

# **HORSHAM ARUN BADMINTON CLUB**

## **PROCEDURE FOR HANDLING ADULT WELFARE CONCERNS**

Safeguarding is everyone's responsibility. HABC is committed to safeguarding adults at risk of harm and providing a safe environment where everyone can enjoy badminton.

All members must report any actual or suspected abuse, following these procedures, whenever there are concerns about an adult at risk of harm.

These procedures are to be read in conjunction with HABC's Adult Safeguarding Policy.

### **1. Purpose**

To provide a clear, confidential, and effective process for responding to concerns about the welfare of adults involved in the club's activities, especially those who may be at risk of abuse, neglect, or exploitation.

### **2. Scope**

This procedure applies to all club members, coaches, volunteers, officials, and visitors.

### **3. Recognising Welfare Concerns**

Adult welfare concerns may include (but are not limited to):

- Physical, emotional, sexual, or financial abuse
- Neglect or self-neglect
- Discriminatory abuse
- Domestic abuse
- Psychological abuse
- Modern slavery
- Organisational abuse (within care settings)

Clues may be behavioural (e.g. withdrawal, distress), physical (e.g., injuries), or verbal disclosures.

### **4. Reporting a Concern**

#### **4.1 Immediate Risk**

If someone is in immediate danger or requires urgent medical attention:

- Call 999 for emergency services.
- Inform the Club Welfare Officer as soon as it is safe to do so.

## **4.2 Non-Emergency Concerns**

If there is a concern that does not pose an immediate danger:

- Report it to the Club Welfare Officer (CWO), or one of the Club's Welfare Representatives, without delay (see contact details at clause 11 below).
- If the CWO or Welfare Representatives are unavailable or the concern involves them, contact a member of the HABC Committee, the Badminton England Safeguarding Team or the West Sussex Safeguarding Adults department.

## **5. Recording the Concern**

All concerns must be recorded, including the following information:

- Date and time of the incident/disclosure
- Names of those involved
- Description of the concern (in the person's own words where possible)
- Actions taken
- Who the concern was reported to

All records must be:

- Accurate and factual
- Signed and dated
- Stored securely and confidentially

## **6. Responding to a Disclosure**

If an adult discloses abuse to you:

- Listen carefully and remain calm.
- Avoid asking leading questions.
- Reassure the person they've done the right thing.
- Do not promise to keep the information secret.
- Explain that you may need to pass on the concern to someone who can help.

## **7. Decision-Making and Next Steps**

The Club Welfare Officer will:

- Assess the level of risk.
- Seek advice from Badminton England or local safeguarding professionals if needed.
- Refer to the appropriate agency (e.g., Adult Social Services) where necessary.
- Inform the Club Committee if appropriate (while maintaining confidentiality).

## **8. Confidentiality and Information Sharing**

- Information should be shared only on a need-to-know basis.
- Consent should be obtained where possible, unless doing so increases risk.
- The safety and well-being of the adult at risk take priority.

## **9. Support for the Individual**

- The club will offer support to any individual involved in a welfare concern.
- Referrals to external support services (e.g., counselling or advocacy) may be made with the person's consent.

## **10. Monitoring and Review**

- All welfare concerns will be reviewed by the Welfare Officer to ensure the process was followed correctly.
- Welfare is now a recurring item on the agenda for every HABC Committee meeting, to ensure that all matters of concern are followed up on. The Welfare Officer will liaise with the Welfare Representatives in advance of these meetings, and report to the Committee on any matters arising, within the bounds of confidentiality. They will also advise on any conflicts of interest relating to their role, or the role of the Representatives, in any welfare concerns arising.
- The Committee will continually assess the suitability of volunteers to prevent the deployment of unsuitable individuals in our club.
- This procedure will be reviewed annually or following any major incident or changes in legislation.

## **11. Contact Details**

Club Welfare Officer: Lee West

Club Welfare Representatives: Anne Jolliffe, Tessa Hall, Patrick Maher, Simon Hodge

Badminton England Safeguarding Team: [safeguarding@badmintonengland.co.uk](mailto:safeguarding@badmintonengland.co.uk)

West Sussex Safeguarding Adults link: <https://www.westsussex.gov.uk/social-care-and-health/social-care-support/adults/raise-a-concern-about-an-adult>