



B.W.F.

BRITISH WADO FEDERATION

Safeguarding Adults at Risk Policy

CHAIRMAN

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LEAD DESIGNATED SAFEGUARDING WELFARE OFFICER

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BRITISH WADO FEDERATION IS AFFILIATED TO



INTERNATIONAL WADO FEDERATION

BRITISH WADO FEDERATION



Safeguarding Adults at Risk Policy

Purpose:

This policy outlines BWF commitment to safeguarding adults at risk who are involved in our programs, activities, and services. We strive to provide a safe and supportive environment where all individuals feel respected and protected.

Scope:

This policy applies to all members, staff, volunteers, coaches, and any representatives of BWF who interact with or oversee activities involving adults at risk.

1. Policy Statement

BWF is committed to safeguarding the welfare of adults at risk by protecting them from neglect, abuse, or exploitation in any form. We recognize our duty to take all reasonable steps to protect adults at risk and promote their well-being and safety.

2. Definitions

- **Adult at Risk:** An individual aged 18 or older who may need care and support due to age, disability, mental or physical health, or other personal circumstances, and who may be unable to protect themselves from harm, abuse, or neglect.
 - **Abuse:** Includes physical, emotional, sexual, financial, discriminatory, and institutional abuse. It also covers neglect and acts of omission.
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3. Recognizing Abuse and Neglect

Members of BWF should be aware of potential indicators of abuse or neglect in adults at risk, which may include:

- **Physical Abuse:** Unexplained injuries, bruising, or signs of restraint.
- **Emotional Abuse:** Withdrawal, depression, or fear of certain individuals or activities.
- **Financial Abuse:** Sudden financial difficulties, missing possessions, or unauthorized financial transactions.
- **Neglect:** Poor hygiene, untreated medical issues, or insufficient clothing.



- **Sexual Abuse:** Unexplained discomfort, injury, or behaviour indicating distress in the presence of certain individuals.
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4. Roles and Responsibilities

- **Designated Safeguarding Lead (DSL):** A senior member of staff responsible for managing safeguarding issues, concerns, and reports. The DSL is trained to handle sensitive situations and to act in accordance with local safeguarding laws.
 - **Club Members, Staff, and Volunteers:** Must understand and comply with this policy, report concerns to the DSL and take part in relevant training.
 - **Coaches and Instructors:** Are required to create a safe environment, be mindful of the needs of adults at risk, and work to uphold their rights to safety and respect.
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5. Safeguarding Procedures

1. **Recruitment and Vetting:**
All staff, volunteers, and instructors undergo an Enhanced DBS check. References and a review of previous safeguarding experience are also part of the vetting process.
2. **Training:**
BWF will ensure that all staff, instructors, and volunteers receive safeguarding training appropriate to their role and are kept up to date with relevant practices and policies.
3. **Risk Assessments:**
Risk assessments are conducted to ensure safe environments for all activities involving adults at risk, with provisions to minimize risk and address accessibility.
4. **Record Keeping:**
Any incident or concern regarding the welfare of an adult at risk will be documented securely and maintained in line with data protection laws.
5. **Whistleblowing:**
All members are encouraged to report concerns or incidents of abuse or neglect. Confidentiality is guaranteed wherever possible, and whistleblowers are protected from any form of retaliation.



6. Reporting and Responding to Safeguarding Concerns

1. Responding to Disclosure:

- Stay calm and listen carefully, allowing the individual to speak without interruption.
- Reassure them that they are heard and that the club will act to ensure their safety.
- Avoid making any promises of confidentiality; explain that the issue will be reported to ensure their safety.

2. Reporting:

- All concerns or suspicions of abuse must be reported to the DSL within 24 hours.
- The DSL will assess and refer cases to external authorities, including social services, law enforcement, or safeguarding organizations, as needed.

3. Confidentiality:

All information relating to safeguarding concerns will be kept confidential and shared only on a "need to know" basis with relevant authorities.

7. Code of Conduct

To promote a respectful and supportive environment for adults at risk, all members and representatives must:

- Treat all individuals with respect, dignity, and kindness.
- Avoid any behaviour that could be perceived as abusive, harmful, or neglectful.
- Refrain from making assumptions about an individual's abilities or preferences.
- Maintain professional boundaries at all times and avoid inappropriate or overly personal interactions.



8. Monitoring and Review

This policy will be reviewed annually by BWF management and updated in line with any changes in legislation or safeguarding practices.

Contact Information:

- **Designated Safeguarding Lead (DSL):**
 - Name: **ELIZABETH RAYMAN**
 - Phone: 07359 316085
 - Email: blewfield@outlook.com
- **Emergency Contact:** If you believe an adult at risk is in immediate danger, contact emergency services at 999.

This policy ensures a clear, proactive approach to safeguarding adults at risk while creating a respectful and supportive environment within your karate club.