



COMMUNITY
SPORTS
FOUNDATION

THE NEST

SAFEGUARDING ADULTS AT RISK

Date of Next Update June 2026

SAFEGUARDING ADULTS AT RISK POLICY

Policy Purpose

The purpose of this policy statement is to detail our commitment to child safeguarding by ensuring that children and young people attending Norwich City Community Sports Foundation environments or participating in our activities are protected from harm.

Scope

This policy applies to all Norwich City Community Sports Foundation ("Foundation") and The Nest's – Norfolk's Community Hub (The Nest) colleagues, including those on temporary contracts or who have been working at the Foundation through a recruitment agency for more than 12 weeks. It does not apply to agency workers who have worked at the Foundation or The Nest for less than 12 weeks, consultants or self-employed contractors.

This policy supersedes any previous guides prior to its issue date.

Legal Framework

This policy has been based on legislation, policy and guidance that seeks to protect adults at risk

through compliance with:

- Human Rights Act 1998.
- Data Protection Act 2018.
- General Data Protection Regulation (Regulation (EU) 2016/679).
- Care Act 2014; and
- Mental Capacity (Amendment) Act 2019).
- Domestic abuse Act (2021)
- Terrorism Act (2000)
- Modern Slavery Act (2015)

Definition

An 'adult at risk' is defined by the Care Act 2014 as; someone over 18 years old who,

- a. has needs for care and support (whether or not the local authority is meeting any of those needs); and
- b. is experiencing, or is at risk of, abuse or neglect; and
- c. because of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect. If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk.

Persons affected

This policy applied to everyone working/ volunteering on behalf of Norwich City Community Sports Foundation, including the board of trustee's, paid staff, volunteers, sessional workers, contractors and agency staff.

We believe

- in people being supported and encouraged to make their own decisions and informed consent.
- it is better to act before harm occurs.
- in taking a proportionate and appropriate response to the risk presented.
- effective support and representation for those in greatest need.
- everyone has a part to play in preventing, detecting, and reporting neglect and abuse – in support of making safeguarding everyday business.
- in accountability and transparency being key to delivering effective safeguarding responses.
- all adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, or pregnancy and marital or maternal status have an equal right to protection from all types of harm or abuse.
- some adults are additionally vulnerable because of the impact of previous experience, level of dependency, communication need or other factors.
- that extra safeguards may be needed to keep adults who are additionally at risk safe from abuse or harm.
- that working in partnership with adults, their families, carers, and other relevant agencies is essential to effective safeguarding.
- in supporting communities have a culture that does not tolerate abuse, which work together to prevent harm and know what to do when abuse happens.

We will seek to keep adults at risk safe by

- valuing them and respecting their rights.
- ensuring that their views are heard and acted upon.
- building a 'home for everyone' where people treat each other with respect.
- ensuring that safeguarding is consistently embedded across the organisation through effective leadership and governance.
- ensuring we have effective safeguarding and related policies and procedures which are approved through the governance framework.
- ensuring that safeguarding policies and procedures are consistently implemented, spoken about and publicised, regularly reviewed and improved where necessary.
- creating a culture where everyone takes responsibility for safeguarding and feel confident in raising concerns.
- ensuring our onboarding process are robust and meet industry safer recruitment standards
- ensuring that our workforce is equipped with the necessary knowledge and skills to protect adults at risk through awareness and safe practice.
- adequately resourcing our safeguarding commitment.

- sharing safeguarding information with adults at risk, families, and carers to promote awareness and build confidence.
- working actively in partnership with adults at risk, families or carers and other stakeholders to protect their safety through supportive and solution-based approaches.
- ensuring colleagues and contractors adhere to the Foundation Safeguarding Code of Conduct and meet our Canary Safe Standards, taking action without delay were this is not the case.
- providing physically safe environments through accountable health and safety standards.
- recording, storing, and using information professionally and securely, in line with data protection legislation and guidance.
- Ensuring a senior board trustee lead takes leadership responsibility for the organisation's safeguarding arrangements.

We will respect the rights of adult at risk to make decisions by

- only making decisions for others if they cannot do that for themselves at the time the decision is needed.
- waiting for assistance to help the person make their decision or to wait until they can make it themselves.
- ensuring that if we do have to decide for someone else then we must make the decision in their best interests and consider what we know about their preferences and wishes.
- ensuring that we think of ways to restrict freedom and rights as little as possible if we must make decisions to keep people safe.
- in an emergency, sharing information about safeguarding concerns with people that can help protect them and stop them being in contact with any person causing harm.

Additional information can be found at <https://www.anncrafttrust.org/resources/>

Associated Policies

Safeguarding Responding to and Managing allegations

Safeguarding Code of Conduct

Responsibility and Key Contacts

Safeguarding & Compliance manager

This policy is approved by the Chief Executive Officer, who holds ultimate responsibility for its implementation and effectiveness. Operational responsibility for the policy content rests with the relevant Head of Department. The Compliance and People teams are jointly responsible for ensuring the policy remains up to date, aligns with current employment legislation, and reflects the values of both the Foundation and The Nest.

Line Managers are responsible for ensuring that all new employees read this policy and complete any associated training in place at the time as part of their induction.

Employees are responsible for ensuring that they understand and comply with this policy.

For contact details of the key contacts referred to in this policy, please ask your Line Manager.

Policy Issue Date: June 2025

Last review Date:

Date of Next Update: June 2026

This policy is next due for a general review on the above date. It may however be reviewed and updated earlier, in the event of a change in Foundation or The Nest requirements, or relevant legislation.

