Safeguarding Adults Policy and Procedures
White Rose Cheer 2025-2026

Do you have concerns about an adult?

Safeguarding is everyone's responsibility.

If you have concerns about an adult's safety and or wellbeing you must act on these. It is not your responsibility to decide whether or not an adult has been abused. It is however your responsibility to act on any concerns.

You identify a concern about possible or alleged abuse, poor practice or wider welfare issues.

↓

Does the person need immediate medical attention?

↓ ↓ No Yes

↓ ↓

Seek medical attention on site or contact emergency services on: 999

What does the adult want to happen? Include their views throughout the process. Speak to your Club Welfare Officer or National Governing Body Lead Safeguarding Officer and report your concerns. Make notes and complete an Incident Report Form, submit to Club Welfare Officer or National Governing Body Lead Safeguarding Officer.

White Rose Cheer Safeguarding Adults Policy and Procedures

Introduction

White Rose Cheer is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in Cheerleading in accordance with the Care Act 2014.

White Rose Cheer safeguarding adults policy and procedures apply to all individuals involved in White Rose Cheer .

White Rose Cheer will encourage and support partner organisations, including clubs, counties, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding adults policy and procedures.

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1. Principles

The guidance given in the policy and procedures is based on the following 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 an enjoyable and safe environment.
- White Rose Cheer will seek to ensure that our sport 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.
- We 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
- We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within (insert name of your organisation) for example inappropriate behaviour of a coach, or in the wider community.
- All allegations will be taken seriously and responded to quickly in line with White Rose Cheers Safeguarding Adults Policy and Procedures.
- White Rose Cheer 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.

The six principles of adult safeguarding

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

- **Empowerment** - People being supported and encouraged to make their own decisions and informed consent. “I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”
- **Prevention** – It is better to take action before harm occurs. “I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”
- **Proportionality** – The least intrusive response appropriate to the risk presented. “I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”
- **Protection** – Support and representation for those in greatest need. “I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse “I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”

- **Accountability** – Accountability and transparency in delivering safeguarding. “I understand the role of everyone involved in my life and so do they.”

Making Safeguarding personal

‘Making safeguarding personal’ means that adult safeguarding should be person led and outcome focussed. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control. As well as improving quality of life, well-being and safety. Wherever possible discuss safeguarding concerns with the adult to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

Wellbeing Principle

The concept of wellbeing is threaded throughout the Care Act and it is one that is relevant to adult safeguarding in sport and activity. Wellbeing is different for each of us however the Act sets out broad categories that contribute to our sense of wellbeing. By keeping these themes in mind, we can all ensure that adult participants can take part in Cheerleading fully.

- Personal dignity (including treatment of the individual with respect)
- Physical and mental health and emotional wellbeing
- Protection from abuse and neglect
- Control by the individual over their day-to-day life (including over care and support provided and the way they are provided)
- Participation in work, education, training or recreation
- Social and economic wellbeing
- Domestic, family and personal domains
- Suitability of the individual’s living accommodation
- The individual’s contribution to society.

2. Legislation

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy and procedures They 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 1998

3. Definitions

To assist working through and understanding this policy a number of key definitions need to be explained:

Adult is anyone aged 18 or over.
Adult at Risk is a person aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs); and;
- Is experiencing, or is at risk of, abuse or neglect; and;
- As a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Adult in need of care and support is determined by a range of factors including personal characteristics, factors associated with their situation or environment and social factors. Naturally, a person's disability or frailty does not mean that they will inevitably experience harm or abuse.

In the context of safeguarding adults, the likelihood of an adult in need of care and support experiencing harm or abuse should be determined by considering a range of social, environmental and clinical factors, not merely because they may be defined by one or more of the above descriptors.

In recent years there has been a marked shift 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. See section 4 for further explanations.

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). (link to Appendix 2)

4. Types of Abuse and Neglect

There are different types and patterns of abuse and neglect and different circumstances in which they may take place. The Care Act 2014 identifies the following as an illustrative guide and is not intended to be exhaustive list as to the sort of behaviour which could give rise to a safeguarding concern.

Self-neglect – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Modern Slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

Domestic Abuse and coercive control – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. It can occur between any family members.
Discriminatory Abuse – 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.

Organisational Abuse – 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 own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Physical Abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual Abuse – 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.

Financial or Material Abuse – 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 – 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.

Emotional or Psychological Abuse – this includes threats of harm or

abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

5. Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the club who an athlete comes into contact with. Or
club members, workers, volunteers or coaches may suspect that an athlete 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.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. you may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
- Someone losing or gaining weight / an unkempt appearance. this could be an athlete whose appearance becomes unkempt, does not wear suitable sports kit and deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.
- Harassing of a club member because they are or are perceived to have protected characteristics.
- Not meeting the needs of the participant. E.g. this could be training without a necessary break.
- A coach intentionally striking an athlete.
- This could be a fellow athlete who sends unwanted sexually explicit text messages to a learning disabled adult they are training alongside. ● This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

6. What to do if you have a concern or someone raises concerns with you.

- It is not your responsibility to decide whether or not an adult has been

abused. It is however everyone's responsibility to respond to and report concerns.

- If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- If you have concerns and or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to Tracey Findlay or Carolyn Wray, Lead Safeguarding or Welfare Officers, or, if the Lead Safeguarding or Welfare Officer is implicated then report to Kelly Loughlin, Gym Owner.
- When raising your concern with the Club Welfare Officer or Lead Safeguarding Officer, remember Making Safeguarding Personal. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult you will be passing on your concern and
- It is important when considering your concern that you also ensure that keep the person informed about any decisions and action taken about them and always consider their needs and wishes.

7. How to respond to a concern

- Make a note of your concerns.
- Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to White Rose Cheer's Lead Safeguarding or Welfare Officer.
- Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns to your lead safeguarding or welfare officer.
- Describe the circumstances in which the disclosure came about. ● 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 be confidential at all times, this information must only be shared with your Lead Safeguarding or Welfare Officer and 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 emergency services immediately.

8. Safeguarding Adults Flowchart

Dealing with Concerns, Suspicions and Disclosure

There are concerns/suspicions about a person's behaviour. OR There has been disclosure or an allegation about a person's behaviour

What are your concerns regarding?

Adult Safeguarding Poor Practice ↓ ↓ Do you need to take action to ensure the immediate safety or medical welfare of the adult? Is the Lead Safeguarding Officer implicated?

↓ ↓ ↓ ↓

Yes No Yes No

↓ ↓ Call an ambulance Is the Lead Safeguarding/ Yes Fill in an incident report Inform Tracey

Call the Police Welfare Officer implicated? Inform Kelly Loughlin. Findlay

No Procedures will be followed in conjunction with Local Multi Agency Safeguarding Adults Policy and Procedures.

Possible referral to Police/Social Care/Leeds Safeguarding Adults Board

Make notes and complete an incident report form. Inform Tracey Findlay

Tracey Findlay will follow White Rose Cheer's policy in conjunction with local Multi Agency Safeguarding Adults Policy and Procedures. Possible referral to Police/Adult Social Care/ Multi Agency Safeguarding Hub/ Leeds Safeguarding Adults Board

Possible outcomes:

- **Criminal proceedings**
- **Police enquiry**
- **Adult Care Safeguarding Assessment**
- **Disciplinary Measures**
- **Case management group to decide on the management of any remaining concerns**
- **No further action**

9. Roles and responsibilities of those within White Rose Cheer

White Rose Cheer is committed to having the following in place: ● A Lead Safeguarding/Welfare Officer to produce and disseminate guidance and resources to support the policy 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 or Case Management or Case Referral 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 White Rose Cheer).
- A Disciplinary Panel will be formed as required for a given incident, if appropriate and should a threshold be met.
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.

- Clear codes of conduct are in place for coaches, participants, officials, spectators and other relevant individuals.

10. Good practice, poor practice and abuse

Introduction

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental. It is not the responsibility of any individual involved in White Rose Cheer to make judgements regarding whether or not abuse is taking place, however, all White Rose Cheer personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

Good practice

White Rose Cheer expects that coaches of adult athletes:

- Adopt and endorse the White Rose Cheer Coaches Codes of Conduct.
- Have completed a course in basic awareness in working with and safeguarding Adults.

Everyone should:

- Aim to make the experience of White Rose Cheer fun and enjoyable.
- Promote fairness.
- Not tolerate the use of prohibited or illegal substances.
- Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

This policy should be read in conjunction with the following policies of white Rose Cheer:

- Whistle Blowing
- Social media
- Complaints
- Disciplinary

12. Further Information

Policies, procedures and supporting information are available on the White Rose Cheer website: https://www.whiterosecheer.net

Lead Safeguarding or Welfare Officers: Tracy Findlay and Carolyn Gorman-Wray

Review date: This policy will be reviewed every two years or sooner in the event of legislative changes or revised policies and best practice.

Incident Report Form

Safeguarding Adults Incident form

To be completed as fully as possible if you have concerns regarding an adult.It is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding officer. The safeguarding officer will then look at the information and start to plan a course of action, in conjunction with yourself, the adult involved and if necessary social care or other relevant organisations.

Section 1 - details of adult at risk	
Name of adult:	
Address:	
Date of Birth:	
Age if date of birth not known	

Contact number	

Section 2 - Your details	
Name:	
Contact number:	
Email address	
Your role in the organisation:	

Section 3 - details of Concern
Detail what you have seen/been told/other that makes you believe the adult at risk is being abused or is at risk of abuse (include dates/times/evidence from records)

Section 4 - Abuse type(s) - Please tick as many as you feel may apply		
Physical	Psychological	Financial
Sexual	Discriminatory	Organisational
Neglect	Hate incident/crime	Internet abuse
Modern Slavery	Domestic abuse	Self-Neglect
Other:		

Section 5 - Reasons for not discussing with the adult	
Adult lacks capacity	
Adult unable to communicate their views	
Discussion would increase the risk	
State why the risks would increase:	

Have you discussed your concerns with anyone else? E.g. carer/parent What are their views?

Section 6 - What action have you taken/agreed with the adult to reduce the risks?	
Information passed to the Safeguarding Officer, confirm details:	Referral to Social Care, Confirm details:

Contact with the Police, Confirm details:	Referral to other agency, Confirm details:
Other - please state what	No action agreed - state why

Section 7 - Risk to others

Are there any other adults at risk?	Yes	No
If yes, state why and what actions have been taken to address these?		
Signed:		
Date:		

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Section 8 - Sharing the concerns (to be completed by Lead Safeguarding Officer)
Details of your contact with the adult at risk. Have they consented to information being shared outside of White Rose Cheer?

Details of contact with the Social Care Team - advice can 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
