



Safeguarding Adults Policy and Procedures

Fighting Falcons School of Martial Arts | Andover, Tidworth and Amesbury

Owner: Head Coach and Club Safeguarding and Welfare Officer | Effective: 27 September 2026 | Next review: September 2027

We aim to make kickboxing safe, inclusive and respectful for every adult. This policy tells members, coaches, staff and volunteers how to prevent harm and respond when an adult is at risk of abuse or neglect. Listen to the adult, seek their wishes and act promptly. Nobody at the club needs to prove abuse before reporting a concern.

Immediate action and contacts

1. If anyone is in immediate danger, needs urgent medical help or a crime is happening, call 999. Take proportionate steps to keep people safe.
2. Tell the club safeguarding officer promptly. If that person is implicated, unavailable or the response is inadequate, contact Kickboxing GB, Hampshire Adult Services or police directly. Do not wait for a club process before making an urgent referral.
3. Record the facts, the adult's own words, their desired outcome, consent discussion, immediate risks, actions and referrals. Share securely with the safeguarding officer.

Club Safeguarding and Welfare Officer: Susan Mitchell | su@gtmitchell.co.uk | 07917 177613

Head Coach: Gordon Mitchell | gordon@fighting-falcons.co.uk | 07799 006453

Kickboxing GB safeguarding: safeguarding@kickboxinggb.com | 07768 726869

Hampshire Adult Services: 0300 555 1386 during office hours; professional referrals at hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding/mash-adults. Outside office hours, use the out-of-hours link on that page; for an immediate threat call 999. Police non-emergency 101.

1 Scope and principles

This policy applies to every adult aged 18 or over taking part in or connected with our club, whether at training, an event, on a trip or online. Concerns about a person under 18 must follow our Child Safeguarding Procedures, even if the concern is domestic abuse involving a 16 or 17 year old. The Care Act 2014 section 42 threshold applies when an adult has care and support needs, is experiencing or at risk of abuse or neglect, and as a result of those needs cannot protect themselves from that risk. The local authority decides whether its statutory duty to enquire is engaged; the club reports concerns and does not make that legal determination. Support adults harmed outside this threshold and consider police, healthcare or specialist services where appropriate.

Our approach follows the six Care Act safeguarding principles: empowerment, prevention, proportionality, protection, partnership and accountability. We respect dignity, equality, reasonable adjustments and each person's views. Safeguarding is personal: ask what outcome the adult wants, explain options, involve them in decisions and keep them informed where safe.

2 Recognising abuse and poor practice

Care Act guidance describes physical, sexual, psychological, financial or material and discriminatory abuse; domestic abuse; organisational abuse; modern slavery; neglect and acts of omission; and self-neglect. Harm can be online or face to face, repeated or a single serious incident, and may occur inside or outside the club. Examples in sport include coercive coaching, sexual harassment, intimidation, unwanted contact, exploitation of money or dependence, and withholding essential support. Domestic abuse can involve coercive control or economic abuse. Self-neglect may require a different, supportive response and does not automatically meet the section 42 threshold.

Possible signs include unexplained injury, changed attendance or mood, fear of someone, missing money, isolation, poor hygiene or an adult saying something is wrong. Do not make assumptions from disability, age or an unwise decision. Poor practice and boundary breaches should be recorded and addressed even where abuse is not established.

3 Responding to a disclosure

- Listen calmly and respectfully; avoid leading questions or repeated interviews. Thank the person and ask what they would like to happen.
- Explain what information may need to be shared and with whom. Do not promise absolute secrecy. Do not confront the alleged person or start your own investigation.
- Ask about immediate safety, communication and support needs. Offer accessible communication or an advocate where appropriate; a family member or carer may be implicated.
- Write a dated, factual account as soon as possible, separating the adult's words, observations, opinion and action. Preserve relevant messages or evidence without circulating it.

4 Consent, capacity and information sharing

Presume that an adult has capacity to make a particular decision unless there is evidence otherwise. Give practical support to decide; an unwise decision alone does not show a lack of capacity. Capacity is decision specific and time specific. Where capacity for a relevant decision is in doubt, seek qualified advice; any action on behalf of a person lacking capacity must be in their best interests and the least restrictive option. Club volunteers should not make formal capacity determinations beyond their role.

Usually ask for the adult's informed consent before referring outside the club, explain the proposed referral and respect a capacitated refusal after discussing options and safety planning. Sharing without consent may be justified where there is a serious risk to the person or others, a child is at risk, a serious crime or coercion is involved, the person lacks capacity for the decision, or another lawful basis applies. It is not automatic whenever any offence is suspected. Consult Adult Services or police when uncertain, identify the lawful basis under UK GDPR and the Data Protection Act 2018, share only what is necessary and proportionate, and record the reasons for sharing or not sharing.

5 Reporting, referral and escalation

The club safeguarding officer considers immediate protection, the adult's wishes, possible risks to others and whether to seek advice or refer to Hampshire Adult Services. Make a professional referral using Hampshire's current adult safeguarding route and record the confirmation, advice and follow-up. If the adult lives or the incident occurs in another area, consult the relevant local authority. Police investigate possible crimes; Adult Services leads statutory safeguarding enquiries. Do not let an internal complaints or disciplinary process delay either route.

Where a coach, volunteer or club worker is implicated, take proportionate steps to protect participants, tell Kickboxing GB and consult Adult Services or police before internal interviews that could disrupt an investigation. Consider temporary changes to duties based on risk; suspension is not a finding of guilt. If someone in regulated activity is removed, or would have been removed had they not left, because of relevant

harm or risk of harm, assess the legal duty to refer to DBS. Record lower level concerns and patterns and use conduct procedures as appropriate. If children might also be at risk, follow the Child Safeguarding Procedures and report to Children's Services.

6 Prevention, recruitment and records

Set clear coaching boundaries, obtain consent for physical assistance, make reasonable adjustments, avoid exploitative relationships and provide safe ways to raise concerns. Define roles, check references, identity and qualifications, and obtain the legally appropriate DBS check where the duties permit it. Assess regulated activity with adults by the actual work, not by a participant's disability or the job title. Give staff and volunteers induction, safeguarding training and supervision. A DBS check is one part of safer recruitment.

Keep safeguarding records accurate, secure and accessible only to people who need them. Include reports, decisions, consent, referrals, advice and outcomes. Follow the club retention schedule and preserve records needed for ongoing investigations. Review practice after incidents and review this policy at least annually or following material changes.

Appendix 1 Safeguarding concern record

Date and time of report and incident:

Adult's name and contact details; communication or support needs:

Person recording; other people present:

Adult's account in their own words and observed facts:

Immediate risk and action taken, including emergency services:

Adult's wishes, consent and any capacity concern; reasons for sharing or not sharing:

Agencies and club officers contacted, date, time, advice and reference:

Safety plan, follow-up owner and date; signed and dated by recorder:

Sources and related policies

Care Act 2014 and Care and Support Statutory Guidance, chapter 14: [gov.uk/government/publications/care-act-statutory-guidance](https://www.gov.uk/government/publications/care-act-statutory-guidance)

Mental Capacity Act 2005 Code of Practice: [gov.uk/government/publications/mental-capacity-act-code-of-practice](https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice)

Hampshire Adult Services safeguarding referral:
hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding/mash-adults

Ann Craft Trust safeguarding adults in sport guidance: anncrafttrust.org

Kickboxing GB safeguarding and club related policies: kickboxinggb.com/safeguarding/