

Loddon Martial Arts

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Safeguarding Policy - Adults

Loddon Martial Arts

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Introduction

Loddon Martial Arts is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in Kuk Sool in accordance with the Care Act 2014.

Loddon Martial Arts is safeguarding adults policy and procedures apply to all individuals involved in Han Guk Mu Sool.

Loddon Martial Arts 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.

Principles

The guidance in this policy is based on the following principles:

- All adults—regardless of age, ability, gender, race, religion, ethnicity, sexual orientation, or marital/gender status—have the right to protection from abuse and poor practice, and to participate in a safe and enjoyable environment.
- Loddon Martial Arts is committed to making our sport inclusive by making reasonable adjustments for all abilities, and to continuous development, monitoring, and review.
- We will always respect the rights, dignity, and worth of every individual.
- We recognise that ability and vulnerability may change over time, especially for adults with care and support needs.
- Safeguarding is a shared responsibility. Concerns—whether involving someone within the club (e.g., a coach) or from the wider community—will be reported and acted on appropriately.
- All allegations will be taken seriously and addressed promptly in line with Loddon Martial Arts' Safeguarding Adults Policy.
- We acknowledge the authority of statutory agencies in safeguarding and will comply with the procedures set by Local Safeguarding Adults Boards.

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

Safeguarding should be person-led and outcome-focused. It involves the adult in decisions about how best to respond to their situation, supporting their involvement, choice, and control—ultimately improving their safety, well-being, and quality of life.

Where possible, discuss concerns with the adult, understand what they want to happen, and seek their consent before sharing information outside the organisation.

Wellbeing Principle

Wellbeing is central to the Care Act and applies to safeguarding in sport and physical activity. While it looks different for everyone, the Act outlines key areas that contribute to wellbeing. Keeping these in mind helps ensure all adults can participate fully in Han Guk Mu Sool.

- Personal dignity and respectful treatment
- Physical, mental, and emotional health
- Protection from abuse and neglect

- Autonomy in daily life and care decisions
- Participation in work, education, training, or recreation
- Social and economic wellbeing
- Family and personal relationships
- Appropriate living arrangements
- The ability to contribute to society

Legislation & Definitions

The practices and procedures in this policy are based on UK legislation and Government guidance, and are designed to align with Safeguarding Adults Boards' policies and procedures. They take into account the following:

- 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

To help understand this policy, several key definitions are outlined:

- **Adult:** Anyone aged 18 or over.
- **Adult at Risk:** An adult who:
 - Has care and support needs (regardless of whether these are being met);
 - Is experiencing or at risk of abuse or neglect;
 - Is unable to protect themselves due to those needs.
- **Care and Support Needs:** Influenced by personal, environmental, and social factors—not just disability or frailty. These do not automatically mean someone is at risk of harm.
- Safeguarding decisions should consider the broader context, not just labels or conditions.
- The term 'vulnerable' is now used less frequently in favour of more person-centred language.
- **Abuse:** A violation of an individual's human and civil rights by another person.
- **Adult Safeguarding:** Protecting an adult's right to live safely, free from abuse and neglect.
- **Capacity:** The ability to make a decision at a specific time. Under the Mental Capacity Act 2005, adults are presumed to have capacity unless proven otherwise.

Types of Abuse and Neglect

Abuse and neglect can take many forms and occur in a range of situations. The Care Act 2014 offers the following as examples—not an exhaustive list—of behaviours that may raise safeguarding concerns:

Self-neglect: Failing to care for personal hygiene, health, surroundings; includes hoarding.

Modern Slavery: Slavery, trafficking, forced labour, or domestic servitude—often involving coercion or deception.

Domestic Abuse & Coercive Control: Psychological, physical, sexual, financial, or emotional abuse, including 'honour'-based violence; may occur between any family members.

Discriminatory Abuse: Targeting individuals based on race, gender, disability, or other protected characteristics.

Organisational Abuse: Poor care or neglect in institutions or home care, from one-off incidents to ongoing systemic issues.

Physical Abuse: Hitting, slapping, kicking, misuse of medication, or inappropriate restraint or sanctions.

Sexual Abuse: Rape, unwanted touching or looking, harassment, coercion into sexual acts, or exposure to pornography.

Financial or Material Abuse: Theft, fraud, financial coercion, or misuse of a person's money, property, or benefits.

Neglect: Ignoring care needs, withholding essentials like food, heat, medication, or failing to provide access to services.

Emotional or Psychological Abuse: Threats, intimidation, controlling behaviour, verbal abuse, or isolation.

Other Forms Not Listed in the Care Act 2014:

Cyber Bullying: Repeated online abuse, often targeting protected characteristics, with harm similar to in-person bullying.

Forced Marriage: Marriage without consent. Unlike arranged marriage, one or both parties do not agree. It is a criminal offence.

Mate Crime: Exploitation by someone posing as a friend, often targeting adults with care needs. May not be illegal but is harmful.

Radicalisation: Drawing individuals into extremist beliefs, often via relationships or social media.

Signs of Abuse and Neglect

Abuse can occur in any context and may be inflicted by anyone an athlete comes into contact with, including fellow members, workers, volunteers, or coaches. Club members may also suspect abuse or neglect outside of the club. Signs and indicators of abuse or neglect include, but are not limited to:

- Unexplained bruises or injuries, or lack of medical attention.
- Missing belongings or money.
- Not attending or enjoying sessions, or lack of response to reminders.
- Changes in weight, appearance, or hygiene.
- Behavioural changes, such as withdrawal or fear of certain individuals.
- Self-harm.
- Fear of a particular group or individual.
- Disclosure of abuse.
- Harassment based on protected characteristics.
- Failure to meet the participant's needs, such as inadequate rest during training.
- A coach intentionally striking an athlete.
- Unwanted sexually explicit messages sent between athletes.
- Threats of physical harm or persistent blaming for poor performance.

Raising Concerns

Safeguarding is Everyone's Responsibility

- If you have concerns about an adult's safety or wellbeing, you must act. It is not your role to determine whether abuse has occurred—but it is your duty to report concerns.
- If someone is in immediate danger, call 999. If you suspect a crime, involve the police.
- Report concerns, allegations of abuse, poor practice, or welfare issues to the Loddon Martial Arts Lead Safeguarding or Welfare Officer. If they are implicated, report instead to Han Guk Mu Sool HQ.
- When raising a concern, remember the principle of Making Safeguarding Personal:
 - Involve the adult as much as possible.
 - Ask what they would like to happen next.
 - Inform them that you need to share your concern.
 - Keep them updated about decisions and actions affecting them.
 - Always consider their needs and wishes.

Responding 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 the Loddon Martial Arts 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.

Record and Report Your Concerns

- Write down concerns as soon as possible, using the person's exact words where relevant.
- Complete an **Incident Report Form** and submit it to the **Loddon Martial Arts Lead Safeguarding or Welfare Officer**.

Apply the **Making Safeguarding Personal** approach:

- Discuss your concern with the adult.
- Ask what outcome they would like.
- Let them know you have a duty to report the concern.

Include key details:

- How the concern or disclosure arose.
- Clear distinctions between facts, observations, allegations, and opinions.

Keep the information **confidential**—only share it with the Lead Safeguarding or Welfare Officer or others on a strict need-to-know basis.

If the concern is urgent or the adult is in immediate danger, call **emergency services (999)**.

Dealing with Concerns

Roles and Responsibilities at Loddon Martial Arts

Loddon Martial Arts is committed to safeguarding by ensuring the following are in place:

- A **Lead Safeguarding/Welfare Officer** responsible for creating and sharing guidance and resources to support safeguarding policies and procedures.
- A **clear line of accountability** for safeguarding across the organisation.
- **Procedures for handling allegations** of abuse or poor practice involving staff or volunteers.
- A Steering, Case Management, or Referral Group to manage concerns, escalate issues, and refer cases to a Disciplinary Panel when appropriate.
- A **Disciplinary Panel** convened as needed, based on the nature and seriousness of a concern.

- **Partnership arrangements** with other organisations to support information sharing and promote adult welfare.
- **Whistleblowing procedures** and a culture that values openness, inclusivity, and the ability to raise safeguarding or equality concerns.
- **Clear codes of conduct** for coaches, participants, officials, spectators, and other relevant individuals.

Standards of Practice & Abuse

Recognising Poor Practice and Abuse

It can sometimes be difficult to distinguish between poor practice and abuse, whether intentional or accidental. While it is not the role of any individual at Loddon Martial Arts to determine if abuse has occurred, all personnel have a duty to recognise, respond to, and report concerns.

Loddon Martial Arts expects all coaches working with adult athletes to:

- Uphold and follow the Loddon Martial Arts Coaches' Code of Conduct.
- Complete basic awareness training in safeguarding adults.

Everyone involved should help create a safe, positive experience by:

- Promoting fairness and encouraging rule-based play.
- Rejecting prohibited or illegal substances.
- Treating all adults equally and with dignity, giving all participants respectful attention.

What is Poor Practice?

Poor practice refers to behaviour that falls short of expected standards due to lack of knowledge, negligence, or disregard for policy. While not always abusive, it can create unsafe environments and blur appropriate boundaries—especially if repeated or ignored.

Examples include:

- Ignoring an adult's needs or wishes.
- Using humiliating or sarcastic language.
- Showing favouritism or unequal treatment.
- Breaching confidentiality without justification.
- Failing to report safeguarding concerns.
- Inadequate supervision or unsafe environments.
- Using intimidating or shaming techniques.

Poor practice can escalate into abuse or enable harm.

If in doubt, report your concern to the Lead Safeguarding or Welfare Officer—better to speak up than stay silent.

Relevant Policies

This policy should be read in conjunction with the following policies

- Complaints policy

Further Information

Lead Safeguarding:

- Julian Blakey
- 07748 156212
- loddonmartialarts@gmail.com

Review date: May 2025

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

Appendix 1 - Incident Report Form

Please find the Incident Report Form in the Legal & Safeguarding folder. Appendix 2 - Guidance and information

Making Safeguarding Personal

Safeguarding should always centre on the individual's wishes, beliefs, and needs. The traditional approach focused on determining "who did what to whom." Today, **Making Safeguarding Personal (MSP)** means involving the adult at risk in decisions that affect them, with outcomes defined by the person—not the process.

As Lord Justice Munby said in *What Price Dignity? (2010)*: "What good is it making someone safer if it merely makes them miserable?"

The Care Act 2014 reinforces this approach: "*We all have different preferences, histories, circumstances and lifestyles so it is unhelpful to prescribe a process that must be followed whenever a concern is raised.*"

However, the Act also stresses the importance of clear procedures and appropriate action when abuse or neglect is suspected.

[Further reading: Local Government Association MSP guidance](#)

Capacity and Decision-Making

Understanding mental capacity is key to safeguarding. Everyone should be supported to make decisions. A person may lack capacity if they cannot:

- Understand and retain relevant information
- Weigh up that information
- Communicate a decision

This may be temporary (e.g. due to medication, anxiety, or illness) or long-term (e.g. dementia, brain injury). **Capacity is time- and decision-specific.** People may be able to make some decisions but not others.

The **Mental Capacity Act 2005 (MCA)** provides a framework for supporting people aged 16+ in decision-making. Key principles include:

1. **Presume capacity** unless proven otherwise.
2. **Support decision-making** by adjusting communication and providing information clearly.
3. **Respect the right to make unwise decisions**—assess understanding, not the decision's outcome.
4. **Act in the person's best interests** when capacity is lacking.
5. **Use the least restrictive option** that meets their needs.

Avoid assumptions based on age, condition, or appearance. Your role may include supporting a decision or raising concerns if MCA principles are not being followed.

Consent and Information Sharing

If you have a safeguarding concern, share it with your Safeguarding Lead or Welfare Officer (unless doing so puts someone at immediate risk—then call emergency services). Explain to the adult that it is your duty to report concerns.

The Safeguarding Officer will:

- Plan next steps with the adult at risk where possible
- Refer to the local Safeguarding Adults Team or Multi-Agency Safeguarding Hub (MASH) if needed
- In some cases, seek consent before referring (if safe to do so)

When can information be shared without consent?

- The adult lacks capacity to consent
- There is a risk to others
- A serious crime has been committed or is suspected

Ask yourself:

- Is the person placing themselves or others at risk?
- Has or might a crime (e.g. theft, harassment, abuse) occurred?

If the answer is **yes**, you may **share information without consent**—but always inform your Safeguarding Lead and record your decision.

Seven Golden Rules of Information Sharing

1. **Seek advice if unsure**
2. **Be transparent** (when safe to do so)
3. **Consider the public interest**
4. **Share with consent where possible**
5. **Record decisions** and your reasons for sharing or not sharing
6. **Ensure information is accurate, relevant, and secure**
7. **The Data Protection Act is not a barrier to sharing when safety is at risk**

Appendix 3 - Legislation and Government Initiatives

[Sexual Offences Act 2003](#)

The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children. www.opsi.gov.uk

[Mental Capacity Act 2005](#)

Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention. www.dca.gov.uk

[Safeguarding Vulnerable Groups Act 2006](#)

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance. www.opsi.gov.uk

[Deprivation of Liberty Safeguards](#)

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

[Disclosure & Barring Service 2013](#)

Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the [Disclosure and Barring Service \(DBS\)](#).

[The Care Act 2014](#)

The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

[Making Safeguarding Personal Guide 2014](#)

This guide is intended to support councils and their partners to develop outcomes-focused, person-centred safeguarding practice.

Appendix 4 - Useful contacts

Local Authority Safeguarding Contact

- [Website](#)
- Telephone Adult Social Services on 0344 800 8020

Police contact

- Name: PC 460 Andy Hudson
- Email: andy.hudson@norfolk.pnn.police.uk
- Telephone: 101 Ext - 2951

Ann Craft Trust - Safeguarding Adults in Sport and Activity

- [Website](#)
- Email: Ann-Craft-Trust@nottingham.ac.uk
- Telephone: 0115 951 5400