



## **BRITISH ORIENTEERING**

### **ADULTS AT RISK SAFEGUARDING POLICY & PROCEDURES**

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**BRITISH ORIENTEERING**

**ADULTS AT RISK SAFEGUARDING POLICY**

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## 1. CHAIR'S FOREWORD

British Orienteering is committed to ensuring that everyone who participates in orienteering has a positive and fulfilling experience. As the national governing body for orienteering, British Orienteering has a particular duty to protect adults at risk from harm that might arise out of their participation in orienteering and related activities. However, this duty is not confined to British Orienteering. It is shared by everyone involved in orienteering.

The important role of sports governing bodies (such as British Orienteering) in safeguarding is recognised across guidance issued by the UK Government and the devolved administrations. In accordance with such guidance, British Orienteering has, and will continue to, put in place practical measures that seek to minimise the risk of harm to adults at risk, and enable British Orienteering to respond appropriately to safeguarding concerns whenever and wherever they might arise.

This Adults at Risk Safeguarding Policy addresses the following:

- Key safeguarding terms (Section 2)
- British Orienteering's key safeguarding principles (Section 3)
- Who is covered by this Adults at Risk Safeguarding Policy? (Section 4)
- Abuse and neglect, harm, positions of trust, and poor practice (Section 5)
- Mental capacity and decision making (Section 6)
- Person centred safeguarding/ making safeguarding personal (Section 7)
- Wellbeing principle (section 8)
- Becoming aware of and reporting safeguarding concerns (Section 9)
- British Orienteering's approach to information sharing (Section 10)
- Safer recruitment practices and contracting for services (Section 11)
- Useful contact details and sources of further information (Section 12)

This Adults at Risk Safeguarding Policy is also complemented by:

- The [British Orienteering Code of Ethics and Conduct](#), which sets the behavioural standards across the sport (in respect of safeguarding and other matters); and
- The [British Orienteering Safeguarding Regulations](#), enabling British Orienteering to support the aims of this Adults at Risk Safeguarding Policy, including by taking appropriate risk management measures where necessary.

Additionally, British Orienteering will produce guidance and facilitate training in relation to safeguarding issues in orienteering. This Adults at Risk Safeguarding Policy supersedes all previous British Orienteering safeguarding policies in respect of Adults at Risk from its effective date 15<sup>th</sup> July 2022 and will be reviewed no less than on a two yearly basis and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board, UK Sport, Sport England/Wales/Scotland/Northern Ireland and/or National Governing Bodies or as a result of any other significant change or event.

I know all those involved in British Orienteering will welcome and support British Orienteering's safeguarding efforts.

Drew Vanbeck,  
Chair, British Orienteering  
01 August 2022

## **2. KEY SAFEGUARDING TERMS**

Safeguarding is an area in which there is some commonly used terminology, including the following key terms that are used in this Adults at Risk Safeguarding Policy.

### Adult at risk

Each home nation defines 'adult at risk' slightly differently in their respective legislation (these definitions are set out in section 12). For the purposes of this Adults at Risk Safeguarding Policy, British Orienteering adopts the following definition (which is derived from the statutory definitions): any person aged over 18 years who is, or may be, unable to take care of themselves or who is unable to protect themselves against significant harm or exploitation by reason of a mental health problem, a disability, a sensory impairment or some other form of illness or disease (or more than one of them).

### Safeguarding

'Safeguarding' concerns all activities that support the wellbeing of adults at risk generally (statutory guidance defines it as 'protecting an adult's right to live in safety, free from abuse and neglect'). It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect.

### Self-Determination

Safeguarding adults can be complex. Adults have a right to self-determination and may choose not to act to protect themselves. Safeguarding adults means creating a culture that informs the adult and consults them on all decisions affecting them and works in partnership with them.

### Abuse and Neglect

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place (see further information at section 5).

Safeguarding legislation in each home nation lists categories of abuse differently however, they all include the following types of abuse:

- Physical
- Sexual
- Psychological
- Neglect
- Financial

Abuse can take place in any relationship and there are many contexts in which abuse might take place; e.g. Institutional abuse, Domestic Abuse, Forced Marriage, Human Trafficking, Modern Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyber bullying, Scams. Some of these are named specifically within home nation legislations.

### Poor practice

Poor practice refers to instances when the behaviour of an individual in a position of responsibility falls below that which is acceptable. Such behaviour might not be immediately dangerous or intentionally harmful to an adult at risk, but it is likely to set a poor example (see further information at section 5).

### Capacity

Capacity refers to an individual adult's ability to take a specific decision or take a particular action at a particular time even if they are able or not able to make other decisions at other times. The starting point should be that the person has capacity to make a decision unless it can be established that they cannot.

### Consent

Consent is not given forever and is only relevant at the point of being expressed and may be for a specific reason only.

### **3. BRITISH ORIENTEERING'S KEY SAFEGUARDING PRINCIPLES**

Safeguarding and promoting the welfare of adults at risk within orienteering is paramount, and all adults at risk participating in orienteering have the right to be protected from all forms of abuse and harm. The following points underpin this Adults at Risk Policy and the approach of British Orienteering:

- Where an adult at risk is being abused (or at risk of being abused), the most appropriate body to address such concerns will typically be the social care team at the relevant local authority (where the adult at risk lives). In an emergency, or where it is believed that the adult at risk may be in immediate danger of harm, or if it is suspected a crime has been committed, the police will typically be the most appropriate body to which concerns should first be reported. However, in its capacity as the governing body of orienteering, British Orienteering also has an important role to play, and it too must have the ability to learn of safeguarding concerns, respond to them, investigate them, and take such action as might be necessary to protect adults at risk in the sport.
- British Orienteering will work in partnership with the police, local social care teams, Safeguarding Adults Boards, the Disclosure and Barring Service, Disclosure Scotland and any other appropriate authorities in accordance with their procedures, and in order to enable them to carry out their statutory and/or other duties to investigate concerns and protect adults at risk. The British Orienteering Lead Safeguarding Officer will be the person with primary responsibility for reporting to and liaising with external authorities. The exception being in Scotland where case management will be led by the Scottish Orienteering Association.
- British Orienteering will work in partnership with all stakeholders in orienteering to support them in the investigation of concerns and to protect adults at risk. British Orienteering will seek to provide appropriate support to stakeholders in improving their safeguarding practices, with a view to achieving high safeguarding standards across orienteering.
- British Orienteering will adopt an adult at risk-centred approach to all concerns raised, take all allegations of abuse seriously, and respond swiftly and appropriately.
- British Orienteering will challenge conduct within orienteering that is, or might be, harmful to adults at risk.
- British Orienteering will support all of those involved in safeguarding cases, including affected adults at risk, their families, and those who report concerns to British Orienteering. The level of support will be appropriate to the circumstances of each individual case, the circumstances of each affected individual, and the resource available to British Orienteering (but in all cases affected individuals will as a minimum be directed to any third party organisation(s) that might be able to assist them).

#### **4. WHO IS COVERED BY THIS ADULTS AT RISK SAFEGUARDING POLICY?**

- 4.1 This Adults at Risk Safeguarding Policy is designed primarily to protect all adults at risk who are engaged in orienteering activities overseen by British Orienteering.
- 4.2 This Adults at Risk Safeguarding Policy therefore applies to everyone engaged in orienteering activities overseen by British Orienteering, at every level, including (but not limited to) the following participants:
- Competitors
  - Officials
  - Instructors/coaches (i.e., anyone licensed by British Orienteering to instruct or coach orienteering)
  - Administrators
  - Clubs
  - Club Officials
  - Affiliated Associations
  - British Orienteering members
  - Family and/or carers of adults at risk who participate in orienteering activities
  - Those who are not performing roles licensed or permitted by British Orienteering, but who are otherwise involved in orienteering activities overseen by British Orienteering.

## 5. ABUSE AND NEGLECT, HARM, POSITIONS OF TRUST, AND POOR PRACTICE

*What constitutes abuse/neglect?*

- 5.1 There are five main types of abusive conduct, which are summarised below along with examples of how that conduct can manifest itself in orienteering (as it can in other sports). However, it is possible to identify further forms of abusive conduct (which are usually variants of one or more of those summarised below – see further in section 12), and the summaries below should be treated as illustrative rather than exhaustive.

- **Sexual Abuse**

Sexual abuse occurs when an adult at risk is forced, or abusively persuaded or encouraged to take part in sexual activities. Such abuse does not have to involve physical contact and can take place online. Adults at risk may not always understand that they are being sexually abused.

In orienteering, coaching techniques that involve physical contact with adults at risk can create situations where sexual abuse can be disguised. An abusive situation can also develop if a person in a position of trust, such as a coach, misuses their power (see further below in relation to positions of trust).

Contacts made within sport and pursued through other routes, such as social media, can be used for abusive purposes. Sexual abusers can also groom protective adults (e.g., parents/carers) and organisations (e.g., clubs) in order to create opportunities for abuse to take place.

- **Physical Abuse**

Physical abuse is causing physical harm to adults at risk, including by causing injuries such as bruises, broken bones, burns or cuts.

In orienteering, physical abuse might occur:

- If the nature and intensity of training or competition exceeds the capacity of an adult at risk.
  - If an adult at risk is required to participate when injured.
  - If coaching practices involve inflicting pain.
  - Misuse of medication – someone/carers giving more or less medication to the adult than required.
  - Inappropriate use of restraint.
  - Forceable feeding or withholding food or liquids.
- **Emotional, Psychological or Mental Abuse**

Emotional abuse is the emotional mistreatment of an adult at risk. It can also be considered as psychological abuse and can seriously damage mental health and wellbeing. Emotional abuse can involve scaring or humiliating an adult at risk, and bullying behaviour. It may also



involve an adult at risk seeing or hearing the ill-treatment of another, or the exploitation or corruption of another.

In orienteering, emotional abuse might occur if:

- An adult at risk is subjected to repeated criticism, sarcasm, or name-calling.
- An adult at risk is ignored or excluded.
- An adult at risk feels pressure to perform to unrealistically high expectations.
- An adult at risk is made to feel like their value or worth is dependent on their sporting success.
- Abuse within this area also includes intimidation, coercion, use of threats, preventing someone from meeting their religious or cultural needs, preventing expression of choice and opinion and failure to respect privacy.

- **Neglect/ Acts of Omission**

Neglect is the persistent failure to meet an adult at risk's basic physical and/or psychological needs, likely to result in serious impairment of their health or development, e.g., by not meeting their essential needs for food, warmth and care, or failing to adequately supervise them.

In orienteering, examples of neglect could include a coach or supervisor repeatedly:

- Failing to ensure an adult at risk is safe.
- Exposing an adult at risk to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration.
- Exposing an adult at risk to unnecessary risk of injury by ignoring safe practice guidelines.
- Failing to ensure the use of safety equipment.
- Requiring an adult at risk to participate when injured or unwell.

- **Financial or Material Abuse**

Financial or material abuse includes theft, fraud, internet scamming, coercion in relation to financial affairs or arrangements including wills or property. Also included here is the misuse or misappropriation of possessions, benefits or property.

Some indicators include:

- Someone suddenly not being able to buy appropriate sport equipment/ kit when they have been able to do so in the past.
- Not having money on them when participating for food/ drink etc when they had in the past.

- Money or belongings going missing (theft).
- Someone showing an unusual interest in the assets of the adult.

5.2 Whilst all forms of abuse are to be taken very seriously, no matter who is affected, British Orienteering will treat it as an aggravating factor if abuse is motivated or involves reference (explicit or implicit) to ethnic origin, nationality, colour, race, religion or belief, gender, gender reassignment, sexual orientation or disability.

### **Signs and Indicators of Abuse**

The signs of abuse are not always obvious, and an adult at risk might not feel able to tell anyone what's happening to them. Sometimes, adults at risk don't even realise that what's happening to them is abuse.

The signs that an adult at risk is being abused might depend on the type of abuse – for example, the signs that an adult at risk is being neglected may be different from the signs of sexual abuse. However, some common signs that there may be something concerning happening in an adult at risk's life include (but are not limited to):

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Belonging or money going missing.
- Not attending/no longer enjoying sport.
- Losing or gaining weight/an unkempt appearance.
- Changes in behaviour or confidence.
- Self-harm.
- Fear of a particular individual or group of people.

(Source: The Ann Craft Trust)

These signs do not necessarily mean that an adult at risk is being abused, there could be other things happening in their life that are affecting their behaviour. If an adult at risk displays one or more of these signs, it should not lead to an automatic conclusion that they are suffering from abuse. However, the display of one or more of these signs may – in the context of the circumstances relating to the individual – prompt concern that warrants further attention.

### *Positions of trust*

- 5.3 An adult in a position of trust – meaning where an adult employs, cares for, advises, mentors, supervises or coaches an adult at risk in the context of orienteering activities – must not enter into an inappropriate sexual relationship with that adult at risk (whom they employ, care for etc.).
- 5.4 A sexual relationship between an adult in a position of trust and an adult at risk will be a breach of trust and an abuse of the relevant adult's position. If concerns of an inappropriate relationship are reported to British Orienteering, British Orienteering will treat such concerns very seriously. The circumstances will be investigated and action may be taken under the British

Orienteering Safeguarding Regulations and, depending on the circumstances of the relationship, British Orienteering may refer the matter to law enforcement authorities.

*Poor practice*

- 5.5 Poor practice refers to instances when the behaviour of an individual in a position of responsibility falls below that which is acceptable, including in particular a failure to meet the standards of behaviour set by the British Orienteering Code of Ethics and Conduct in respect of safeguarding. Such behaviour might not be immediately dangerous or intentionally harmful, but it is likely to set a poor example.
- 5.6 Poor practice can sometimes lead to an environment that is conducive to more serious abuse. It can also raise doubts about the person's motivation, even if no harm is intended.

## 6. MENTAL CAPACITY AND DECISION MAKING

We make many decisions every day, often without realising. UK Law assumes that all people over the age of 16 have the ability to make their own decisions, unless it has been proved that they can't. It also gives us the right to make any decision that we need to make and gives us the right to make our own decisions even if others consider them to be unwise.

We make so many decisions that it is easy to take this ability for granted. The Law says that to make a decision we need to:

- Understand information
- Remember it for long enough
- Think about the information
- Communicate our decision

A person's ability to do this may be affected by things such as learning disability, dementia, mental health needs, acquired brain injury and physical ill health.

Most adults have the ability to make their own decisions given the right support however, some adults with care and support needs have the experience of other people making decisions about them and for them.

Some people can only make simple decisions like which colour T-shirt to wear or can only make decisions if a lot of time is spent supporting them to understand the options. If someone has a disability that means they need support to understand or make a decision this must be provided. A small number of people cannot make any decisions. Being unable to make a decision is called "lacking mental capacity".

Mental capacity refers to the ability to make a decision at the time that decision is needed. A person's mental capacity can change. If it is safe/possible to wait until they are able to be involved in decision making or to make the decision themselves.

For example:

- A person with epilepsy may not be able to make a decision following a seizure.
- Someone who is anxious may not be able to make a decision at that point.
- A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

Mental Capacity is important for safeguarding for several reasons.

Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult may want to take part in an activity but their parent who is their carer won't allow them to and will not provide the support they would need. Conversely the adult may not seem to be benefiting from an activity other people are insisting they do.

Another situation is where an adult is being abused and they are scared of the consequences of going against the views of the person abusing them. It is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make 'free and informed decisions'.

Mental Capacity must also be considered when we believe abuse or neglect might be taking place. It

is important to make sure an 'adult at risk' has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell you their views.

Each home nation has legislation that describes when and how we can make decisions for people who are unable to make decisions for themselves. The principles are the same.

- We can only make decisions for other people if they cannot do that for themselves at the time the decision is needed.
- If the decision can wait, wait – e.g. to get help to help the person make their decision or until they can make it themselves.
- If we have to make a decision for someone else then we must make the decision in their best interests (for their benefit) and take into account what we know about their preferences and wishes.
- If the action we are taking to keep people safe will restrict them then we must think of the way to do that which restricts to their freedom and rights as little as possible.

Many potential difficulties with making decisions can be overcome with preparation. A person needing support to help them make decisions whilst taking part in a sports organisation will ordinarily be accompanied by someone e.g. a family member or formal carer whose role includes supporting them to make decisions.

It is good practice to get as much information about the person as possible. Some people with care and support needs will have a 'One page profile' or a 'This is me' document that describes important things about them. Some of those things will be about how to support the person, their routines, food and drink choices etc. but will also include things they like and don't like doing. It's also important to have an agreement with the person who has enrolled the adult in the sports activity about how different types of decisions will be made on a day to day basis.

If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected you will need to refer the situation to the Local Authority, and this should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support they need to make decisions.

There may be times when a sporting organisation needs to make decisions on behalf of an individual in an emergency. Decisions taken in order to safeguard an adult who cannot make the decision for themselves could include:

- Sharing information about safeguarding concerns with people that can help protect them.
- Stopping them being in contact with the person causing harm.

## **7. PERSON CENTRED SAFEGUARDING/ MAKING SAFEGUARDING PERSONAL**

The legislation also recognises that adults make choices that may mean that one part of our well-being suffers at the expense of another – for example we move away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; for example, to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

None of us can make these choices for another adult. If we are supporting someone to make choices about their own safety we need to understand ‘What matters’ to them and what outcomes they want to achieve from any actions agencies take to help them to protect themselves.

The concept of ‘Person Centred Safeguarding’/‘Making Safeguarding Personal’ means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, well-being and safety. Organisations work to support adults to achieve the outcomes they want for themselves. The adult’s views, wishes, feelings and beliefs must be taken into account when decisions are made about how to support them to be safe. There may be many different ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

## **8. WELLBEING PRINCIPLE**

*The success of sport, in terms of helping people achieve their potential, making the most of existing talent, and attracting new people to sport relies on putting people – their safety, wellbeing and welfare – at the centre of what sport does.*

Duty of Care in Sport Independent Report to Government Baroness Tanni Grey-Thompson DBE, DL.

The concept of ‘well-being’ is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.

Being able to live free from abuse and neglect is a key element of well-being.

The legislation recognises that statutory agencies have sometimes acted disproportionately in the past. For example, removing an adult at risk from their own home when there were other ways of preventing harm. In the words of Justice Mumby ‘*What good is it making someone safe when we merely make them miserable?*’ What Price Dignity? (2010)

For that reason any actions taken to safeguard an adult must take their whole well-being into account and be proportionate to the risk of harm.

## **9. BECOMING AWARE OF AND REPORTING SAFEGUARDING CONCERNS**

- 9.1 Where there are concerns in relation to the safety and/or wellbeing of an adult at risk, it is important that those concerns are reported to the appropriate authorities in order that appropriate action may be taken to protect that adult at risk. In emergencies or serious cases, this means reporting to the police and/or local authorities.
- 9.2 British Orienteering's core aims in relation to safeguarding (as a sports governing body) are to (i) seek to prevent harm to adults at risk in orienteering, and (ii) take appropriate action against those who harm, or pose a risk of harm, to adults at risk within orienteering. It is for those reasons that British Orienteering itself wishes to receive reports of concerns relating to abuse or poor practice, and it is appropriate that it does so.
- 9.3 In all cases of concerns reported to British Orienteering, British Orienteering will consider how best to respond, but all concerns that warrant and/or require referral to police and/or local authorities will be referred (if not already reported directly to the police and/or the relevant local authorities), who will be best placed to manage such cases. British Orienteering will then liaise with those authorities in relation to any action British Orienteering may propose to take in the context of orienteering, and support those authorities as may be necessary or appropriate.
- 9.4 If an individual has made a report about someone in orienteering to the police and/or local council, but does not wish to report it to British Orienteering for any reason, then British Orienteering should instead be informed on a 'no names' basis that a report has been made, and to which force/council it has been made (British Orienteering can then liaise with that force/council to determine whether any action by British Orienteering is appropriate).
- 9.5 A summary flowchart setting out how British Orienteering will handle reports of safeguarding concerns is set out at the end of this Section 9.

### *Becoming aware of a concern*

- 9.6 Concerns might be raised as a result of the following (this list is not intended to be exhaustive):
- something an adult at risk has said
  - signs or suspicions of abuse
  - allegations made against an individual
  - observation or perception of inappropriate behaviour
- 9.7 Individuals who become aware of another's concern (whether directly from an adult at risk or from someone else) should:
- stay calm and reassure the person who has made them aware of the concern;
  - listen carefully to what they are told and carefully document it in writing, and then sign, date and securely keep any notes should they later be required for evidentiary purposes;
  - not investigate, interrogate or decide if the individual is telling the truth (let them explain in their own words what happened but do not ask leading questions – if

necessary to obtain more information, ask open questions like “is there anything else that you want to tell me?”);

- explain that they will need to report the concern to others, and explain who those others might be (do not make any promises about confidentiality or keeping secrets);
- not approach an alleged abuser;
- maintain confidentiality beyond those who need to know of the concern, e.g. do not discuss the concern with others, including friends, family and colleagues; and
- report the concern to the appropriate authorities and British Orienteering as a matter of urgency (dial 999 in an emergency).

9.8 In the event that an adult at risk is injured (for example following an assault), medical attention should be obtained and the medical professionals should be informed if there is a safeguarding concern relating to the injury.

#### *Club Welfare Officers*

9.9 Club Welfare Officers will ordinarily be the first point of contact within a club in respect of safeguarding queries and concerns (including in respect of poor practice). Clubs in England, Wales & northern Ireland will in turn report concerns to British Orienteering using the procedures detailed in this Adults at Risk Safeguarding Policy. Clubs in Scotland will report concerns via the Scottish Orienteering Association. However, reports can also be made directly to British Orienteering.

#### *Making a report to British Orienteering*

9.10 British Orienteering wants to be presented with any information, from any source, where there is reason to believe that a participant in orienteering has presented or presents a risk of harm to an adult at risk or adults at risk (and the information relates thereto).

British Orienteering has set up a [quick report form](#) alongside its other forms found [here](#). These forms provide a template for the initial information that is required.

9.11 It is not the responsibility of those reporting concerns to British Orienteering to determine if an adult at risk has been abused or is otherwise at risk of harm. British Orienteering will support those who wish to make a report, and provide any guidance that may be necessary in relation to the making of a report.

9.12 Reports from England, Wales & Northern Ireland can be made directly to British Orienteering either:

- Via email to [safeguarding@britishorienteering.org.uk](mailto:safeguarding@britishorienteering.org.uk); or
- By telephone to the British Orienteering Lead Safeguarding Officer, Jeanette Downing on 07891 091 662.

Reports from Scotland can be made directly to Scottish Orienteering Association.

- Via email to [safeguardingandwelfare@scottish-orienteering.org](mailto:safeguardingandwelfare@scottish-orienteering.org)



A British Orienteering Incident Report Form has also been produced, in order to assist the reporting process. This can be located on British Orienteering's website at <https://www.britishorienteering.org.uk/safeguardingandsafety>

9.13 In the event that the safeguarding concern relates to the British Orienteering Lead Safeguarding Officer, the report should instead be made to:

- British Orienteering Chief Executive, Peter Brooke, by email on [PBrooke@britishorienteering.org.uk](mailto:PBrooke@britishorienteering.org.uk) or phone 07540 150963 or;
- British Orienteering Chair, Rob Woods by email on [Rob.Woods@britishorienteering.org.uk](mailto:Rob.Woods@britishorienteering.org.uk).

9.14 When reporting a concern to British Orienteering, the person making the report should:

- focus on the facts rather than opinion i.e. what exactly has been observed, seen, heard, or disclosed; and
- distinguish clearly between what the person making the report knows first-hand, and what he or she has been told by others.

9.15 All reports received by British Orienteering will be treated in confidence and will be shared only with individuals within British Orienteering, or with those from whom British Orienteering may seek advice on confidential terms, on a strictly 'need to know' basis. The details of the report may also be shared with other bodies (again on a 'need to know' basis and to the extent appropriate) where that is in the interests of preventing harm to any adult(s) at risk. British Orienteering's approach to information sharing is set out in section 10 of this Adults at Risk Safeguarding Policy.

#### *British Orienteering's response to safeguarding concerns*

9.16 Depending on the circumstances of each case, the following people will determine British Orienteering's response to a safeguarding concern:

- The British Orienteering Lead Safeguarding Officer

The British Orienteering Lead Safeguarding Officer is responsible for promoting the welfare of adults at risk in orienteering. Their role includes the development, implementation, operation and enforcement of this Adults at Risk Safeguarding Policy.

- The British Orienteering Case Management Group

The British Orienteering Case Management Group comprises a small number of individuals with relevant skills, knowledge and experience, whose primary role is to manage British Orienteering's response to reported safeguarding concerns, and the identifiable potential safeguarding risks individuals pose, in accordance with its terms of reference.

- Independent safeguarding experts

Independent safeguarding experts may be drawn from a mix of legal, policing, social work, offender management and sports administration backgrounds. Independent safeguarding experts may assist British Orienteering by:

- (a) undertaking investigations into reports of safeguarding concerns; and
- (b) sitting on specialist, independent arbitration panels to handle British Orienteering safeguarding cases.

- 9.17 All reports of safeguarding concerns received by British Orienteering will be considered by the British Orienteering Lead Safeguarding Officer, in consultation with the British Orienteering Case Management Group. The British Orienteering Lead Safeguarding Officer may, in their discretion, handle reports of poor practice without reference to the British Orienteering Case Management Group, but (where they elect to do so) they will report to the British Orienteering Case Management Group in respect of such cases at least once every six months. British Orienteering's initial response to a safeguarding concern will depend on the nature of the concern and its specific facts (but, as above, will always include referral to the police and/or local council where warranted and/or required).
- 9.18 All cases progressed by British Orienteering will be investigated by British Orienteering and/or by an expert investigator appointed by British Orienteering.
- 9.19 Where (in a particular case) it is determined by British Orienteering (whether as the result of a report or otherwise) that a person poses a risk of harm to an adult at risk or adults at risk, the matter will be dealt with in accordance with the British Orienteering Safeguarding Regulations. This may result in a temporary suspension order until the matter is determined (which is a neutral act that is not indicative of a person's guilt) and, should it be found that wrongdoing has occurred, risk management orders up to and including a lifetime ban from orienteering.
- 9.20 Where (in a particular case) it is determined by British Orienteering that no relevant person poses a foreseeable risk of harm to an adult at risk or adults at risk, but an understandable concern was raised, it might be the case that guidance is provided to any relevant individual in relation to his or her future conduct (for example for less serious or inadvertent breaches of the British Orienteering Code of Ethics and Conduct in respect of safeguarding).
- 9.21 Whilst the welfare of adults at risk is at all times paramount, British Orienteering recognises it also has a duty to those accused of wrongdoing. Consideration will therefore be given as to what level of support should be provided to such persons in each case, which may include such things as access to support services and pro bono legal advice.
- 9.22 It is unlikely that it will be possible in any case to determine exact timescales for when cases will be resolved. However, British Orienteering will always try to ensure that all parties know what procedure will be followed and what the expected time scales are, as well as any changes to those timescales and why.

#### *Non-recent abuse*

- 9.23 British Orienteering recognises that abuse might have taken place within the sport that has gone unreported, and that the reporting of abuse could be delayed for a short or lengthy period of time for a wide variety of reasons, including (but not limited to) differing cultural mindsets of the past, a fear of reprisals, the degree of control exercised by an abuser, and a sense of shame or fear.

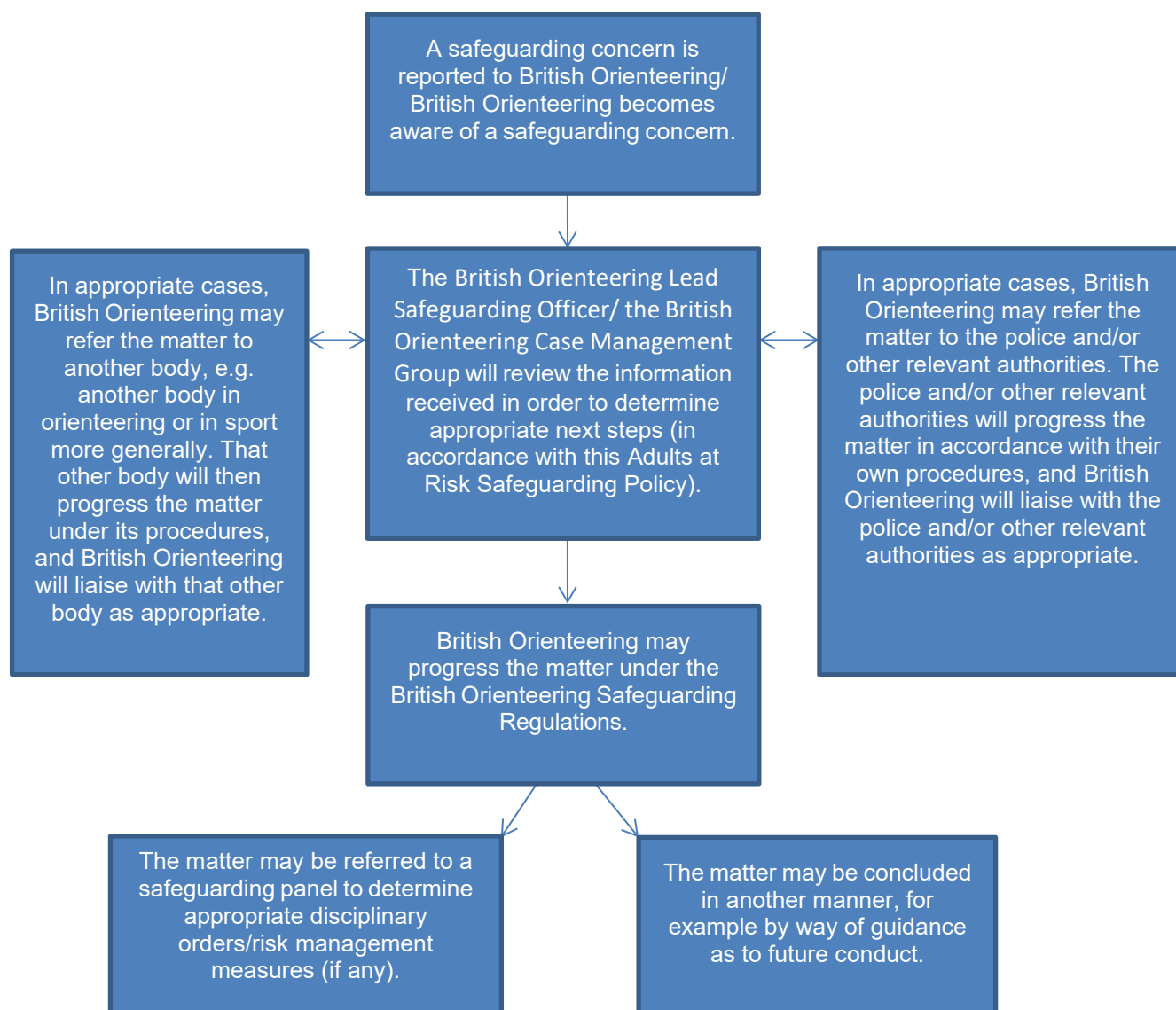
9.24 British Orienteering encourages the reporting of non-recent abuse, which it considers to be important for a number of reasons that include:

- the alleged abuse may not have been an isolated incident (it might be ongoing and being committed by the same person or someone else);
- it may come to light that the non-recent abuse is part of a wider pattern of abuse;
- there is a likelihood that a person who abused a person in the past may still be abusing others;
- the abuse may still be working with or caring for adults at risk; and
- the importance of making the report to the person who has been abused.

9.25 British Orienteering will treat any reports of non-recent abuse in the same way as any other report of abuse, taking into account the circumstances of any individual report.

*An example flowchart is below which outlines British Orienteering's procedures in handling safeguarding Adult concerns.*

Throughout the process, and where appropriate, there will be discussions with the adult at risk to understand their position and what they wish to happen.



## Timelines

British Orienteering will respond to a Safeguarding concern within no later than 48 hours.

The Lead Safeguarding Officer will advise at the initial stage the potential timelines for the concern. These are not guaranteed depending on the speed in responses for information outside of British Orienteering's control. Additionally, should the legal authorities become involved, other than potentially issuing a temporary suspension, British Orienteering will need to wait until those processes have been completed.

## **10. BRITISH ORIENTEERING'S APPROACH TO INFORMATION SHARING**

10.1 British Orienteering recognises that information sharing is vital to safeguarding and promoting the welfare of adults at risk. British Orienteering also recognises that decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives.

10.2 British Orienteering adopts the following principles of information sharing in relation to safeguarding adults at risk:

- Data protection legislation, human rights law and the law relating to confidentiality are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
- British Orienteering will be open and honest with individuals (and/or their family and/or carer where appropriate) from the outset about why, what, how and with whom information will, or could, be shared and seek their agreement, unless it is unsafe or inappropriate to do so.
- Where there is any doubt as to the appropriateness of information sharing, British Orienteering will provide guidance to those who wish to provide information to it, and where necessary seek advice from other practitioners and experts in relation to information sharing (in each case without disclosing concerned individuals' identities if possible).
- British Orienteering will share information to the extent it is necessary, proportionate, and relevant, and will do so in a manner that is adequate, accurate, timely and secure.
- British Orienteering will keep an adequate record of its decision-making in relation to information sharing.

10.3 British Orienteering processes personal data received in reports and otherwise collected as part of its safeguarding investigations in accordance with applicable data protection law, for the purposes of meeting its safeguarding responsibilities as set out in this policy. More information on British Orienteering's processing of personal data can be found in British Orienteering's Privacy Statement, available at:

[https://www.britishorienteering.org.uk/images/uploaded/downloads/governance\\_policies\\_privacy.pdf](https://www.britishorienteering.org.uk/images/uploaded/downloads/governance_policies_privacy.pdf).

## **11. SAFER RECRUITMENT PRACTICES AND CONTRACTING FOR SERVICES**

- 11.1 In the course of employing, engaging or instructing any individual in work that involves working with or alongside adults at risk, appropriate steps should be considered and undertaken to seek to ensure that the person to be employed, engaged or instructed is suitable for such work i.e. that they do not present a known or foreseeable risk of harm.

### *Safer recruitment practices*

- 11.2 In the context of seeking to protect adults at risk, this may include such recruitment steps as:

- Obtaining written references;
- Exploring the individual's attitudes towards, and ability to communicate with, adults at risk;
- Ensuring that the individual is aware of this British Orienteering Adults at Risk Safeguarding Policy, British Orienteering Code of Ethics and Conduct, the British Orienteering [Safeguarding Regulations](#), and any relevant guidance, as well as any relevant policies and procedures of the employer/engager/instructor. Similarly, safeguarding training may also be appropriate;
- Seeking voluntary disclosure of criminal records and asking the individual whether they have ever been (i) known to any local authority as being a risk or potential risk to adults at risk, and/or (ii) the subject of any disciplinary investigation and/or sanction by any organisation; and
- Undertaking criminal record checks, subject to eligibility requirements (which vary between home nations – see, generally, the websites of the Disclosure and Barring Service (for England and Wales), Disclosure Scotland, and Access NI).

### *Contracting for services*

- 11.3 When contracting for services with third parties that may involve any individual working closely alongside, or coming into close contact with, adults at risk, British Orienteering recommends that comfort is obtained that such individuals will not pose a foreseeable risk of harm to adults at risk. This may include taking such steps as obtaining the relevant third party's safeguarding policies, obtaining confirmation that no individual will be left unsupervised with an adult at risk, and/or that individuals involved in the provision of services have been subject to (and passed) appropriate screening processes.

## 12. USEFUL CONTACT DETAILS AND FURTHER INFORMATION

### Police and local authorities

As addressed above (section 2, British Orienteering's key safeguarding principles), where an adult at risk is being abused (or at risk of being abused), the most appropriate body to address such concerns will typically be the relevant local authority. Each local authority has a Local Authority Safeguarding Adults Team/ MASH that can provide advice and guidance accordingly. If you do not know your local authority (or, if different, the local authority where the concern arises), it can be identified using <https://www.gov.uk/find-local-council>.

In an emergency, or if it is suspected a crime has been committed, the police will typically be the most appropriate body to which concerns should first be reported, i.e., 999. Your local police force (or, if different the force where the concern arises), can be identified using <https://www.police.uk/forces/>.

### British Orienteering

Email: [safeguarding@britishorienteering.org.uk](mailto:safeguarding@britishorienteering.org.uk); or

Tel: Jeanette Downing, British Orienteering Lead Safeguarding Officer, 07891 091662.

### Scottish Orienteering

Scottish Orienteering Lead Welfare Officer

Email: [safeguardingandwelfare@scottish-orienteering.org](mailto:safeguardingandwelfare@scottish-orienteering.org)

### External bodies

The Ann Craft Trust Is a leading UK authority on safeguarding adults and young people at risk. It has a dedicated Sports Team that is funded by Sport England, Sport Wales and UK Sport to provide advice, guidance and information about safeguarding adults to the sport & activity sector.

[www.anncrafttrust.org](http://www.anncrafttrust.org)

Tel : 0115 951 5400

Email : [ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk)

Office of the Public Guardian

Tel: 0300 456 0300

Email: [customerservices@publicguardian.gov.uk](mailto:customerservices@publicguardian.gov.uk)

Mind – charity providing support to empower in the context of mental health.

Tel : 0300 123 3393

Email : [info@mind.org.uk](mailto:info@mind.org.uk)

### UK legislation in respect of safeguarding adults at risk – an overview

(The information below is sourced from the Ann Craft Trust).

Safeguarding adults at risk in all home nations is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- The Human Rights Act 1998
- The Data Protection Act 2018
- General Data Protection Regulations 2018
- The Care Act 2014 (supported by Care and Support Statutory Guidance (especially chapter 14) 2014) (England)
- Social Services and Well Being Act 2014 (and Wales Safeguarding Procedures 2019) (Wales)
- Adult Support and Protection Act 2007 (and Adult Support and Protection 2007 Code of Practice 2014) (Scotland)
- Adult Safeguarding Prevention and Protection in Partnership 2015 (Northern Ireland)

The above legislation creates specific responsibilities on Local Authorities, Health, and the Police to provide additional protection from abuse and neglect to adults at risk. When a Local Authority has reason to believe there is an adult at risk, they have a responsibility to find out more about the situation and decide what actions need to be taken to support the adult. In Scotland and Wales, the Local Authority can gain access to an adult to find out if they are at risk of harm for example, if that access is being blocked by another person.

The home nations legislation respectively (1) define 'adult at risk', and (2) identify categories of abuse/harm, as follows:

National legislation	Definition of 'adult at risk'	Defined categories of abuse and harm
<b>England (Care Act 2014)</b>	<p>An <b>adult at risk</b> is an individual aged 18 years and over who:</p> <p>(a) has needs for care and support (whether or not the local authority is meeting any of those needs) AND;</p> <p>(b) is experiencing, or at risk of, abuse or neglect, AND;</p> <p>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.</p>	<p>Physical Sexual Emotional/Psychological/Mental Neglect and acts of Omission Financial or material abuse Discriminatory Organisational / Institutional Self-neglect Domestic Abuse (including coercive control) Modern slavery</p>



<b>Wales (Social Services and Well Being Act 2014)</b>	<p>An <b>adult at risk</b> is an individual aged 18 years and over who:</p> <ul style="list-style-type: none"> <li>a) is experiencing or is at risk of abuse or neglect, AND;</li> <li>b) has needs for care and support (whether or not the authority is meeting any of those needs) AND;</li> </ul> <p>as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.</p>	Physical Sexual Psychological Neglect Financial
<b>Scotland (Adult Support and Protection Act 2007)</b>	<p>An <b>adult at risk</b> is an individual aged 16 years and over who:</p> <ul style="list-style-type: none"> <li>a) is unable to safeguard their own well-being, property, rights or other interests,</li> <li>b) is at risk of harm, and</li> </ul> <p>because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.</p>	Physical Sexual Psychological Neglect Financial
<b>Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)</b>	<p>An <b>adult at risk of harm</b> is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect <u>may</u> be increased by their a) personal characteristics and/or b) life circumstances.</p> <ul style="list-style-type: none"> <li>a) <b>Personal characteristics</b> may include, but are not limited to age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.</li> <li>b) <b>Life circumstances</b> may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.</li> </ul>	Physical Sexual violence Psychological / emotional Financial Institutional Neglect Exploitation Domestic violence Human trafficking Hate crime

	<p>An <b>adult in need of protection</b> is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect <u>may</u> be increased by their:</p> <p>Personal characteristics  <i>AND/OR</i> Life circumstances  <i>AND</i>;</p> <p>c) who is unable to protect their own well-being, property, assets, rights or other interests; <i>AND</i></p> <p>d) where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.</p> <p>In order to meet the definition of an 'adult in need of protection' either (a) or (b) must be present, in addition to both elements (c), and (d)</p>	
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Further information on Abuse (as referenced in section 5.1)

Abuse can take place in any relationship and there are many contexts in which abuse might take place:

- Self-neglect.
- Domestic Abuse (including coercive control).
- Modern slavery – including human trafficking and sexual exploitation.
- Organisational abuse (important re-culture of organisation)
- Forced marriage
- Female Genital Mutilation (FGM)
- Radicalisation
- Cyberbullying
- Mate/hate crime
- County lines/Cuckooing

The Ann Craft Trust have definitions and signs and indicators of all the above types of abuse on its website. [www.anncrafttrust.org](http://www.anncrafttrust.org)