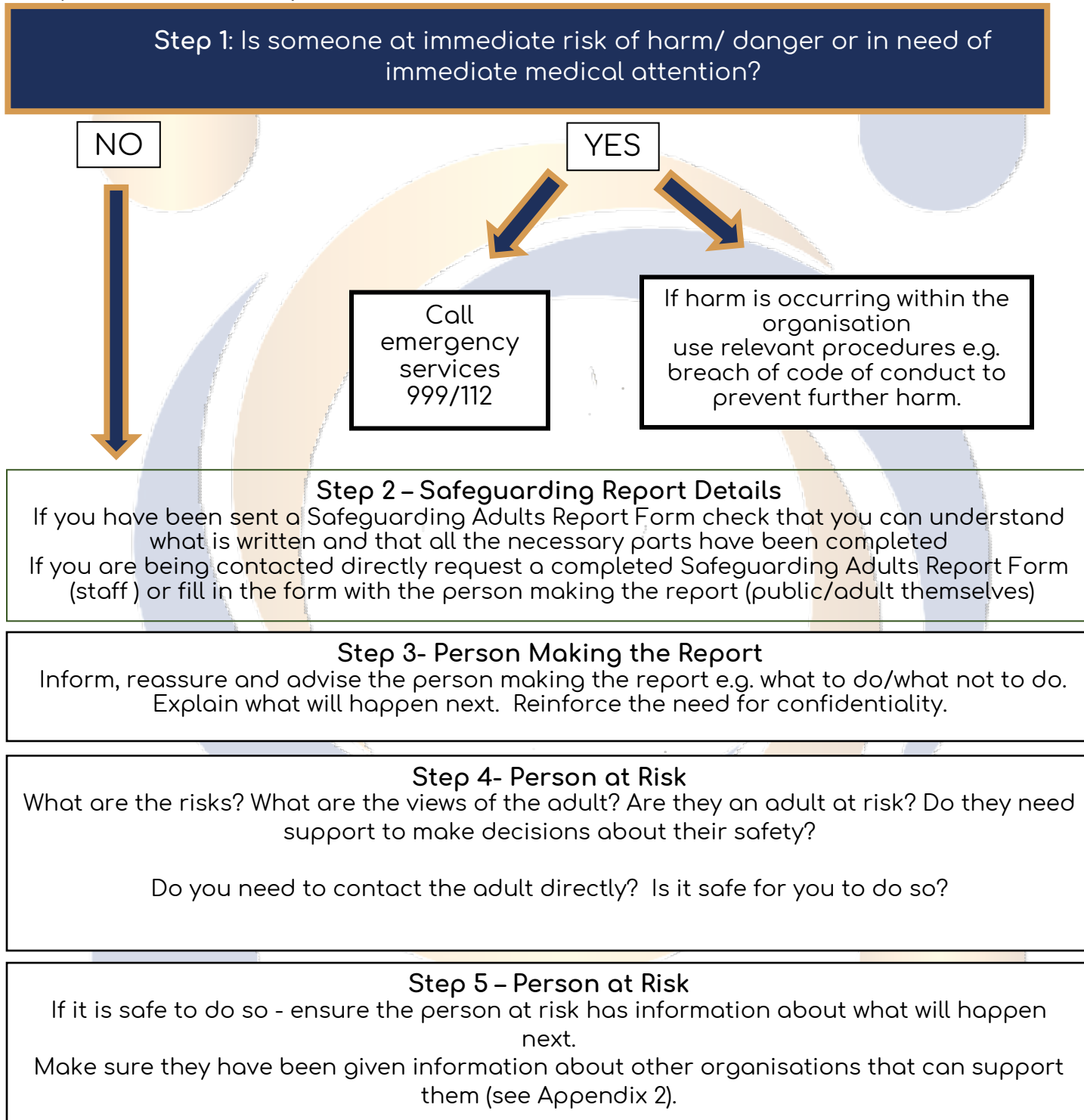
Be mindful of the need to be confidential at all times.

This information must only be shared with your Designated Safeguarding Lead or Deputy Designated Safeguarding Lead and others that have a need to know –e.g. to keep the person safe whilst waiting for action to be taken.

Section 2: What happens next? (Safeguarding Lead and organisational response)

Procedure for Designated Safeguarding Lead and/or Deputy Designated Safeguarding Lead (Flowchart 2)

Steps 1-5 Initial response (as soon as you receive the Adult Safeguarding referral)



Steps 6- Taking Action

Step 6 – Consult and Decide

As and when needed consult a Case Management Group/chair, Local Authority/the

Step 7

If a serious crime is suspected contact the police

Criminal enquiry, investigation, proceedings

Step 8

If you believe there is an 'adult at risk' make a safeguarding adults report to the Local Authority

Safeguarding adults process led by Local Authority

Step 9

If harm is suspected of being caused within Best Foot Forward
e.g. by an employee, contracted worker, volunteer or member report to relevant manager/s

Organisation takes short term steps within relevant policy to prevent harm e.g. suspend employee, coach, volunteer or member

Step 10

Consult with and inform the adult

Organisation decides who will maintain regular contact with the adult/s who have been at risk of harm

Step 11

Take advice from and coordinate actions with those of other agencies. Attend and contribute to Safeguarding Adults strategy meetings where invited.

Step 12

Hold Case Management meetings to coordinate actions taken by Best Foot Forward

Once a concern has been passed to Best Foot Forward's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, they will follow Best Foot Forward's Safeguarding Adults Procedure (see Flowchart 2 below).

Possible outcomes: e.g.

- Criminal Caution or Conviction
- Police referral back to Best Foot Forward.
- Referral to Independent Barring Board
- Unsubstantiated- no further action

Possible outcomes e.g.

- LA enquiries triggered
- Adult supported to 'make safeguarding personal'
- Other adults at risk identified
- Multi-agency meetings to coordinate actions
- New/changed care and support and protection plan for any adult at risk
- NOT on adult at risk – information and advice provided

Possible outcomes: e.g.

- Informal resolution
- Education and training
- Formal warning
- Dismissal
- Role conditions applied
- Contract ended
- Referred to Independent Barring Board
- Unsubstantiated – no further action
- Referral to LADO

Possible Outcomes: e.g.

- Adult receives information about the process
- Adult supported to have their views and experience heard
- Adult supported to gain support from other agencies
- Adult continues to participate in organisation/session /program

Steps 13 and 14

Recording and reporting

Ensure decisions made, actions taken, and outcomes logged and reported

The Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will keep clear records of decision-making, actions taken, and the outcomes achieved. They will also collect

feedback from the adult.

The Designated Safeguarding Lead or Deputy Designated Safeguarding, will, where appropriate and if necessary, consult with the Case Management Group, and take the following actions:

Immediate Response

1. Ensure any **immediate actions** necessary to safeguard anyone at risk have been taken.

If the risk is said to be due to the behaviour of an employee or other person involved in the organisation/activities, use the relevant procedures (e.g. breach of code of conduct, breach of contract, disciplinary or grievance procedures) to prevent that person from making contact with the adult being harmed.

2. If you have been sent a **Safeguarding Adults Report Form**, check that you can understand what is written and that all the necessary parts have been completed.

If you are being contacted directly by a member of staff or a volunteer, request that they complete a Safeguarding Adults Report Form if they have not already done so (see Appendix 1) as soon as possible.

If the report is being made by the adult themselves or a member of the public, fill in the safeguarding report form yourself, gaining the details from the person contacting you.

3. Inform, reassure, and advise the **person making the report**, e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.
4. Consider what is known about the situation, what the risks are, what is known of **the views of the adult**, whether they have given their consent to the report being made and whether they might be considered to be an 'adult at risk'.

Find out whether the person making the report believes the adult has the mental capacity to make decisions about what safeguarding actions they want to be taken (they are not expected to assess this, only provide their opinion).

Decide if you need to **contact the adult** to get more information, determine their wishes, or explain what actions you need to take.

5. Ensure that the **adult has been given information** about the process and what will happen next. Ensure that they have been provided with information about other organisations that can support them (see Appendix 2).

ONLY do this if you have a known safe way of contacting them.

Taking Action

In all situations, you should ensure those in your organisation who can act (within their remit) to prevent further harm have the information to do so. This includes supporting the person at risk. Depending on the situation, you may need to pass information to and work together with other organisations such as the Police and the Local Authority safeguarding team.

6. Consult and Decide

If necessary, consult with the Case Management Group established at Best Foot Forward and with the Local Authority/the Police and decide which of the following actions need to be taken.

7. Contact the police (where the crime took place)

If:

- A serious crime has been committed.
- A crime has been committed against someone without the mental capacity to contact the police themselves.
- The adult has asked you to make a report to the Police on their behalf because they are unable to themselves.

8. Make a referral/report to the Local Authority Safeguarding Adults Team or Multi-Agency Safeguarding Hub (MASH) (where the adult lives) if you believe they may be an adult at risk AND

- The adult appears not to have the mental capacity to make decisions about their own safety and well-being.
- The risk is from a person employed or volunteering in work with adults with care and support needs (including within educational organisations).
- There are other 'adults at risk' (e.g. another family member, another club member or other people using a service).
- the adult at risk lives in Wales or Northern Ireland (no consent required).
- The adult at risk lives in England or Scotland, and they have asked you to make a report or have given their informed consent to you making it.

If a child is at risk, you must also make a child safeguarding referral to the Local Authority. This includes all situations where there is domestic abuse within the household where the child lives.

If you are unsure whether or not to make a referral/report, you can ask for advice by contacting the Local Authority Safeguarding Adults Team/Multi-agency Safeguarding Hub and discuss the situation with them without disclosing the identity of the adult or the person who may be causing harm.

9. Use policy and procedures to stop harm within the organisation

If the person who may be causing harm is a person involved in Best Foot Forward in whatever capacity, inform the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead or a member of the Senior Leadership Team at Best Foot Forward.

Decide what policy and procedures the organisation will use to decide which actions will be taken, e.g. breach of code of conduct, disciplinary procedures, breach of contract.

Agree on what short-term arrangements can be put in place to enable the adult, who may be being harmed, to be able to continue participating in sessions or their educational program.

The arrangements made must respect the rights of the person who may be causing harm and must be consistent with the relevant policy and procedures.

10. If statutory agencies are involved, **work together** with them to agree on the next steps. E.g. the LADO or Police, they may need to interview an employee before a disciplinary investigation is conducted.

Attend and contribute to any safeguarding adults' strategy or case meetings that are called by the Local Authority.

If statutory agencies say that they will not be taking any action in relation to a referral, this should not stop Best Foot Forward from taking internal steps to safeguard the adult. E.g. the Police may decide not to pursue a criminal investigation where there is an allegation against an employee, but the organisation should still follow its disciplinary procedure.

11. Decide who in the organisation will **maintain contact with the adults** to consult with them, keep them informed and make sure they receive the support they need.

Unless advised not to by the Police or Local Authority, and only if there is a safe way to do so, contact the adults to let them know about the actions you have taken and the outcomes so far. Find out if the actions taken are working, what matters to them, what they would like to happen next and what outcomes they want to achieve.

12. Convene a **Case Management Group meeting** where appropriate and necessary, to coordinate actions internally to your organisation:

- Share information about what has happened with those within Best Foot Forward who have a role in safeguarding the adult.
- share the views of the adult.
- Share any actions being taken by the Police/Local Authority/LADO.
- agree on who will coordinate between Best Foot Forward and other agencies.
- decide what actions Best Foot Forward will take.
- Coordinate action by Best Foot Forward.

Remember, if it's not written down – it didn't happen!

These actions can include:

- Use of internal procedures such as breach of code of conduct/disciplinary procedures to address any behaviour that may have caused harm.
- Reporting any employee or volunteer found to have caused harm to the Disclosure and Barring Service.
- Communication with the adult about the safeguarding process, offering support to the adult and making any arrangements needed for them to continue their involvement with the sessions/activity/organisation.
- Offering support to staff, volunteers and members affected by the circumstances.
- Ensuring senior leadership are updated as needed.

13. Case Management Group meetings must be **recorded** so that decision-making is transparent, and actions agreed upon are followed. **Follow-up meetings** should be held as necessary until the actions needed are complete.
14. Ensure **records are complete and stored securely**. Collate monitoring information, including feedback from the person who was at risk of harm and **report to the senior leadership team/ the CEOs as requested**.

Further Information and Useful Contacts

Policies, procedures and supporting information are available on the Best Foot Forward Drive and can be sent to anyone requesting further details.

Designated Safeguarding Lead:

Bethany Russell

Deputy Designated Safeguarding Lead:

Andrew Russell

Local Authority Safeguarding Adults:

Website: <https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding>

Contact: 0300 555 1386

Out of hours: 0300 555 1373

Local Police Contact (Hampshire and Isle of Wight Constabulary)

Website: <https://www.hampshire.police.uk/contact/of/contact-us-beta/contact-us/>

Contact: 101 or contact the Office of Police and Crime Commissioner on 01962 871595

Hampshire Local Authority Designated Officer (LADO)

Website:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/allegations>

Contact: 01962 87636

Section 3: Appendices

Appendices

Appendix 1 - Best Foot Forward Safeguarding Adults Report Form – Manual Completion

To be completed as fully as possible if you have concerns regarding an adult. If it is safe to do so, it is important to inform the adult about your concerns and that you have a duty to pass the information on to the safeguarding lead. The Designated Safeguarding Lead/ Deputy Designated Safeguarding Lead will then look at the information and start to plan a course of action.

Section 1 – Details of the adult (you have concerns about)	
Name of adult	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Consent to share information with the emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative	

contact	
Name of organisation	
Your Role in organisation	
Section 3 – Details of concern	
Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)	
Date/ Time	What happened
Section 5 – Details of the person thought to be causing harm (if known)	
Name	
Address	
Date of Birth/Age	
Relationship/connection to adult	
Role in organisation	
Do they have contact with other adults at risk in another capacity? E.g. in their work/family/as a volunteer	

Section 6 - Have you discussed your concerns with the adult? What are their views, What have they stated about what they want to happen and what outcomes they want?

Section 6A – Reasons for not discussing with the adult

Discussion would put the adult or others at risk. Please explain:

Adult appears to lack mental capacity. Please explain:

Adult unable to communicate their views. Please explain:

Section 7 – Risk to others

Are any other adults at risk Yes/No/Not known – delete as appropriate
If yes please fill in another form answering questions 1-6

Are any children at risk Yes/No/Not known Delete as appropriate
If yes please fill in a safeguarding children referral form and attach to this.

Section 8 – What action have you taken if any /agreed with the adult to reduce the risks?

Actions by Best Foot Forward: e.g. person causing harm suspended, session times changed.

Section 9: Other agencies contacted

Who contacted/reference number/contact details/advice gained/action being taken

Police

Ambulance

Other – please state who and why:

Section 10: Contact with others within Best Foot Forward

Who else has been informed of this issue? – and what was the reason for information sharing

Consultation with Safeguarding Lead

Dates and times

Completed Form copied to Safeguarding Lead; Date and time

Signed:

Date:

OFFICE USE ONLY

Section 11 – Sharing the concerns (To be completed by Safeguarding Lead)

Details of your contact with the adult at risk of harm. Have they consented to information being shared outside of Best Foot Forward?

Details of contact with the Local Authority Safeguarding Team/MASH where the adult at risk of harm lives – advice can still be sought without giving personal details if you do not have consent for a referral.

Details of any other agencies contacted:

Details of the outcome of this concern:

Appendix 2 – Sources of Information and Support

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: [020 8765 7000](tel:02087657000)

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Ann Craft Trust (ACT)

A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector.

Tel: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

National 24Hour Freephone Domestic Abuse Helplines

England	Northern Ireland
Tel: 0808 2000 247 www.nationaldahelpline.org.uk/Contact-us	Tel: 0808 802 1414 www.dsahelpline.org Twitter: www.twitter.com/dsahelpline Facebook: www.facebook.com/dsahelpline
Scotland	Wales
Tel: 0800 027 1234 Email: helpline@sdafmh.org.uk Web chat: sdafmh.org.uk	Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk

www.rapecrisis.co.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities and training and support to those working with them.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk



Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839

Fax: 020 8392 1830

Email: info@suzylamplugh.org

www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111

www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support