

# **Safeguarding Adults Policy**



**A Charitable Incorporated Organisation**

**Registered Charity No. 1195780**

## **Muslim Sports Foundation (MSF) Safeguarding Adults Policy (UK)**

### **1. Policy Statement**

Muslim Sports Foundation (MSF) is committed to safeguarding adults and to protecting adults at risk from abuse, neglect, exploitation and harm.

MSF believes that all adults have the right to live free from abuse, to be treated with dignity and respect, and to be supported to make their own decisions wherever possible.

Safeguarding is central to MSF's mission and values and is informed by Islamic principles of compassion, trust, justice, accountability and the protection of life and wellbeing.

MSF recognises the importance of promoting independence, choice and control for adults, while taking appropriate action where an adult is at risk of harm.

### **2. Legal and Regulatory Framework**

This policy is informed by and aligned with relevant UK legislation, statutory guidance and recognised good practice, including:

- Care Act 2014
- Care and Support Statutory Guidance
- Mental Capacity Act 2005
- Charity Commission guidance: Safeguarding and protecting people for charities and Trustees
- Sport England safeguarding requirements
- Ann Craft Trust Safeguarding Adults in Sport Framework

MSF recognises its responsibility to take reasonable steps to safeguard adults from harm connected to its activities, funding, partnerships and governance arrangements.

### **3. Organisational Context**

Muslim Sports Foundation is a UK Charitable Incorporated Organisation (CIO). It is a small, strategic charity that:

- MSF does not directly employ staff. All individuals working with MSF do so as contractors, service providers or in a governance capacity. References to "staff" within this policy should be understood to include contractors and individuals acting on behalf of MSF
- does not usually deliver activities directly
- works through partners, affiliates, external coaches and service providers

MSF's safeguarding responsibilities are therefore governance-, assurance- and partnership-focused, rather than operational.

Responsibility for frontline safeguarding practice rests with delivery organisations. MSF discharges its safeguarding responsibilities through:

- Trustee oversight and accountability
- appointment of a Trustee Safeguarding Lead

- embedding safeguarding expectations for children and adults within funding, grant and partnership agreements
- requiring partner organisations to confirm that appropriate safeguarding policies, procedures, training and checks are in place
- proportionate safeguarding due diligence and assurance
- monitoring, challenge and escalation where concerns arise

MSF does not undertake safer recruitment or DBS checks directly. These responsibilities sit with delivery partners responsible for frontline activity. MSF seeks assurance that appropriate safeguarding checks and processes are in place.

#### **4. Scope**

This policy applies to safeguarding concerns relating to adults connected to:

- activities funded, supported or associated with MSF
- MSF Trustees
- consultants or service providers acting on behalf of MSF
- partner organisations delivering MSF-funded or MSF-associated activities

This policy does not replace the statutory safeguarding responsibilities of delivery organisations or local authorities.

#### **5. Definition of Safeguarding Adults**

Safeguarding adults means protecting an adult's right to live in safety, free from abuse and neglect.

An adult at risk is a person aged 18 or over who:

- has care and support needs, and
- is experiencing, or at risk of, abuse or neglect, and
- as a result of those needs is unable to protect themselves

Safeguarding concerns may relate to past, present or potential future harm.

#### **6. Cultural Sensitivity and Values**

MSF works within Muslim communities and wider society. Safeguarding practice must be culturally sensitive, inclusive and accessible, while remaining fully consistent with UK law.

Cultural or religious considerations must never be used to justify abuse, minimise harm or prevent appropriate safeguarding action.

Safeguarding practice should reflect dignity, respect, fairness and compassion, in line with Islamic ethical principles and universal human rights.

#### **7. Types of Abuse and Safeguarding Concerns**

Safeguarding concerns may include, but are not limited to:

- physical abuse
- sexual abuse
- emotional or psychological abuse

- financial or material abuse
- neglect and acts of omission
- discriminatory abuse
- organisational or institutional abuse
- self-neglect
- modern slavery or exploitation

Indicators of abuse may include changes in behaviour, unexplained injuries, withdrawal, fear, financial irregularities or disclosures by the individual.

## **8. Safeguarding Principles (Care Act)**

MSF's approach to safeguarding adults is underpinned by the six Care Act principles:

- Empowerment: supporting individuals to make their own decisions
- Prevention: acting before harm occurs
- Proportionality: least intrusive response appropriate to risk
- Protection: support and representation for those most at risk
- Partnership: working with relevant agencies and organisations
- Accountability: transparency in safeguarding decisions

## **9. Relationship to Other Policies**

This policy forms part of MSF's wider safeguarding and governance framework and should be read alongside:

- MSF Safeguarding Children and Young People Policy
- MSF Code of Conduct for Coaches, Contractors, Volunteers and Participants
- MSF Whistleblowing (Disclosure of Malpractice) Policy
- MSF Anti-Bullying, Harassment and Discrimination Policy
- MSF Equality, Diversity and Inclusion (EDI) Policy
- MSF Safeguarding Reporting and Response Procedures

## **10. Roles and Responsibilities**

### **Board of Trustees**

The Board holds collective responsibility for safeguarding adults.

### **Trustee Safeguarding Lead**

**Name:** Lynne Northcott

**Role:** Trustee Safeguarding Lead

**Contact:** [safeguarding@muslimsports.org.uk](mailto:safeguarding@muslimsports.org.uk)

### **Operational Safeguarding Contact**

The Head of Business and Governance acts as the Operational Safeguarding Contact for the organisation.

Contact: [safeguarding@muslimsports.org.uk](mailto:safeguarding@muslimsports.org.uk) (marked for the attention of the Head of Business and Governance)

This role is responsible for:

- receiving safeguarding concerns
- recording safeguarding information appropriately
- ensuring concerns are signposted or escalated to the appropriate delivery organisation or statutory authority
- informing the Trustee Safeguarding Lead where appropriate

MSF does not investigate safeguarding concerns but ensures that concerns are escalated appropriately.

### **Individuals Acting on Behalf of MSF**

All individuals must report safeguarding concerns promptly and must not investigate concerns themselves.

### **Partner Organisations**

Partners retain responsibility for frontline safeguarding and statutory reporting and must cooperate fully with MSF's safeguarding expectations.

## **11. Prevention and Risk Management**

MSF promotes safe practice by:

- embedding safeguarding expectations in agreements
- undertaking proportionate safeguarding due diligence
- monitoring safeguarding arrangements
- promoting openness and accountability

MSF adopts a proportionate approach to safeguarding adults training, reflecting its role as a non-delivery, non-employing organisation.

Safeguarding adults training is required for the Trustee Safeguarding Lead and relevant Trustees and contractors, including the Head of Business and Governance. MSF maintains a safeguarding training plan and central training record, and training effectiveness will be reviewed as part of governance oversight and continuous improvement.

MSF does not undertake safer recruitment directly but promotes and models good safeguarding practice to partner organisations as part of organisational development and assurance.

MSF also promotes adult safeguarding awareness, signposting and good practice through communications with partner organisations and during relevant national safeguarding campaigns.

MSF sets out its safeguarding standards for delivery organisations in the document *MSF Safeguarding Expectations for Funded and Partner Organisations*.

Safeguarding responsibilities are also reinforced through MSF's safeguarding induction process for Trustees and relevant individuals acting on behalf of MSF.

All relevant policies are shared with Trustees, contractors and individuals acting on behalf of MSF as part of induction, are accessible at all times and are published on the MSF website where appropriate.

## **12. Reporting Safeguarding Concerns**

Safeguarding concerns must be reported without delay.

Where available, the Safeguarding Concern Reporting Form should be used. However, concerns can be raised verbally or in writing and must not be delayed if a form is not available.

If an adult is at immediate risk of harm, emergency services must be contacted by calling 999.

Where safeguarding concerns relate to an adult at risk and are not being appropriately addressed by a delivery organisation, MSF reserves the right to escalate concerns directly to the relevant local authority adult safeguarding team or emergency services.

MSF recognises that responsibility for statutory referrals usually sits with delivery organisations; however, MSF will act where necessary to protect individuals and fulfil its safeguarding duties.

MSF will not delay referral to statutory authorities where there is a risk of harm.

## **13. Consent, Capacity and Best Interests**

MSF recognises the importance of consent and mental capacity in safeguarding adults.

Where an adult has capacity, their wishes, feelings and decisions should be respected wherever possible.

Where an adult may lack capacity to make specific decisions, actions will be taken in accordance with the Mental Capacity Act 2005 and its Code of Practice. Decisions will be made in the individual's best interests and in the least restrictive way possible.

Safeguarding action may be taken without consent where there is a significant risk of harm to the individual or others, or where required by law.

## **14. Responding to Concerns and Allegations**

MSF does not investigate safeguarding concerns but will:

- record concerns appropriately
- seek assurance that appropriate action has been taken
- escalate concerns to statutory authorities where required
- consider governance or partnership implications

## **15. Confidentiality and Information Sharing**

Safeguarding information will be shared lawfully and proportionately on a need-to-know basis.

Confidentiality will be respected unless sharing information is necessary to protect an individual from harm.

#### **16. External Support and Advice**

- Local Authority Adult Safeguarding Team: via local council
- Ann Craft Trust: [anncrafttrust.org](http://anncrafttrust.org)
- Police (emergency): 999

#### **17. Monitoring and Review**

This policy will be reviewed every two years or sooner if required by changes in law or learning from safeguarding concerns.

#### **Policy Approval**

<b>Policy title</b>	Safeguarding Adults Policy
<b>Approved by</b>	Board of Trustees, Muslim Sports Foundation
<b>Date approved</b>	26 March 2026
<b>Review cycle</b>	Every two years, or sooner if required due to changes in legislation, guidance or following a safeguarding incident
<b>Next review due</b>	25 March 2028
<b>Policy owner</b>	Trustee Safeguarding Lead
<b>Responsible officer</b>	Head of Business and Governance

## Appendix 1: Adult Safeguarding Concern Reporting Form

Date of concern:

Location / activity:

Description of concern:

Who is affected?

- Adult at risk
- Myself
- Group

Has consent been obtained?

- Yes
- No
- Not applicable

Reporter contact details (optional):

## **Appendix 2: Photography and Filming Consent (Adults)**

Participant name:

Activity:

- I consent to photography / filming
- I do not consent

Signature:

Date:

### **Appendix 3: Emergency Contact and Medical Information**

Name:

Emergency contact:

Medical information (if relevant):

#### **Appendix 4: Code of Conduct (Adult-Facing Roles)**

All individuals must treat adults with dignity and respect, maintain boundaries, report concerns promptly and comply with MSF safeguarding policies.