



UK Women's Disc Golf Association

Safeguarding Adults and Children Procedures

Definition of Terms:

- 'Abuse' describes verbal, written or physical.
- child' or 'children' describes any person under the age of 18.
- References to 'parents' should be read as parents and carers inclusively.

The UK Women's Disc Golf Association (UKWDGA) is committed to creating a culture of zero-tolerance of abuse and/or harm to adults and children which necessitates: the recognition of adults and children who may be at risk and the circumstances which may increase risk; knowing how adult or child abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

Our Policy outlines the scope and our commitments. These Procedures layout reporting processes and what the UKWDGA will do should any safeguarding issues occur during an event.

The UKWDGA will adhere to and follow the current Professional Disc Golf Association (PDGA) guidance for youth safety during any PDGA Sanctioned Events it may hold. See the guidance here [PDGA Youth Safety](#). However for any non sanctioned events the UKWDGA will still apply the same principles and a Safeguarding Lead will be appointed on the day of an event and all children must be accompanied by a parent.

Reporting Concerns About Yourself

If you are in immediate danger or need immediate medical assistance contact the emergency services 999

Please contact the Safeguarding Lead designated for our event. If you would prefer, please contact another member of the UKWDGA who will help you raise the issue to the Safeguarding Lead.

The UKWDGA will follow the procedure in this document. If you do not think your concerns are being addressed in the way that they should be please contact an Executive Member of the UKWDGA.

At all stages you are welcome to have someone who you trust support you and help you to explain what happened and what you want to happen.

It is of the utmost importance to the UKWDGA that you can take part in our activities safely and we will take every step to support you to do that.



Reporting Concerns About Others

You may be concerned about abuse or harm to another person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

You should not keep safeguarding concerns to yourself. If you have concerns and/or you are told about possible or alleged abuse, poor practice or wider welfare issues you must contact the UKWDGA designated Safeguarding Lead as soon as you can during the organised event.

If the designated Safeguarding Lead is implicated or you think has a conflict of interest, then report to one of the other Executive Members of the UKWDGA.

If you are concerned about abuse or/and harm being caused to someone else, please follow the guidance below:

- It is not your responsibility to prove or decide whether an adult or child has been harmed or abused. It is, however, everyone's responsibility to respond to and report concerns they have.
- If someone has a need for immediate medical attention call an ambulance on 999.
- If you are concerned someone is in immediate danger or a serious crime is being committed contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- Remember to be person centred/make safeguarding personal. If it will not put them or you at further risk, discuss your safeguarding concerns with the person and ask them what they would like to happen next. Inform them that you have to pass on your concerns to your Safeguarding Lead. If the person at risk is a child, pass on your concerns to the Safeguarding lead.
- **Do not** contact the person before talking to the Safeguarding Lead if the person allegedly causing the abuse or/and harm is likely to find out.
- **Remember not to confront the person thought to be causing the abuse and/or harm.**



Responding to a Direct Disclosure

If an adult or child indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:

- Take it seriously;
 - Stay calm;
 - Listen carefully to what is said, allowing the adult or child to continue at their own pace;
 - Be sensitive;
 - Keep questions to a minimum, only ask questions if you need to identify/clarify what the person is telling you;
 - Reassure the person that they have done the right thing in revealing the information;
 - Ask them what they would like to happen next;
 - Explain what you would like to do next;
 - Explain that you will have to share the information with the UKWDGA Safeguarding Lead
 - Ask for their consent for the information to be shared outside the organisation. ●
- Make an arrangement as to how you/the Safeguarding Lead can contact them safely.
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse helpline, Victim Support).
 - Act swiftly to report and carry out any relevant actions.
 - Record in writing what was said using the adult or child's own words as soon as possible.

It is important **not** to:

- Dismiss or ignore the concern.
- Panic or allow shock or distaste to show.
- Make negative comments about the alleged perpetrator.
- Make assumptions or speculate.
- Come to your own conclusions.
- Probe for more information than is offered.
- Promise to keep the information secret.
- Make promises that cannot be kept.
- Conduct an investigation of the case.
- Confront the person thought to be causing harm.
- Take sole responsibility.
- Tell everyone.



Record Keeping

- Complete a Safeguarding Report Form (see Appendix 1) and submit to the UKWDGA Safeguarding Lead without delay.
- Describe the circumstances in which the concern came about and what action you took/advice you gave.
- It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions, in order to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) include a copy with the form.

Immediate Response

Ensure any **immediate actions** necessary to safeguard anyone at risk have been taken.

If the risk is said to be due to the behaviour of a person involved in the organisation/activities use the relevant procedures (e.g. breach of code of conduct, breach of contract, disciplinary or grievance procedures) to prevent that person making contact with the adult or child being abused or/and harmed.

If you have been sent a **Safeguarding Report Form** check that you can understand what is written and that all the necessary parts have been completed.

If you are being contacted directly by a member of the UKWDGA or a volunteer, request that they complete a Safeguarding Report Form if they have not already done so (see Appendix 1) as soon as possible.

If the report is being made by the person themselves or a member of the public fill in the safeguarding report form yourself gaining the details with the person contacting you.

Inform, reassure, and advise the **person making the report** e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.

Consider what is known about the situation, what the risks are, what is known of the views of the person, whether they have given their consent to the report being made and whether they might be considered to be a 'person at risk'.

Decide if you need to contact the adult or child to get more information, determine their wishes, or explain what actions you need to take.

ONLY do this if you have a known safe way of contacting them.



Taking Action

In all situations the UKWDGA will ensure those within the organisation can act (within their remit) to prevent further abuse and or harm and have the information to do so. This includes supporting the person at risk. Depending on the situation the UKWDGA may need to pass information to and work together with other organisations such as the Police and the Local Authority safeguarding team.

Consult and Decide

If necessary the UKWDGA Executive Members will consult with the Local Authority/the Police and decide what action needs to be taken.

If the person who may be causing harm is a person involved in the UKWDGA in whatever capacity, the Executive Members will decide what policy and procedures the organisation will use to decide which actions will be taken e.g. breach of code of conduct or disciplinary procedures.

Agree what short term arrangements can be put in place to enable the person, who may be being abused or/and harmed, to be able to continue participating in the organisation or event.

The arrangements made must respect the rights of the person who may be causing harm and must be consistent with the relevant policy and procedures.

The UKWDGA Safeguard Lead who was assigned for the event will maintain contact with the person to consult with them, keep them informed and make sure they are receiving the support they need, unless advised not to by the Police or Local Authority,



Appendix 1 - Safeguard Report Form

To be completed as fully as possible if you have concerns about a person.

If it is safe to do so, it is important to inform the person about your concerns and that you have a duty to pass the information onto the safeguarding lead. The Safeguarding Lead will then look at the information and start to plan a course of action.

Section 1 – Details of person (you have concerns about)

Name of person	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Name of organisation / club	



Your Role in organisation	
Section 3 – Details of concern	
<p>Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the person is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)</p>	
Date/ Time	What happened
Section 5 – Details of the person thought to be causing harm (if known)	
Name	
Address	
Date of Birth/Age	
Relationship /connection to person	
Role in organisation	
Do they have contact with other persons at risk in another capacity? E.g. in their work/family	



/as a volunteer	
Section 6 - Have you discussed your concerns with the person? What are their views, What have they stated about what they want to happen and what outcomes they want?	
Section 6A – Reasons for not discussing with the person Discussion would put the person or others at risk. Please explain:	
Person appears to lack mental capacity. Please explain:	
Person unable to communicate their views. Please explain:	
Section 7 – Risk to others	
Are any other persons at risk Yes/No/Not known – delete as appropriate If yes please fill in another form answering questions 1-6	
Are any children at risk Yes/No/Not known Delete as appropriate If yes please fill in a safeguarding children referral form and attach to this.	
Section 8 – What action have you taken if any /agreed with the adult to reduce the risks?	
Actions by club: e.g. person causing harm suspended, session times changed.	
Section 9: Other agencies contacted Who contacted/reference number/contact details/advice gained/action being taken	



Police
Ambulance
Other – please state who and why:
Section 10: Contact within the UKWDGA
Who else has been informed of this issue? – and what was the reason for information sharing
Consultation with Safeguarding Lead Dates and times
Completed Form copied to Safeguarding Lead; Date and time

Signed:

Date: