

PENTATHLON GB⁺

SAFEGUARDING AND PROTECTING ADULTS IN MODERN PENTATHLON

POLICY AND PROCEDURES

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PART A. POLICY, PRINCIPLES, DEFINITIONS AND RECOGNITION

Do you have concerns about an adult?

If you have concerns about an adult's safety and or wellbeing you must report these immediately.

It is not your responsibility to decide whether or not an adult has been abused. It is however everyone's responsibility to report 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 emergency services on: 999 on site or contact
	↓
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.	

1. Safeguarding and Protecting Adults Policy

1.1 Introduction

Previously, Pentathlon GB Safeguarding and Child Protection policies and procedures aimed to safeguard children. Due to new definitions of 'Adults at Risk', categories of abuse for these adults, agencies and reporting procedures introduced with new reports and legislation, it has become necessary to develop separate policies for children and adults.

The primary target audience for this comprehensive document are external safeguarding bodies seeking a detailed overview of Pentathlon GB's policies and procedures as well as Pentathlon GB staff and Club/Event Welfare Officers (WO).

Its structure is simple,

- i. What abuse is;
- ii. How Pentathlon GB attempts to prevent it; and
- iii. Where cases arise, manage it.

This structure will be mirrored on the Safeguarding section of the Pentathlon GB website and documents mentioned and listed in this document can be found on this section of the website.

1.2 Policy Statement

Pentathlon GB has a duty to safeguard all adults involved with Pentathlon GB activities from harm. All such individuals have a right to protection. Pentathlon GB will use its best endeavours to ensure the safety and protection of all adults involved in the sport through strict adherence to the safeguarding policies and procedures adopted by the Association.

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1.3 General principles

The 2014 Care Act sets out the following six 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."

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:

- Pentathlon GB 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.
- Pentathlon GB recognises that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example, those who have a dependency on others or have different communication needs.
- Pentathlon GB recognises that a disabled adult may or may not identify themselves as an Adult at Risk.
- Pentathlon GB recognises 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 modern pentathlon 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 Pentathlon GB's safeguarding policy and procedures.
- Pentathlon GB is committed to helping everyone in Modern Pentathlon accept their responsibility to safeguard Adults from harm and abuse.
- Pentathlon GB recognises the role and responsibilities of the statutory agencies in safeguarding and is committed to complying with the procedures of the Local Safeguarding Adults Board.
- Everyone who participates in Modern Pentathlon is entitled to do so in a safe and enjoyable environment.
- Making the welfare of adults, even where the rights and needs of the other adults that work with them are overridden in order to provide the necessary protection to these individuals.
- Enabling everyone, whatever their age, culture, disability, gender, first language, racial origin, religious belief and/or sexual identity, to participate equitably in Modern Pentathlon in a fun and safe environment.
- Taking all reasonable steps to protect adults from harm, discrimination and degrading treatment and have respect for their human rights, wishes and feelings.
- Taking all suspicions and allegations of abuse or poor practice seriously and responding swiftly and appropriately to them in accordance with current procedures.
- Ensuring that all Pentathlon GB employees working who work with adults are competent and appropriate for the role and responsibilities and provided with relevant training.
- Requiring all affiliated member academies, clubs, training centres and competitions to accept responsibility for adults in their care in accordance with all the Pentathlon GB policies and procedures, and that they incorporate these into their constitutions and rules.
- Recognising that adults from minority group backgrounds may face additional barriers to accepting help and reporting concerns in respect of safeguarding issues.
- Ensuring all Pentathlon GB clubs, academies and training centres, competitions and associated individuals follow the policies and procedures defined in this document.
- Being mindful and ensuring all member clubs, competitions and regional councils are mindful of the differences between policies and procedures regarding Adults and those of children, and particularly that each Adult has the right to self-determination in all but the most extreme matters.
- Where appropriate, working in partnership with parents and carers to support the Adult and, where practicable,

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cooperating with their wishes to achieve the best outcomes for the Adult.

1.4 Scope

These policies apply to all athletes, parents/carers, coaches, volunteers, employees and involved in Pentathlon GB activities and events. All these people have a duty of care to safeguard the welfare of Adults and prevent their abuse.

1.5 Why these policies are needed

Pentathlon GB realises the need for a safeguarding policy for Adults in recognition of:

- The special circumstances adult athletes can find themselves, especially at the elite level on funded programmes and tied into sponsorship deals.
- The fact that despite the change in their legal status, young people covered under its child protection policies do not suddenly become adults overnight on their 18th birthday and their needs and challenges completely change.
- The fact that some adults are especially at risk (see Adults at Risk definition above) made vulnerable due to physical, mental health and learning disabilities.
- Wider participation as Pentathlon GB's reaches out to new and more diverse communities
- Consideration of new legislation pertaining to 'Adults at Risk' (adults not included in this definition are covered under Pentathlon GB's more general Code of Conducts and Policies).
- There are several other good reasons for doing this:
 - To safeguard all adults
 - To assure all adults, and their carers where relevant, that they are safe when taking part in activities at your organisation
 - To raise awareness amongst all members, volunteers, or employees so that they know what to do if they are concerned about an adult
 - To protect volunteers and staff by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
 - To protect the organisation, by showing that you have taken 'all reasonable steps' to provide a safe environment.

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

Practice has shown that people who are victims of abuse in the sports setting can be reluctant to report their experiences for fear of losing a positive and important part of their lives.

Therefore, it is essential that Pentathlon GB, as the national governing body, and its associated clubs and personnel, are aware of the indicators of abuse and can recognise and act appropriately to protect potential victims. Abuse can occur in many situations, including the home, workplace, day centre, at the shops, on the bus, in educational institutions and of course in the Modern Pentathlon club. For the majority of Adults at Risk, Modern Pentathlon will be a positive and rewarding experience. However, there is a growing recognition that sport generally provides easy access to At Risk people for those who wish to perpetrate

abusive behaviour for their own gratification. Therefore, Pentathlon GB is aware of the need to protect Adults at Risk from those individuals who may seek to harm them in the Modern Pentathlon environment.

There are fundamental differences between the Adult and Child protection policies.

The primary difference in addressing adult and child abuse relates to the adult's right to self-determination. Adults may choose not to act at all to protect themselves and only in extreme circumstances will the law intervene. This is not the case for children because they are minors under the Children Act 1980 and this legislation can be used quickly and effectively to ensure protection from abuse once it has been recognised.

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In cases of suspected adult abuse, it is important to recognise that assertive persuasion to encourage the individual to report or take action against an abuser or abusive situation may have negative outcomes for that adult and could be detrimental to their wellbeing by causing them further harm. Therefore, the protection of Adults from abuse is a more complex process than child protection and requires policy and procedures that reflect this. Policy users need to develop an understanding that protecting Adults necessitates a more supportive and advisory approach in response to reporting abuse, than in child protection situations where the legal framework is clear and definitive and requires stipulated responses. In serious situations the child can be removed from the abusive environment, for Adults it is not always possible or appropriate to achieve this level of safety.

Each Adult is a unique individual with varying degrees of need and ability. Some adults will not be incapacitated in any obvious way or covered by the above legislation but potentially at risk through demands made of them that are:

- Unreasonable (e.g. training that is excessive to their general well-being);
- Not in their long-term personal interests (eg. expectation to participate in training or events when injured and in danger of long-term damage to do so);
- Over which they have no choice; or
- Facilitate informed judgement to opt out.

Adults at risk may have a combination of physical and learning disabilities, others may have one or the other; some may have mental health needs and a combination of other complex disabilities such as Epilepsy, Diabetes, Down Syndrome, visual or hearing impairment.

The appropriateness of involving carers in any Modern Pentathlon and welfare related decision making will depend on the individual needs and circumstances of the Adult and, most of all, upon their wishes. Often Adults at Risk feel strongly that they want to maintain independence and make decisions for themselves; such views should be encouraged and supported wherever possible. Ideally, good practice suggests a partnership model of working involving the Pentathlon GB coach, teacher or club officer, the Adult at risk and their carer. In these circumstances it is important that the Adult at Risk is at the centre of the decision-making process.

The provisions in the Mental Capacity Act 2005 should be considered in relation to Adults at Risk and decision-making. Those without the capacity to make decisions under this legislation will be more dependent on their carer or responsible adult in the decision-making process. The act provides that:

1. A person is unable to make a decision for himself if he is unable— (a) to understand the information relevant to the decision, (b) to retain that information, (c) to use or weigh that information as part of the process of making the decision, or (d) to communicate his decision (whether by talking, using sign language or any other means).
2. A person is not to be regarded as unable to understand the information relevant to a decision if he is able to understand an explanation of it given to him in a way that is appropriate to his circumstances (using simple language, visual aids or any other means).
3. The fact that a person is able to retain the information relevant to a decision for a short period only does not prevent him from being regarded as able to make the decision.
4. The information relevant to a decision includes information about the reasonably foreseeable consequences of— (a) deciding one way or another, or (b) failing to make the decision.

1.6 Effects, Types and Indicators of Abuse Introduction

Abuse has many forms and can affect an Adult of any age or disability. Some of the reasons why Adults at Risk may be at increased risk of abuse are as follows:

- stereotyping
- prejudice
- discrimination including ethnic or racial, sexual, disability orientated, etc.
- isolation low self-image and low self-esteem resulting in vulnerable self-presentation
- lack of knowledge about appropriate behaviours by others
- desire for acceptance, affection and attention
- powerlessness to protect themselves
- dependency upon others to care for them
- difficulty in communicating that abuse has occurred

Effects

The effects of abuse can be degrading, impact on all areas of life and be damaging in the longer term following an individual throughout their lives.

An individual who has been abused may exhibit a wide range of uncharacteristic behaviours some of which may manifest in the following ways:

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- find it difficult or impossible to maintain a stable or trusting relationship
- become involved with drugs or prostitution
- increase alcohol consumption
- show angry or volatile behaviour without reason
- attempt suicide or self-harm
- go on to abuse another individual

Indicators of abuse

Even for those experienced in working with the abuse of Adults at Risk, it is not always possible to recognise potential abusive situations or situations where abuse is ongoing. Personnel involved in the work of Pentathlon GB do not have responsibility for assessing and deciding situations where abuse may be occurring. It is however the responsibility of everyone in Modern Pentathlon to be alert to the indicators of abuse and to act upon any concerns in line with Pentathlon GB policies and procedures, relating to the protection of Adults at Risk:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- an injury for which an explanation seems inconsistent and improbable;
- a disclosure made by an individual describing what appears to be an abusive act involving him/her;
- an expression of concern from a third party about the welfare of an individual unexplained changes in an individual's behaviour, such as loss of confidence, low self-esteem;
- becoming quiet and withdrawn, sudden outbursts of temper or uncharacteristic changes in behaviour, tearful, depressed, angry, watchful and frightened;
- engaging in sexually explicit behaviour;
- distrust of others, particularly those with whom a close relationship would normally be expected;
- difficulty in making friends and socialising contrary to previous social behaviour;
- being prevented from socialising with other individuals by a carer or person in a position of authority;
- displaying variations in eating patterns including overeating, loss of appetite or stealing and concealing food;
- unexplained weight loss deterioration in personal hygiene and physical appearance;
- refusal/reluctance to undress or change for sporting activities;
- unexplained weight loss deterioration in personal hygiene and physical appearance;
- refusal/reluctance to undress or change for sporting activities.

Degree of abuse

In response to the No Secrets Government guidance, the Law Commission states that the severity and extent of abuse should be evaluated based on the level of harm brought about by ill treatment (not only physical ill treatment)

“that leads to an impairment of, or avoidable deterioration in physical or mental health and the impairment of physical, intellectual, emotional, social or behavioural development”.

In assessing the degree of abuse, consideration should be paid to:

- the vulnerability of the victim;
- the nature and extent of the abuse;
- the length of time the abuse has been occurring;
- the impact on the individual;
- the risk of repeated or increasingly serious acts involving this or other Adults at Risk.

Types of abuse

The Care Act of 2014 recognises the following classifications of adult abuse:

Modern Slavery:

Encompasses slavery, human trafficking, forced labour and domestic servitude.

In a Modern Pentathlon setting this could be an athlete who goes missing from training and no longer responding to communications from coaches, etc.

Domestic abuse:

In a Modern Pentathlon setting you may notice an imbalance of power between a participant and a family member. For example, an athlete with Downs' syndrome who is looking quiet and withdrawn when a member of their family comes to collect them from a session, in contrast to their personal assistant whom they greet with a smile.

Discriminatory abuse:

Discrimination is abuse which centres on a difference or perceived difference with respect to race, gender or disability or any of the protected characteristics on the Equality Act.

In a Modern Pentathlon setting this could be the harassing of a club member because they are perceived to be transgender.

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Physical abuse:

This may involve hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

In a Modern Pentathlon setting this could include a coach striking an athlete or allowing them to fence, ride, etc. without the appropriate safety equipment.

Sexual abuse:

Including rape and sexual assault or sexual acts to which the adult has not consented, or could not consent, or was pressured into consenting.

In a Modern Pentathlon setting indicators could include:

- a coach engaging in unnecessary and inappropriate physical contact e.g. massaging the shoulders of the athletes in a suggestive manner;
- a coach making suggestive comments to their Athletes, an individual spending an unnecessary amount of time in the changing area where Adults are changing.

Emotional or Psychological abuse:

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

In a Modern Pentathlon setting this could include:

- a carer or coach subjecting a Pentathlete to constant criticism, shouting, name-calling, sarcasm, bullying or discriminatory behaviours or prejudicial attitudes;
- a carer or coach putting a Pentathlete under unrealistic pressure in order to perform to high expectations.

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 or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

In a Modern Pentathlon setting this could include:

- blackmailing a Pentathlete by requiring financial or material payment in return for certain benefits such as Modern Pentathlon awards or team selections;
- charging for private coaching of a skill beyond a level that is appropriate for that individual's' aspirations;
- swindling the change given to an Adult with learning difficulties for their training fee.

Neglect and acts of omission:

Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of necessities of life, such as medication, adequate nutrition and heating.

In a Modern Pentathlon setting this could include:

- a coach not keeping an Adult at Risk safe by exposing them to undue cold, heat or the unnecessary risk of injury e.g. allowing Athletes under their supervision to train or race inappropriately clothed for the prevailing conditions;
- a parent, guardian or carer consistently leaving an Adult at Risk without adequate provisions e.g. food, water, clothing, sun block where they are unable to provide themselves with these provisions.

Self Neglect:

Neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

In a Modern Pentathlon setting this could be an athlete whose appearance becomes unkempt, does not wear suitable kit, smells, etc.

Bullying:

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves

Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding kit or equipment, threatening gestures);
- Physical pushing, kicking, hitting, punching or any use of violence;
- Racist racial taunts, graffiti, gestures;
- Sexual unwanted physical contact or sexually abusive comments;
- Homophobic because of, or focussing on the issue of sexuality;
- Verbal name-calling, shouting, sarcasm, spreading rumours, teasing.

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Anti-Bullying Policy

Pentathlon GB is committed to fostering a caring, friendly and safe environment for everyone involved in Modern Pentathlon so they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in Modern Pentathlon. If bullying does occur, all Athletes, coaches, volunteers or carers should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullies come from all walks of life; they bully for a variety of reasons and may even have been bullied or abused themselves. Typically bullies can have low self-esteem, be excitable, aggressive or jealous.

Bullies can be boys or girls, men or women. Although bullying often takes place in schools and care homes, research shows it can and does occur anywhere where there is inadequate supervision—on the way to and from college, university or the sports club, at a sporting event or in the changing rooms. Competitive sports such as Modern Pentathlon are an ideal environment for the bully. The bully in Modern Pentathlon can be a:

- Carer who pushes too hard;
- coach who adopts a “win at all costs” philosophy;
- Pentathlete who intimidates or ridicules a peer;
- club official who places unfair pressure on a person
- spectator who constantly shouts abuse

Signs and Symptoms

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to all individuals, particularly vulnerable groups. An individual may indicate, by signs or behaviour, that he or she is being bullied. Coaches and those in staffing positions should be aware of these possible signs that they should investigate, especially where an individual:

- Says they are being bullied;
- Is unwilling to go to club sessions;
- Becomes withdrawn, anxious, or lacking in confidence;
- Regularly feels ill before training sessions;
- Has clothes torn or possessions damaged;
- Has possessions go “missing”;
- Asks for money;
- Steals money or parts with their own money (to pay the bully);
- Has unexplained cuts, bruises or injuries;
- Is frightened to say what is wrong;
- Gives improbable excuses for any of the above.

In more extreme cases:

- Starts stammering cries themselves to sleep at night;
- Has nightmares or demonstrates any other form of unusual behaviour during the evenings;
- Becomes aggressive;
- Disruptive or unreasonable;
- Is bullying other individuals;
- Stops eating;
- Self harms;
- Attempts or threatens suicide or runs away.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

Why is it Important to Respond to Bullying?

Bullying results in pain and distress to the victim. No one deserves to be a victim of bullying.

Everybody has the right to be treated with respect. Athletes who are bullying need to learn different ways of behaving.

Everyone involved in Modern Pentathlon has a responsibility to respond promptly and effectively to issues of bullying.

Please refer to PGB’s Anti-Bullying Policy for further detail.

PART B. PREVENTION

2. Prevention

2.1. Related and Specialist Policies

There are several other Pentathlon GB policies and guidance documents directly or indirectly related to safeguarding and child protection. Please see the website for more information.

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2.2. Designated authorities with responsibility for safeguarding adults in Pentathlon GB

The Pentathlon GB Board and Chief Operating Officer are ultimately responsible for the safeguarding of adults within the organisation but everyone has a legal duty of responsibility to protect children from harm.

Board Champion

A member of the Board with a specific responsibility to champion Safeguarding across the organisation.

Pentathlon GB Safeguarding and Welfare Lead

This should be someone with good knowledge and understanding of the issues that Adults at Risk face in the sporting environment and a focused approach to addressing concerns, raising awareness and improving practice. The post holder must be able to communicate effectively to provide advice and support at all levels. They should have influencing skills and an ability to work with conflict and with emotionally distressing matters. Knowledge of relevant legislation, government guidance, the Pentathlon GB Safeguarding and Protecting Adults at Risk/Children Policies and procedures is essential. The ability to confront poor and discriminatory practice and also to promote and demonstrate high standards of anti-discriminatory practice in relation to safeguarding and abuse is also essential.

Responsibilities:

The Safeguarding and Welfare Lead has overall responsibility for the development and establishment of the Pentathlon GB's approach to safeguarding children and adults.

Role related to Safeguarding Adults Policy:

- To liaise with the specialists and investigators who may be brought in to help with cases regarding individual cases, proposed policy and guidance.
- To convene and service the Safeguarding Case Management Group as required.
- To take a lead role in maintaining and reviewing Pentathlon GB's Safeguarding policies and guidance.
- To coordinate the dissemination of this policy, procedures and related resources throughout Pentathlon GB.
- To represent the Pentathlon GB at external meetings related to the protection of children and adults at risk.
- To receive reports of referrals and investigations from the Case Manager or investigators on behalf of the Safeguarding Case Management Group and convene meetings of the Safeguarding Case Management Group.
- To keep up to date with own knowledge and skills.

The Club Welfare Officer

Every Modern Pentathlon club/hub/ academy/training centre must appoint a Club Welfare Officer (CWO). This person must have a good awareness of Adults at Risk and the difficulties they face, good communication skills and an ability to provide support and advice. They should also be well organised, have good administrative and recording skills and an ability and willingness to promote and implement Pentathlon GB Safeguarding Adults at Risk Policy and Procedures.

The CWO should be a figure well-known in the club and approachable by Adults at Risk but not someone involved directly in the coaching. It is advisable that the CWO is a registered member of Pentathlon GB. It is essential that the CWO is able to act in a confidential manner and to recognise the boundaries of his or her competence, role and responsibilities and where to seek advice and support.

Responsibilities:

The CWO needs to have awareness and understanding of Pentathlon GB Safeguarding & Protecting Adults at Risk Policy and procedure and keep up to date with the appropriate training. CWO is responsible for acting as a source of advice on safeguarding Adults at Risk and issues relating to their protection. The CWO must also co-ordinate club responses and actions, in line with Pentathlon GB policy and procedure, to referrals and expressions of concern about Adults at Risk. Ideally the post holder should be a member of their club's committee.

Role related to Safeguarding Adults policy:

- To provide information and advice on protection for Adults at Risk within the club.
- To ensure that the club adopts and follows the Pentathlon GB Safeguarding & Protecting Adults Policy and Procedures, understands its responsibilities and promotes awareness of these within the club.
- To be a confirmation signatory, verifying the identity of individuals completing DBS Disclosure application forms.
- To keep records of all those who have been vetted within the club and to ensure that DBS checks are updated on at least a three-yearly basis.
- To receive information from club staff, volunteers, Adults at Risk, parents, carers or advocates who have protection concerns regarding Adults at Risk and record it.
- To assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- To report concerns where appropriate to the police in consultation with the individual or their carer.
- To report referrals or concerns to the Pentathlon GB S&CPLO as soon as possible in line with Pentathlon GB procedures.

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- To ensure that adequate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover, where possible using the Pentathlon GB Incident Report Form.
- To advise club officers regarding the appropriate levels of protection required during the training of Adults at Risk from all individuals working with at Risk groups in the club.
- To promote an equal opportunities' approach within the club, by maintaining anti discriminatory practice standards, acknowledging that discrimination exists, actively addressing instances in line with Pentathlon GB Safeguarding Adults Policy and Procedure and encouraging club members receive training to raise awareness and improve understanding of discrimination.
- To advise the club of relevant training opportunities.

Safeguarding Case Management Group

This group must work within the policies and procedures of Pentathlon GB to ensure that all decisions relating to safeguarding Children and Adults at Risk are reached following a fair, open and transparent process. For further detail please refer to the procedure for managing concerns and complaints document.

Everyone:

The Pentathlon GB Board and Chief Executive Officer are ultimately responsible for the safeguarding within the organisation, but everyone has a legal duty of responsibility to protect adults from harm. It is therefore also important for everyone to be aware of the Safeguarding Adults Policy and procedures, understand what is good and poor practice and know what to do if they have a concern.

2.3. Safe Recruitment of workforce to work with adults at risk

Anyone may have the potential to abuse adults in some way and it is important that all reasonable steps are taken to prevent unsuitable people from working with them. This applies to anyone whether voluntary or paid who is going to have Significant Access to adults children.

The responsibility for having safe recruitment processes in place rests with the organisation providing the activity, i.e. the Event Organiser, Club, Academy, Development Officer. These procedures apply equally to paid or unpaid persons within your club or event who are working on programmes, courses or events specifically aimed at children. New volunteers and paid staff working in a role that entails significant access to children or where they have a Position of Trust, or existing volunteers or staff who change their role to work with these vulnerable groups, are required to complete the following vetting process:

- Complete an application form. This will help assess the applicant's suitability to work in the role, based on their skills and competencies as well as eliciting information about an applicant's past;
- Complete a self-disclosure about any matter that might influence their suitability;
- Provide two appropriate referees;
- Provide evidence of their identity (such as a driving licence with photo or passport).

In addition if the person is to be working in Regulated Activity with adults at risk (see Glossary) they must complete a Barred Lists Check. Please note that it is a criminal offence to employ someone in paid or unpaid role in Regulated Activity if they are on the Barred List. It is also a criminal offence for a person who is on the Barred List to apply for a role in Regulated Activity.

The CWO or engaging officer must maintain records of any references including written records of verbal references. The procedure for obtaining a DBS Enhanced Disclosure is contained in a separate document downloadable from the safeguarding page of the PGB website.

Note: that completing the above process does not guarantee that the individual is safe to work with adults at risk. Pentathlon GB will use information from the DBS as part of an overall recruitment and selection process to assess any potential risk. The club will also need to assess for itself the individual's suitability by taking up references, interviewing and supervision.

Completing a DBS Disclosure application is a particularly confidential and sensitive matter for some people and care should be taken to explain how any information contained on the Certificate will be treated. This is explained fully in the Employment of Ex-Offenders Policy. Pentathlon GB's policy on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information is also available on the Pentathlon GB website.

Any disclosures will be dealt with confidentially.

Criminal Record and, where relevant, Barred List Checks must be renewed every three years if a person remains in post or more regularly if, for example, there is a concern raised, if the person changes their role or if the person has been absent from the club for a significant period

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Who should have a Criminal Records Check?

Every Modern Pentathlon club must ensure that the following roles are properly vetted:

- Club Welfare Officer (CWO);
- Coaches;
- Chaperones who regularly spend time away with athletes at events or training camps.

If in doubt contact the Pentathlon GB Safeguarding and Welfare lead on safeguarding@pentathlongb.org

2.4. Promotion of Good Practice

Pentathlon GB strongly advises, that coaches of adults at risk:

- Are registered Pentathlon GB members;
- Fully accept Pentathlon GB Coaches' Codes of Conduct and act within its Code of Ethics;
- Are suitably qualified under the auspices of NGBs governing the individual discipline (ie British Swimming, UK Athletics, England Athletics, British Fencing, British Obstacle Course, British Equestrian Federation, Pony Club etc.);
- Have completed a course in basic awareness in working with adults at risk. Although rarely related to sport specifically, many Local Adult Safeguarding Boards host/run/facilitate such courses.

Everyone should:

- Conduct appropriate risk assessments before carrying out any activity/training session/event;
- Aim to make the experience of Modern Pentathlon fun and enjoyable;
- Promote fairness and playing by the rules;
- Not tolerate the use of prohibited or illegal substances;
- Treat all adults equally and preserve their dignity; this includes giving attention, time and respect to all athletes regardless of their level of ability.

Coaches should:

- Respect the developmental stage of each adult and not risk sacrificing their welfare in order to gain club personal achievements;
- Ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the adult at risk;
- Work with parents/carers to develop training and competition schedules which are suited to the needs and the life-style of the adult at risk, not the ambitions of the Parents, coaches, team managers or club;
- Build relationships based on mutual trust and respect, encouraging adults at risk to take responsibility for their own development and decision-making;
- Always be publicly open when working with adults at risk:
 - avoid coaching sessions or meetings where a coach and an individual pentathlete are completely unobserved (in extra ordinary circumstances parental consent must be granted);
 - keep carers informed about the content and nature of any communications you have directly with the adult at risk including emails and text messages;
 - try to avoid one on one situations in changing rooms. If adults at risk need to be supervised/helped try to involve Parents or helpers.
- Maintain an appropriate and open environment, with no secrets;
- Avoid unnecessary physical contact with adults at risk. Physical contact (touching) can be appropriate so long as:
 - it is neither intrusive nor disturbing
 - the reason that it is necessary has been fully explained
 - the pentathlete's permission has been openly given – it is delivered in an open environment
- Be an excellent role model by maintaining appropriate standards of behaviour at social events and competitions;
- Be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given;
- Arrange that someone with appropriate training in and current knowledge of emergency First Aid is available;
- Gain written parental consent for any significant travel arrangements, especially if an overnight stay is involved.

Codes of Conduct:

Other preventative measures include Codes of Conducts to outline the expected behaviour of different groups. There are a number of different codes of conduct for different roles and clubs are expected to adopt and adapt these to their own circumstances.

Additionally, coaches and officials are expected to follow the codes and guidelines (as on such matters as coaching ratios, changing rooms, etc.) set by the NGBs representing the individual activities they are coaching (swimming, shooting, Riding, etc.)

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Poor practice:

The following is regarded as being poor practice and should be avoided as far as is reasonable:

- Communicating directly with an adults at risk without the carer's knowledge, this includes phoning, texting and emailing;
- Unnecessarily spending excessive amounts of time alone with an individual away from others;
- Engaging in rough, physical or sexually provocative games, including horseplay;
- Allowing or engaging in inappropriate touching of any form;
- Using bad language or adults at risk to use inappropriate language unchallenged;
- Making sexually suggestive comments, even in fun;
- Reducing an adult at risk to tears as a form of control;
- Letting allegations made by an adult at risk go unchallenged, unrecorded or not acted upon;
- Doing things of a personal nature that an adult at risk can do for themselves;
- Taking an adult at risk alone on a car journey, however short;
- Inviting or taking an adult at risk to your home or office where they will be alone with you;
- Sharing a room or changing facility with an adult at risk.

Note: at times it may be impractical to avoid some of these particular examples of poor practice.

2.5. Awareness and training Suitable Training of workforce

Training should be provided for staff and volunteers on the policy, procedures and professional practices that are in place and commensurate with their responsibilities in the Adult at Risk protection process. Training should take place at all levels of Pentathlon GB to ensure that procedures are carried out consistently, it should also be considered as a continuing responsibility. This should include:

- Awareness training in the abuses that can take place and the duty to report;
- Specialist training for investigators and managers;
- Issues relating to staff safety within a Health and Safety framework.

To create an enjoyable and safe environment for all Adults at Risk, everyone involved in Modern Pentathlon must be aware of what good practice is and how to deal with poor practice and abuse. Formal training will help people to work safely and effectively with Adults at Risk by:

- Comparing their own practice against what is regarded as good practice and identifying ways to improve;
- Ensuring that they are not placing themselves at risk from allegations;
- Recognising their responsibilities and reporting any concerns about suspected poor practice or abuse;
- Understanding the recruitment and selection procedures.

The CWO should maintain a written record of training and relevant qualifications of those working with Adults at Risk within the club.

Within the club environment everyone has a responsibility to be aware of the Safeguarding & Protecting Adults Policy, understand what is good and poor practice and know what to do if they have a concern. All members should have access to the policy document at the club or be made aware that it can be accessed through the Pentathlon GB website.

Coaches and volunteers may undertake the UK Coaching Safeguarding Adults. Information is available on the UK Coaching website.

A number of local authorities also run basic awareness level safeguarding courses although these will not be specific to Modern Pentathlon and may not be specific to sport.

Pentathlon GB will promote all Safeguarding & Protecting Adults at Risk training via the Pentathlon GB website.

If, during your care, you accidentally injure an athlete or official child, they seem distressed in any manner, appear to be sexually aroused by your actions, or misunderstand/misinterpret something you have done, report these incidents as soon as possible to another adult in the organisation and make a brief written note of it. Parents should also be informed of the incident immediately.

2.6. Engagement with Local Authority Safeguarding Adults Committee

Clubs should endeavour to make themselves aware of the local authority protection of Adults at Risk arrangements (including training opportunities and support), policies and procedures.

PART C. MANAGING CONCERNS

3. Managing Concerns

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It can be difficult to distinguish poor practice from abuse, whether intentional or accidental. It is not the responsibility of any individual involved in Modern Pentathlon to make judgements regarding whether or not abuse is taking place, however, all Pentathlon GB personnel have the responsibility to:

- Recognise and identify poor practice and potential abuse; and
- Act on this if they have concerns.

3.1. Responding to suspicions and allegations of abuse Introduction

Although most cases of abuse take place within the family setting, abuse could occur in Modern Pentathlon. It is essential that all allegations are taken seriously and appropriate action is taken. It is not your responsibility to decide if abuse of an Adult is taking place. It is your responsibility to report your concerns to the appropriate agencies (see below). Not acting is not an option.

If you are not sure and want to discuss something please contact the safeguarding@pentathlongb.org

3.2. 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.
- 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 the Pentathlon GB Lead Safeguarding & Welfare Officer, or, if the Lead Safeguarding or Welfare Officer is implicated then report to the Pentathlon GB CEO.
- When raising your concern with the Club Welfare Officer or Lead Safeguarding Officer, it is good practice to inform the adult you will be passing on your concern and to seek their views on what they would like to happen next.

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 consider their needs and wishes

You may have concerns about abuse and /or poor practice because:

- You see it happening;
- You recognise signs;
- Someone reports it to you;
- An adult approaches you directly.

If an adult approaches you directly and says or indicates that they are being abused, or you have concerns about their welfare you should:

- React calmly;
- Tell them they are not to blame and that it was right to speak up; take what they say seriously;
- Recognise that there may be inherent difficulties in interpreting what is said by someone who has a speech disability and/or differences in language;
- Keep questions to the absolute minimum necessary so that there is a clear and accurate understanding of what has been said;
- Reassure them, but do not promise to keep the matter secret – explain that to resolve the problem it will be necessary to inform other people as appropriate;
- The safety of the adult at risk is paramount - if they need urgent medical attention call an ambulance, inform the doctors of the concern;
- Record all information;
- Report in accordance with Pentathlon GB's procedures.

3.3. Recording information: Confidentiality and information sharing.

All concerns that you may have or receive should be recorded, ideally using the Pentathlon incident form on the website or email safeguarding@pentathlongb.org with as much information as you have.

You are recording this information for:

- Yourself, so you have a record of what happened;
- The CWO or other designated welfare person within your club, who will co- ordinate any action that needs to be taken;
- The Pentathlon GB Safeguarding and Welfare Lead so that he can advise you;
- The Police/Social Care Services if appropriate.

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It is not appropriate to share sensitive and confidential information with other people, e.g.

- Your club committee;
- Other members of your club;
- Other acquaintances outside Modern Pentathlon.

When recording information you should:

- Stick to the facts – what you have seen, heard or had reported to you;
- Distinguish between what is your personal knowledge and what you have been told by others;
- Do not give your own opinions: be clear when you are giving your own or others' interpretation of events and reason for this (for example if a comment was in response to a question or an unsolicited remark).

3.4. Reporting the concern

The discovery that someone you know may be abusing an Adult at Risk will raise feelings and concerns at your club. Although it can be difficult to report such matters, you must remember that:

- The welfare of the Adult at Risk is paramount;
- Being vigilant helps to protect the individual;
- Do not undertake to keep any disclosure of abuse confidential. It is important to explain to the Adult at Risk BEFORE a disclosure that you may have to discuss the information they give with a person in a more responsible position than yourself;
- Always ensure you have the permission of the individual and/or their carer (where appropriate) before taking official action regarding the concern. It is important that the individual is able to exercise their right to self-determination unless in exceptional circumstances, the level of abuse is very serious and clearly necessitates criminal investigation;
- Do not pressurise the Adult at Risk as this can contribute to their stress. Try to negotiate an amicable agreement with the individual about sharing your concerns and be honest about who must be told and what may then happen. Ensure the Adult at Risk feels in control of their information and seek to encourage the individual to report the abuse themselves;
- A good reporting structure ensures that concerns are dealt with fairly.
- Pentathlon GB's Whistleblowing Policy assures all members, staff, and volunteers that it will fully support and protect anyone who, in good faith, reports a concern that a colleague is or may be abusing an Adult at Risk.

Involving Carers

Pentathlon GB is committed to working in partnership with parents and/or Carers where appropriate. In most situations, it is important that the CWO or S&CPLO involve carers to clarify any initial concerns e.g. if an Adult seems withdrawn, it may be that they have experienced a recent bereavement. Consulting Carers must be considered in light of the Adult at Risk's right to confidentiality and the Mental Capacity Act 2005 and ideally should be undertaken with the full consent of the Adult at Risk. Where there is doubt as to the Adults' mental capacity to make decisions then advice must be sought from the Safeguarding Lead Officer.

Where it is considered that a Carer may be the perpetrator of (responsible for) the abuse or is colluding with it, or may not be able to respond to the situation appropriately they should not be involved, as it may place the Adult at Risk at greater risk.

1. Assume that people are able to make decisions, unless it is shown that they are not. If you have concerns about a person's level of understanding, you should check this with them, and if applicable, with the people supporting them.
2. Give people as much support as they need to make decisions. You may be involved in this – you might need to think about the way you communicate or provide information, and you may be asked your opinion.
3. People have the right to make unwise decisions. The important thing is that they understand the implications. If they understand the implications, consider how risks might be minimised.
4. If someone is not able to make a decision, then the person helping them must only make decisions in their "best interests". This means that the decision must be what is best for the person, not for anyone else. If someone was making a decision on your behalf, you would want it to reflect the decision you would make if you were able to.
5. Find the least restrictive way of doing what needs to be done.

Involving Pentathlon GB

Pentathlon GB's Safeguarding and Welfare Lead must be informed of all allegations of abuse and persistent poor practice as soon as possible in order to decide the following:

- What further action should be taken by the club or Pentathlon GB;
- Whether the Adult at Risk should consider taking further action or advice;

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- Whether further action, advice or investigation is needed by/from the Police or Social Care Services. Passing on this information is important because the matter may be just one of a series of other instances which together cause concern. Completed Incident Report Forms should be clearly marked private and confidential and emailed to safeguarding@pentathlongb.org

Involving Statutory Agencies

It should be noted that physical and sexual abuse is illegal. Consequently, there is an obligation that allegations and concerns are reported to the police who will decide whether to take criminal action or not. In some instances, other types of abuse such as discrimination and financial exploitation may also be considered to be criminal and these should also be reported.

In any case of physical or sexual abuse or where an Adult at Risk's safety is at risk, the Adult At Risk must be encouraged to contact one of the following statutory agencies:

- Their local police station or in an emergency, dial 999. The police should be involved if the abuse is thought to be of a criminal nature. A record should be made of the details of the referral and the crime reference number;
- Adult Social Care Services (formerly Social Services). This body has a statutory duty to ensure the welfare of adults in at Risk positions and are legally bound to investigate allegations of abuse. Such investigations will involve discussing the matter with the adult, and where appropriate their carers. They will also gather information from others who know and are involved with the vulnerable person;
- In an emergency, Social Care services contact details can be found on your area's County Council website.

All telephone referrals made to the statutory agencies must be confirmed in writing within 24 hours detailing the following information:

- The name and title of the member of staff to whom the concerns were passed and the date this happened;
- Any action that has been taken;
- A summary of the information shared and the response received;
- The time and date of the referral call to the statutory agency.

Other services that can offer help and advice:

- Mental Health Foundation. Information about how to get help with any mental health problem in your local area. www.mentalhealth.org.uk
- Mind. A wealth of information about mental health issues and contact details for the nearest Mind group in your area. www.mind.org.uk
- Ann Craft Trust. Offer advice on issues relating to children and adults with learning disabilities. www.anncrafttrust.org

Allegations of previous abuse

Allegations of abuse are occasionally made some time after the event, for example by an adult abused as a young person by a member of staff who may be still working with children or Adults at Risk. Where such an allegation is made, you should follow the procedures relating to the involvement of statutory agencies. This is because other Adults at Risk, either within Modern Pentathlon or in other environments, may be at risk from this person.

Anyone who has a previous criminal conviction for offences related to abuse should automatically be excluded from working with at Risk groups.

3.5. If an Allegation is made against you

Pentathlon GB's Safeguarding policies and procedures are designed, not only to deter Abusers from targeting young people, but also to protect Existing Appointees from false accusation. If you are the person who is the centre of the allegation, the situation will be explained to you and you may be asked to stop working with young people. This may result in suspension from activity with Pentathlon GB pending a full investigation is carried out. This is to protect all parties involved.

On completion of the investigation, depending on the outcome, Pentathlon GB will assess the appropriateness of you returning to work with young people and how, if applicable, this will be managed.

Pentathlon GB will assess, on a case by case basis, any support needed for the person who has the allegation made

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against them. They may choose to appoint an independent officer to provide support to the person against who the allegation has been made.

Frivolous, vexatious or malicious Allegations are unlawful:

If, at any point in the Report proceedings, it is determined that the Report was, indeed, frivolous, vexatious or malicious, then the matter will be referred to the CEO of Pentathlon GB and/or the Disciplinary process for their consideration and judgement.

3.6. Case Management

Please refer to Pentathlon GB Procedure for Managing Concerns and Complaints document.

3.7. Complaints & disciplinary procedures

Pentathlon GB has its own Complaints and Disciplinary Policy and Procedures which covers breaches of the Safeguarding & Protection policy and procedures.

If a case is being investigated by a statutory agency, Pentathlon GB will suspend the individual concerned whilst this investigation is taking place. This is a neutral act and is not intended to prejudge the outcome of the investigation, but simply to remove the individual from contact with children until the investigation is concluded. Once the statutory agency's investigation is completed, and irrespective of its findings, Pentathlon GB will assess the case following its disciplinary procedures.

If the abuse is alleged to have been committed in the course of a person's employment, he or she will be subject to whatever disciplinary procedures and sanctions are stated in their employment contract. Pentathlon GB may decide to await the outcome of such procedures before starting its own investigation.

In accordance with Pentathlon GB's Rules, Pentathlon GB may impose disciplinary sanctions against clubs who fail to adopt and implement the Safeguarding & Child Protection policy and procedures, particularly if such failures are serious or persistent. If concerns remain once a matter has been handled by the club these should be referred to the Safeguarding and Welfare Lead who will follow the procedures to manage concerns and complaints.

Every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to children, carers, parents, members of staff and volunteers.

It is not always possible to determine exact timescales for when cases will be resolved, however Pentathlon GB will always try to ensure that all parties know what procedure will be followed and what the expected time scales are. If there is a delay they will endeavour to inform all parties why there is a delay and when any development is expected. There should not be any period without communication of more than 28 days with involved persons.

Appendix – Glossary

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

Adult Adult is anyone 18 years of age 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 is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

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

Advocate An individual who speaks on behalf of, or represents the interests of, an adult where appropriate.

Carer A generic term which includes parents, carers and guardians.

Child(ren) Anyone under the age of 18.

Child Protection in Sport Unit The CPSU team is sited within the National Society for the Prevention of Cruelty to Children (NSPCC) and was established with joint funding from Sport England.

Club Welfare Officer (CWO) The designated individual within a Pentathlon GB affiliated club.

Disclosure and Barring Service (DBS) On 1 December 2012 the Criminal Records Bureau and Independent Safeguarding Authority merged to become the DBS under The Protection of Freedoms Act 2012. The DBS carries out Criminal Records

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Checks and administrates the Barred Lists on behalf of the Home Office for 'Registered Bodies' in England and Wales. In Scotland the equivalent body is known as 'Disclosure Scotland' and in Northern Ireland as 'Access Northern Ireland'. When an organisation removes a person from Regulated Activity with Adults at Risk because of safeguarding concerns, they must make a referral to the DBS.

Duty of Care The duty that rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in an activity for which that individual or organisation is responsible

Equalities Act 2010 The Equality Act 2010 is the law that bans unfair treatment and helps achieve equal opportunities in the workplace and in wider society. The Act replaced previous antidiscrimination laws with a single act to make the law simpler and to remove inconsistencies. This makes the law easier for people to understand and comply with. The act also strengthened protection in some situations. The act covers nine protected characteristics, which cannot be used as a reason to treat people unfairly. Every person has one or more of the protected characteristics, so the act protects everyone against unfair treatment.

Local Multi-Agency Safeguarding These Adult protection committees have responsibility for Adults Committee the coordination of work undertaken by agencies involved both in providing services and safeguarding Adults. They provide local inter-agency guidelines detailing procedures for cases of actual or suspected abuse. Some areas have established sports sub-groups to inform their work. There are similar structures for children called Local Safeguarding Children's Boards (LSCBs).

Personnel Employees of Pentathlon GB and its affiliated clubs or facilities used in Modern Pentathlon, as well as volunteers and all participants in the sport of Modern Pentathlon.

Position of Trust This is where an individual, such as a coach, teacher, or club officer who makes decisions for or about an Adult at Risk, can influence the individual's actions and may misuse that position to groom or abuse the Adult at Risk. This position can be a positive one, in building confidence and self-esteem. **Registered Body** An organisation that is able to act as recipient of DBS information on behalf of its members.

Regulated Activity with Adults The government has introduced a new definition of Regulated Activity with Adults. In the past the definition of Regulated Activity with Vulnerable Adults (or Adults at Risk) focused on the location of the activity. The new definition focuses much more on the type of activity and contact an individual may have with an Adult at Risk. It does not stipulate a frequency requirement like the definition of Regulated Activity with Children. For Adults at Risk the activity alone means an individual is in Regulated Activity – there is no frequency requirement – once is enough. The types of activity that fall into Regulated Activity with Adults at Risk are clearly set out and in the large part there are no activities that apply for sport and recreation organisations. This means that for the majority of sport and recreation organisations there will be no legal requirements in terms of safeguarding Adults at Risk because there are no individuals deemed to be in Regulated Activity. However, best practice dictates that sport and recreation organisations should be conducting Criminal Records Checks (even if they are not entitled to Barred List checks) on all individuals who have an opportunity to build up a relationship of trust with Adults at Risk and this is consistent with Pentathlon GB's current Safeguarding and Protecting Children Policy. An individual is only defined as being in Regulated Activity with Adults at Risk if one of the following conditions is met:

1. Providing Healthcare (health care by a healthcare professional – only first aid if it is administered by an individual on behalf of an organisation whose purpose is to provide first aid).
2. Providing Personal Care (physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails because of the adult's age, illness or disability).
3. Providing social work.
4. Assistance with general household matters (managing the person's cash, paying the person's bills, or shopping on their behalf).
5. Assistance in the conduct of a person's own affairs (power of attorney).
6. Conveying (any form of transport). It is important to note that personal relationships are exempt from Regulated Activity in relation to Adults at Risk.

Regulated Activity Provider The person or organisation responsible for employing or deploying workers to facilitate a Regulated Activity, whether these workers are paid or unpaid.

Risk Assessment A procedure to help identify possible sources of danger and take appropriate action to minimise these risks taking into account the age, number and competence of participants.

Safeguarding Case Officer Individual within Pentathlon GB.

The Safeguarding Vulnerable Groups Act established the Groups Act 2006 legal basis for the Independent Safeguarding Authority who managed the two lists of people barred from working with children and/or vulnerable adults (Adults at Risk)

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replacing the barred lists (List 99[2], the Protection of Children Act 1999 (PoCA)[3], the scheme relating to the Protection of Vulnerable Adults (PoVA)[4] and Disqualification Orders[5][6]. Significant Access Being in a position to have regular and direct contact with Children or Adults at Risk whether as a volunteer or employee (see 'Position of Trust').

Vulnerable Adults List A list of people who have been identified and are banned from working in a care position with adults. This list is held and maintained by the DBS. There is a statutory duty that requires care providers to check the list to determine if a candidate is on it.