



‘Fitness With Michelle’ Safeguarding Adults Policy

Policy Owner: Michelle Baker

Date of Policy: 12th December 2022

Designated Safeguarding Lead (DSL):

Michelle Baker – ‘Fitness with Michelle’ Group Exercise Instructor

INTRODUCTION

Michelle Baker/ 'Fitness with Michelle' is a self-employed Group Exercise Instructor, delivering group exercise classes to adult members of the public in the community.

POLICY STATEMENT

This Policy outlines what adult safeguarding is and what to do if you have a concern.

Michelle Baker/ 'Fitness with Michelle':

- Believes that all people have the right to take part in sport and related physical activities free from harm and abuse. The rights, dignity and worth of all adults will always be respected.
- Is committed to the six principles of safeguarding adults which includes: empowerment, protection, prevention, proportionality, partnership and accountability. (England)
- Believes all adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be safeguarded from abuse and poor practice and to participate in an enjoyable and safe environment. The rights, dignity and worth of all adults will always be respected.
- Recognises that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs.
- Will seek to ensure that our sport is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- Is committed to Safeguarding Adults in line with national legislation and relevant local guidelines by ensuring that our activities are delivered in a way which keeps all adults safe by creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.
- Accepts that we are required to fulfil our duty of care, which means that we must do everything that can be reasonably expected of us to help safeguard and protect people from harm, and to act when we suspect that someone is being harmed, or is at risk of harm.
- Is committed to creating a culture of zero-tolerance of harm to adults which necessitates the recognition of adults who may be at risk and the circumstances which may increase risk and being willing to report safeguarding concerns.

SCOPE

This safeguarding adult policy and associated procedures apply to all individuals involved in 'Fitness with Michelle' group exercise classes, including all participants, and to all concerns about the safety of adults whilst taking part in the organisation, its activities, and in the wider community.

PURPOSE

The purpose of this policy is to demonstrate the commitment of Michelle Baker/ 'Fitness with Michelle' to safeguarding adults and promoting the welfare of all people whilst they are engaged in any group exercise activity provided by 'Fitness with Michelle'.

This policy aims to cover:

- The legislation, our commitment and procedures for safeguarding adults.
- Our role and responsibility for safeguarding adults.
- What to do, or who to speak to, if someone has a concern relating to the welfare or wellbeing of an adult within the organisation.

IMPLEMENTATION

Michelle Baker/ 'Fitness with Michelle':

- Has undertaken a Safeguarding Adults course.
- Has attended Safeguarding Adults training to keep their knowledge up to date.
- Has a system in place for receiving and managing concerns.
- Ensures their Safeguarding Adults policy is available to participants via their website: <https://www.fitnesswithmichelle.co.uk>
- Has a commitment to ensuring that adult safety is included in their risk assessments.
- Is a member of EMD UK: <https://emduk.org> (National Governing Body for Group Exercise)
- Is a member of CIMSPA: <https://www.cimspa.co.uk>
(The Chartered Institute for the Management of Sport and Physical Activity)

LEGISLATION - What is Adult Safeguarding?

In its wider context, safeguarding adults applies to everyone over the age of 18 and is about:

- Protecting an adult's right to live in safety, free from abuse and neglect.
- People and organisations working together to prevent and stop both the risks and experience of abuse and neglect, while at the same time making sure that the adult's wellbeing is promoted taking fully into account their views, wishes, feelings and beliefs in deciding on any action.

The Safeguarding Adults Legislation defines categories of adult abuse and harm as follows (The Care Act 2014):

- 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

Not included in the Care Act 2014, but also relevant are:

- Cyber Bullying
- Forced Marriage
- FGM (Female Genital Mutilation)
- Mate Crime
- Radicalisation

The practices and procedures within this policy are based on the relevant legislation and government guidance which can be found on the Ann Craft Trust (ACT) website: [Safeguarding Adults at Risk Key Legislation and Government Initiatives \(anncrafttrust.org\)](http://anncrafttrust.org)

PROCEDURES

Key Contact:

Michelle Baker is the Designated Safeguarding Lead (DSL) for 'Fitness with Michelle' who is responsible for ensuring that this policy is adhered to. They will be responsible for the monitoring and recording of any safeguarding concerns within 'Fitness with Michelle', and ensuring that all concerns are shared with the appropriate authorities.

It is not the role of the DSL to investigate, only to gather and share information as appropriate.

Key Contact Details:

Mrs Michelle Baker – 'Fitness with Michelle' Group Exercise Instructor:

Email: info@fitnesswithmichelle.co.uk

EMD UK - National Governing Body for Group Exercise

Safeguarding Officer at EMD UK: 01403 266000 or safeguarding@emduk.org

Ann Craft Trust (ACT) - Safeguarding Adults in Sport and Activity

Telephone: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

Website: www.anncrafttrust.org

Southend Borough Council – Adult Social Care Department

Telephone: 01702 215008

Website: <https://www.southend.gov.uk/social-care/reporting-concern>

REPORTING CONCERNS

If you are at risk, or have a safeguarding concern about an adult in the organisation, please follow these steps.



Is the person in immediate danger, need immediate medical attention, or has a serious crime been committed?



No



Yes



Seek urgent medical attention or contact the Police/emergency services **999**



Report your concern to the Designated Safeguarding Lead (DSL)
If possible the DSL will speak to the adult concerned.
The DSL will collect all available relevant facts and appropriate information and ask the adult what they want to happen.



The DSL will complete a report form using the adult's own words where possible, and the DSL will ask for the consent of the adult concerned for the information to be shared outside the organisation.

The DSL will only share information with the people who need to know - such as the Safeguarding Lead at EMD UK (NGB), the Safeguarding Adults Team, police or local Active Partnership.

If consent is withheld, but information is still passed on, the DSL will clearly document this and the reasons why. They will also inform the adult of this action wherever possible.



The DSL will keep the adult concerned informed of any decisions and action taken about them, and always consider their needs and wishes.

RAISING AND MANAGING A CONCERN

- Any safeguarding concerns can be reported to Michelle Baker, the Designated Safeguarding Lead (DSL) for 'Fitness with Michelle' - either in person or via email: info@fitnesswithmichelle.co.uk.
- Any safeguarding concern is taken seriously, responded to promptly, and followed up.
- The DSL will speak to the adult about the issue wherever possible, noting any views that the adult may have regarding how they wish the matter to be dealt with, ensuring the process is person led, and keeping them informed throughout the process.
- The DSL will discuss with the person the situation of confidentiality. The victim may not wish the information to be passed-on further. However, other people may also be at risk unless the situation is dealt with appropriately. As long as it does not increase the risk to the individual, the DSL will explain to them that it is their duty to share your concern with appropriate people i.e. safeguarding or welfare lead.
- A 'Safeguarding Adults Concerns Report Form' will be completed using the adult's own words and the DSL will ask for their consent for the information to be shared outside the organisation.
- The DSL may seek advice from external sources such as the local Safeguarding Adults Team, the Local Active Partnership, National Governing Body (NGB) -EMD UK, the police or Ann Craft Trust.
- The DSL will only share information with the people who need to know – such as the Safeguarding Lead at EMD UK, the Safeguarding Adults Team, police or local Active Partnership. Any referrals or passing on of information will be done with the consent of the adult wherever possible. If consent is withheld, but information is still passed on, the DSL will clearly document this and the reasons why. They will also inform the adult of this action wherever possible.
- If someone does not give consent, advice as to what you should do will be sought from either the police, Adults Safeguarding Team, NGB, Active Partnership or Ann Craft Trust etc, whilst keeping the name anonymous.
- The DSL will offer support and information for the adult concerned to make informed choices, put measures in place to keep the adult safe during the activity (if appropriate) and keep the adult informed and involved throughout the process and the report form will be stored safely in line with Data Protection requirements.

PLEASE NOTE:

If someone is injured or at immediate risk, immediate action should be taken by seeking help by dialling 999 for police or ambulance.

If you cannot contact someone within the organisation, or feel that your concerns are not being dealt with properly, you can contact:

- **EMD UK (National Governing Body for Group Exercise)**
Safeguarding Officer at EMD UK: 01403 266000 or safeguarding@emduk.org
- **Southend Borough Council – Adult Social Care Department**
Telephone: 01702 215008
Website: <https://www.southend.gov.uk/social-care/reporting-concern>
- **Ann Craft Trust (ACT) - Safeguarding Adults in Sport and Activity**
Telephone: 0115 951 5400
Email: Ann-Craft-Trust@nottingham.ac.uk
Website: www.anncrafttrust.org

WHISTLEBLOWING

If the Designated Safeguarding Lead (DSL) or another staff member is implicated, or you think has a conflict of interest, then contact your Local Authority **Adult Social Care Department**: 01702 215008 and if applicable the National Governing Body (EMD UK) on 01403 266000 or email: safeguarding@emduk.org

Recording and Information Sharing

The information given by the adult concerned, and any report forms completed, will only be shared with people who need to know (such as the Safeguarding Adults Team, NGB, the Police or local Active Partnership) in line with GDPR and Data protection legislation.

SOURCES OF INFORMATION AND SUPPORT:

EMD UK (National Governing Body for Group Exercise)

Safeguarding Officer at EMD UK: 01403 266000 or safeguarding@emduk.org

Southend Borough Council – Adult Social Care Department

Telephone: 01702 215008

Website: <https://www.southend.gov.uk/social-care/reporting-concern>

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Tel: 020 8765 7000

Email: enquiries@elderabuse.org.uk

www.elderabuse.org.uk

Ann Craft Trust

A national organisation providing information and advice about adult safeguarding. The Ann Craft Trust has a specialist Safeguarding Adults in Sport and Activity team to support the sector

Tel: 0115 951 5400

Email: Ann-Craft-Trust@nottingham.ac.uk

www.anncrafttrust.org

Men's Advice Line

For male domestic abuse survivors

Tel: 0808 801 0327

National LGBT+ Domestic Abuse Helpline

Tel: 0800 999 5428

National 24Hour Freephone Domestic Abuse Helplines

England	Northern Ireland
Tel: 0808 2000 247 www.nationaldahelpline.org.uk/Contact-us	Tel: 0808 802 1414 www.dsahelpline.org Twitter: www.twitter.com/dsahelpline Facebook: www.facebook.com/dsahelpline
Scotland	Wales
Tel: 0800 027 1234 Email: helpline@sdafmh.org.uk Web chat: sdafmh.org.uk	Llinell Gymorth Byw HebOfn/ Live free from fear helpline Tel: 0808 8010 800 Type Talk: 18001 0808 801 0800 Text: 078600 77 333

Rape Crisis Federation of England and Wales

Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.

Email: info@rapecrisis.co.uk

www.rapecrisis.co.uk

Respond

Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities, and training and support to those working with them.

Tel: 020 7383 0700 or

0808 808 0700 (Helpline)

Email: services@respond.org.uk

www.respond.org.uk

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

E mail: talk@stophateuk.org
Text: 07717 989 025
Text relay: 18001 0800 138 1625
By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Tel: 020 83921839
Fax: 020 8392 1830
Email: info@suzylamplugh.org
www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Tel: 0808 168 9111
www.victimsupport.com

Women's Aid Federation of England and Wales

Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.

www.womensaid.org.uk/information-support



Centre for Social Work
University of Nottingham
NG7 2RD
0115 951 5400
ann-craft-trust@nottingham.ac.uk

anncrafttrust.org

Everyone has a right to be treated with respect and dignity.
Everyone deserves to be safe.
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