



Safeguarding Adults Policy and Procedures

Version	V2
Last Updated:	30/06/2023
Last Review by Trustees:	30/06/2023
Next Review Date:	30/06/2024

Version	Date	Changes
V2.1	Sept 2022	None
V2.2	June 2023	<ul style="list-style-type: none">• Safeguarding Lead Officer from Amber Lomax to James Self• Safeguarding Deputy Officer from Roger Elliott to Mike Watson• Active Cheshire Telephone Number• Page 3 – updated our values• Vulnerable Adults to Adults at Risk• Page 14 added in within Active Cheshire Safeguarding Children Policy and Procedures to reference where Photography Policy can be found• Page 19 updating LSAB contact information





Active Cheshire - Safeguarding Adults Policy and Procedures

Active Cheshire is committed to creating and maintaining a safe and positive environment and takes seriously our responsibility to safeguard the welfare of all adults in accordance with the Care Act 2014. Active Cheshire safeguarding adult's policy and procedures apply to all individuals involved in the Charity or the projects we may commission.

Active Cheshire will encourage and support partner organisations, including clubs, counties, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding adults policy and procedures.

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Active Cheshire – Safeguarding Contacts

Safeguarding Lead Officer – James Self
Safeguarding Deputy Officer – Mike Watson
Email: Safeguarding@activecheshire.org
Telephone: 07512327620
<http://www.activecheshire.org/safeguarding-in-sport>



1. Introduction

1.1 Active Cheshire

Active Cheshire is the lead body for physical activity and sport in Cheshire and Warrington. At Active Cheshire, we have a very clear goal. Mandated by Sport England, our aim is to embed physical activity into all aspects of everyday life for the health and wellbeing of local residents.

As an established charity of 30 years, we use our connections and local insight to commission or support programmes of activity that will enable whole system partners to sustain and grow participation in physical activity themselves.

Active Cheshire at all times promotes the safety and welfare of all people taking part in any activity Active Cheshire is accountable for. This includes those activities which are funded by and / or provided directly by the Active Cheshire Team.

Active Cheshire aims to contribute to safeguarding all employees, participants, including spectators, by implementing and demonstrating best safeguarding practice when staff, volunteers or others are providing services, activities and programmes.

To minimise the possibility of abuse Active Cheshire is committed to working in partnership with all agencies, at both the local and national level, to ensure that education, training and access to safeguarding best practice information and support are available for those who deliver, support, participate and spectate local physical activity and sport, including those who are responsible for participants (parents, guardians and carers).

1.2 Our role in safeguarding

- **Advocacy** – promoting access to safeguarding advice and encouraging and supporting providers to plan and implement safeguarding policies
- **Education** – improving understanding amongst individuals, providers and young people about quality standards, case studies and information.
- **Scrutiny** – ensuring that all providers commissioned by us have relevant policies in place and that they are being implemented fully

1.3 Our Values

Our people are driven by our values of innovation, collaboration, inclusivity, passion and integrity , and are compelled to act in the belief that getting people active will improve and extend lives locally.

Both directors (voluntary) and staff (employees) are drawn from a wide range of backgrounds to use their diverse range of experiences and skills to drive success, not only for Active Cheshire but for the benefit of the wider Partnership.



Active Cheshire are an award-winning Active Partnership and has been formally recognised as an Associate of the Activity Alliance (formerly EFDS), in recognition of our work in inclusive sport. We are very proud to be a Living Wage Employer, accredited Mindful Employer, Disability Confident Employer, Stonewall Employer, which is committed to investing in great people to do great jobs in a safe and inclusive environment.

To contact Active Cheshire regarding any Safeguarding issues of enquiries:

Email: safeguarding@activecheshire.org or **Phone:** 07512327620

2. Principles

2.1 The guidance given in the policy and procedures is based on the following principles set out in the Care Act and should underpin safeguarding of adults:

- **Empowerment** - People being supported and encouraged to make their own decisions and informed consent.
“I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”
- **Prevention** – It is better to take action before harm occurs.
“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”
- **Proportionality** – The least intrusive response appropriate to the risk presented.
“I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”
- **Protection** – Support and representation for those in greatest need.
“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”
- **Accountability** – Accountability and transparency in delivering safeguarding.
“I understand the role of everyone involved in my life and so do they.”



2.2 All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.

2.3 Active Cheshire will seek to ensure that our organisation is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.

2.4 The rights, dignity and worth of all adults will always be respected.

2.5 We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.

2.6 We recognise that a disabled adult may or may not identify themselves or be identified as an adult 'at risk'.

2.7 We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within Active Cheshire (for example inappropriate behaviour of a staff member) or in the wider community.

2.8 All allegations will be taken seriously and responded to quickly in line with Active Cheshire Safeguarding Adults Policy and Procedures.

2.9 Active Cheshire recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

3. Guidance and Legislation

3.1 The practices and procedures within this policy are based on the principles contained within the UK and legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy and procedures, and take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003

- The Human Rights Act 1998
- The Data Protection Act 1994 and 1998

4. Definitions

4.1 To assist working through and understanding this policy a number of key definitions are explained:

4.1.1 **Adult at Risk** is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect. In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

4.1.2 **Abuse** is a violation of an individual's human and civil rights by another person or persons. See section 5 for further explanations.

4.1.3 **Adult** is anyone aged 18 or over.

4.1.4 **Adult safeguarding** is protecting a person's right to live in safety, free from abuse and neglect.

4.1.5 **Capacity** refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

5. Types of Abuse and Neglect - Definitions from the Care Act 2014

5.1 This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern.

5.1.1 **Self-neglect** – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. This could be an individual whose appearance becomes unkempt, does not wear suitable uniform/clothing and a deterioration in hygiene.

5.1.2 **Modern Slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. You may notice that a participant has been missing from practice sessions and is not responding to reminders or contacts.

5.1.3 **Domestic Abuse** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. You may notice a power imbalance between a participant and a family member. For example a participant with Downs syndrome may be looking quiet and withdrawn



when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.

5.1.4 Discriminatory – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act. This could be the harassing of an individual because they are or are perceived to be transgender.

5.1.5 Organisational Abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. This could be working/training without a necessary break.

5.1.6 Physical Abuse – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. This could be an individual intentionally striking another.

5.1.7 Sexual Abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting. This could be a fellow employee who sends unwanted sexually explicit text messages to an adult they are working alongside.

5.1.8 Financial or Material Abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. This could be someone taking property from an individual with dementia.

5.1.9 Neglect – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. This could be an employer not ensuring employees have access to water.

5.1.10 Emotional or Psychological Abuse – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. This could be an individual threatening another with physical harm and persistently blaming them for poor performance.

5.2 Not included in the Care Act 2014 but also relevant:

5.2.1 Cyber Bullying - cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out



many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

5.2.2 Forced Marriage - forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

5.2.3 Mate Crime - a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

5.2.4 Radicalisation - the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

6. Signs and indicators of abuse and neglect

6.1 Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone who an individual comes into contact with. Or club members, co-workers, volunteers or coaches may suspect that an individual is being abused or neglected outside of their contact setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

6.1.1 Unexplained bruises or injuries – or lack of medical attention when an injury is present.

6.1.2 Person has belongings or money going missing.

6.1.3 Person is not attending/no longer enjoying their work/sessions.

6.1.4 Someone losing or gaining weight/an unkempt appearance.

6.1.5 A change in the behaviour or confidence of a person.

6.1.6 They may self-harm.

6.1.7 They may have a fear of a particular group or individual.

6.1.8 They may tell you/another person they are being abused – i.e. a disclosure.



7. What to do if you have a concern or someone raises concerns with you

7.1 You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to the Lead Safeguarding Officer, or, if the Lead Safeguarding Officer is implicated then report to the CEO.

7.2 If you are concerned someone is in immediate danger, contact the police straight away.

7.3 It is important when considering your concern that you also consider the needs and wishes of the person at risk, taking into account the nature of the alert, more information on this is given in Appendix 1 'The Legislative Framework'.

8. How to Record a Disclosure

8.1 Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the Lead Safeguarding Officer.

8.2 As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your Lead Safeguarding Officer.

8.3 Describe the circumstances in which the disclosure came about.

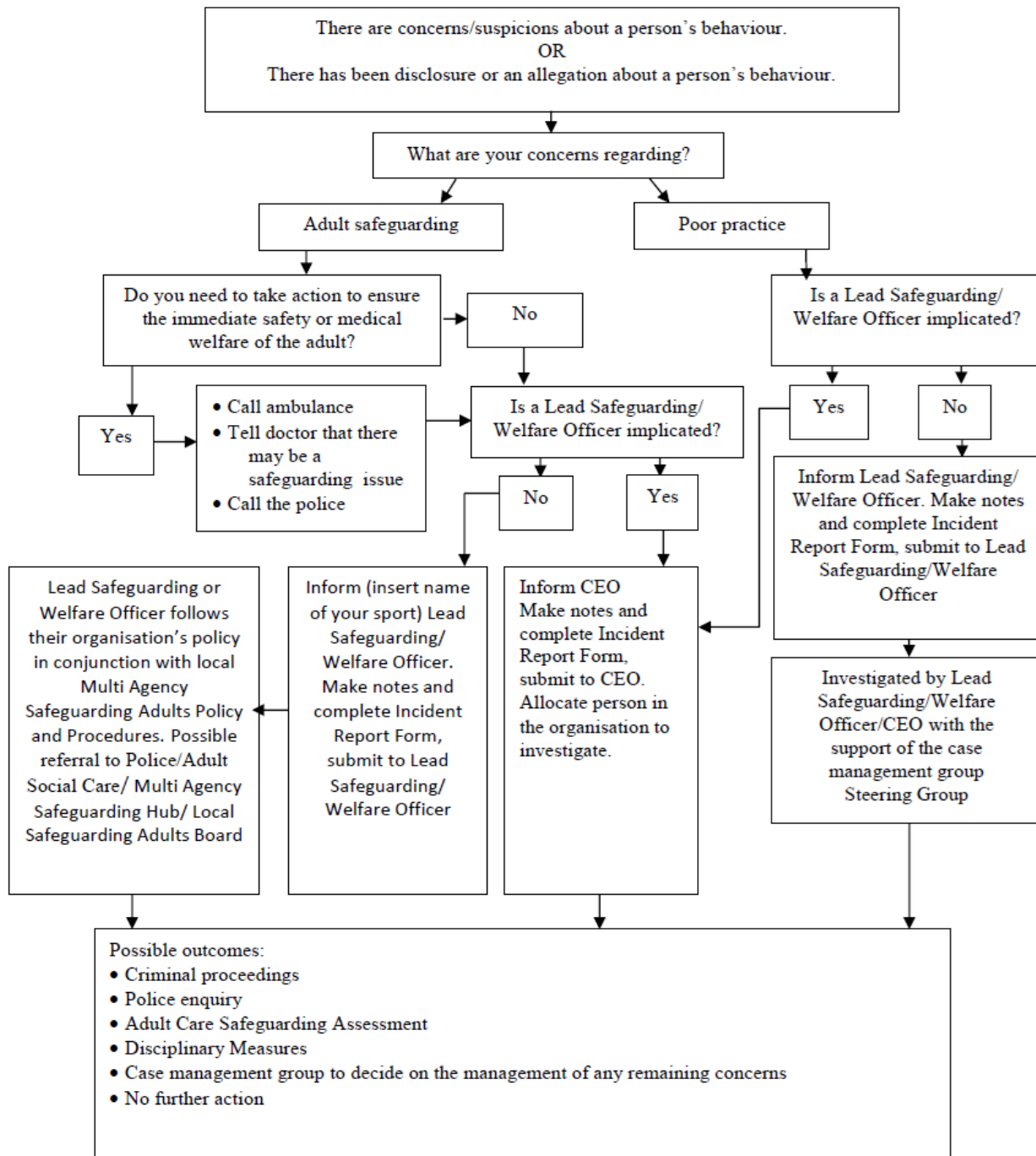
8.4 Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

8.5 Be mindful of the need to be confidential at all times, this information must only be shared with your Lead Safeguarding Officer and others on a need to know basis.

8.6 If the matter is urgent and relates to the immediate safety of an adult at risk then contact the police immediately.

9. Safeguarding Adults Flowchart

Dealing with Concerns, Suspicions or Disclosure



Remember to involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity



10. Online Safety and Social Media Policy

Introduction

The following policy gives guidance on how Active Cheshire uses the internet and social media, and the procedures it has for doing so. It outlines how it expects all staff, volunteers and board members involved with the organisation to behave online.

Aims

The aims of this policy are:

- To ensure anyone Active Cheshire comes into contact with is protected.
- To provide staff, volunteers and board members with policy and procedure information regarding online safety and inform them how to respond to incidents.
- To ensure Active Cheshire is operating in line with its values and within the law regarding online behaviour.

Awareness online


Whilst using the internet and social media staff, volunteers and board members will:

- Understand the safety aspects, including what is acceptable and unacceptable behaviour when using websites, social media, apps and other forms of digital communication.
- Be aware that regardless of the device being used for digital interaction, the same safety aspects apply whether it is a computer, mobile device or other.
- When using all social media platforms, ensure that relevant legislation and good practice guidelines are adhered to.
- Conduct regular reviews of existing safeguarding policies and procedures, ensuring that any online safeguarding issues are acknowledged, and that appropriate action is taken.
- In addition to the above points, appropriate training will be provided for the individuals responsible for managing the organisations online activity.

Managing our online presence

Our online presence through our website and social media platforms will adhere to the following guidelines:

- All social media accounts will be password protected and accessible by more than one member of staff.
- All Active Cheshire social media accounts will be monitored by the account holders Line Manager.
- Line Managers are required to report any safeguarding concerns to the Safeguarding Lead as soon as possible.

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- The designated persons managing our online presence will seek advice from our designated Safeguarding Lead to advise on safeguarding requirements.
 - No personal information will be disclosed online or on social media platforms.
 - Any posts or correspondence will be reflective of Active Cheshire's aims and values.
 - Parents/guardians will need to give permission for photographs or videos of their child to be posted on social media. Such information will be obtained through the school/organisation we are engaging with. For more information refer to 'Controlling social media content during delivery or events'.
 - Only images of children in suitable dress/kit should be used to reduce the risk of inappropriate use/abuse of images.
 - As above, permission should also be obtained for anyone over the age of 18 deemed to be a vulnerable adult.


What we expect of staff, volunteers and board members

Staff, volunteers or board members should:

- Be aware of this policy and behave in accordance with it.
- Seek the advice of the designated Safeguarding Lead if they have any concerns about the use of the internet or social media.
- Not 'friend' or 'follow' children, young people or adults at risk from personal or Active Cheshire accounts on social media.
- Ensure any content posted on Active Cheshire social media accounts is accurate and appropriate.
- Not communicate with children, young people or adults at risk via private messages.
- Sign off emails in a professional manner avoiding the use of emojis or symbols such as 'kisses' ('X's).
- Deal with any disclosures of abuse/potential abuse via social media in the same way as a face to face disclosure, in accordance with our reporting procedures.
- Ensure smart phone users respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy.
- Not engage with children, young people or adults at risk in an inappropriate manner, including sharing obscene, indecent or menacing images.
- Advocate to children, young people and adults at risk the appropriate ways of using the internet and social media. This includes refraining from any activity that could invade the privacy or impact negatively on the mental health of others.

Controlling social media content during delivery or events

- Only designated individuals will be permitted to take photographs/videos. These individuals will be clearly identifiable. This will vary between events; however, could include high visibility vests or coloured armbands.

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- Express permission will be sought from the school or organisation as to whether children, young people or vulnerable adults can feature in photographs or videos. Any children, young people or adults at risk where permission is not obtained will be easily distinguishable. Again, this will vary between events; however, could include coloured armbands or stickers/badges.
 - Everyone in attendance will be made aware of the above points and asked to adhere to this policy. Furthermore, it will be explained how any photographs or video content will be used and children, young people and adults reserve the right to remove consent for their image to be used.
 - Any concerns in relation to photography/videos at events should be reported to the Safeguarding Lead.

For more information regarding photography and events please see section five 'Photography Policy' within Active Cheshire Safeguarding Children Policy and Procedures.

Use of other digital devices and programmes

The Principles in this policy apply no matter which current or future technology is used – including computers, laptops, tablets, web-enabled games consoles and smart TVs – and whether an app, programme or website is used.

As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

11. Roles and responsibilities of those within Active Cheshire

11.1 Active Cheshire is committed to having the following in place:

11.1.1 A Lead Safeguarding Officer to produce and disseminate guidance and resources to support the policy and procedures.

11.1.2 A clear line of accountability within the organisation for work on promoting the welfare of all adults.

11.1.3 Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers.

11.1.4 A Steering Group or Case Management or Case Referral Group that effectively deals with issues, manages concerns and refers to a disciplinary panel where necessary (i.e. where concerns arise about the behaviour of someone within the organisation).

11.1.5 A Disciplinary Panel will be formed as required for a given incident, if appropriate and should a threshold be met.



11.1.6 Arrangements are in place to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.

11.1.7 Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.

12. Good practice, poor practice and abuse

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental. It is not the responsibility of any individual involved in Active Cheshire to make judgements regarding whether or not abuse is taking place, however, all personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

13. Relevant Policies - This policy should be read in conjunction with other key Active Cheshire policies which can be found on our website:

www.activecheshire.org

Further Information

Policies, procedures and supporting information are available on the Active Cheshire website:

<http://www.activecheshire.org>



Appendix 1 - Incident Record Form

Please try and complete as much of the information as is possible to allow the process to be investigated thoroughly. It is understood that some of the issues may be difficult to discuss and we do not wish to discourage anyone reporting an incident. Please complete as much as possible without causing distress to the individuals concerned. It is important to establish a name and contact details for the individual concerned for the process to be carried out as efficiently and effectively as possible.

If you require assistance completing this form please contact the Active Cheshire Safeguarding Lead by calling **07512327620** or by direct email: safeguarding@activecheshire.org

Once complete please send to safeguarding@activecheshire.org

Name of Adult at Risk	
Name of Carer	
Date of incident	
Address of Adult at Risk	
Postcode (if known)	
Telephone Number (if known)	
Have social services/LSAB already been informed? (Y/N)	If so please give details
Please give a brief description of what has prompted the concerns	Include any specific incidents



Any observations of physical or behavioural signs? (Y/N)	Give details
Are you reporting your own concerns or passing on those of someone else?	Give details
Have you spoken to the Adult at Risk?	If so, what was said?
Have you spoken to a carer/s?	If so, what was said?
Has anybody been alleged to be the abuser?	If so, please give details



Appendix 2 - Legislation and Government Initiatives

Sexual Offences Act 2003 <http://www.legislation.gov.uk/ukpga/2003/42/contents>

The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children. www.opsi.gov.uk

Mental Capacity Act 2005 <http://www.legislation.gov.uk/ukpga/2005/9/introduction>

Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention. www.dca.gov.uk

Safeguarding Vulnerable Groups Act 2006 <http://www.legislation.gov.uk/ukpga/2006/47/contents>

Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance. www.opsi.gov.uk

Deprivation of Liberty Safeguards <https://www.gov.uk/government/collections/dh-mental-capacity-act-2005-deprivation-of-liberty-safeguards>

Introduced into the Mental Capacity Act 2005 and came into force in April 2009. Designed to provide appropriate safeguards for vulnerable people who have a mental disorder and lack the capacity to consent to the arrangements made for their care or treatment, and who may be deprived of their liberty in their best interests in order to protect them from harm.

Disclosure & Barring Service 2013 <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS). www.gov.uk/db-update-service

The Care Act 2014 – statutory guidance

<http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted>

The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

Making Safeguarding Personal Guide 2014

<http://www.local.gov.uk/documents/10180/5852661/Making+Safeguarding+Personal+-+Guide+2014/4213d016-2732-40d4-bbc0-d0d8639ef0df>

This guide is intended to support councils and their partners to develop outcomes-focused, person-centred safeguarding practice.



Appendix 3 - Useful contacts

Active Cheshire – Safeguarding

Safeguarding Lead Officer – James Self
Safeguarding Deputy Officer – Mike Watson
Email: Safeguarding@activecheshire.org
Telephone: 07512327620
<http://www.activecheshire.org/safeguarding-in-sport>

Local Authority Safeguarding Boards

Cheshire East Council - Local Safeguarding Adults Board

Email: LSAB@cheshireeast.gov.uk
Telephone: 0300 123 5010 (or out of hours: 0300 123 5022)
<http://www.stopadultabuse.org.uk/home.aspx>

Cheshire West and Chester Council – Local Safeguarding Adults Board

Email: accesswest@cheshirewestandchester.gov.uk or general enquires
lsab@cheshirewestandchester.gov.uk
Telephone: 0300 123 7034 (or out of hours: 01244 977 277)
www.cheshirewestandchester.gov.uk/residents/health-and-social-care/adult-social-care/lsab

Warrington Borough Council – Local Safeguarding Adults Board

Email: safeguardingpartnerships@warrington.gov.uk
Telephone: 01925 443126
www.warringtonsafeguardingpartnerships.org.uk/p/safeguarding-adults/welcome-to-warringtons-safeguarding-adults-board-wsab

Police:

Telephone: 999 / 101 (non-emergency)
Cheshire Police: 0845 458 0000

Ann Craft Trust - Safeguarding Adults in Sport and Activity:

Email: Ann-Craft-Trust@nottingham.ac.uk
Telephone: 0115 951 5400
www.anncrafttrust.org