



PLAS Y BRENIN

Policy and Procedures for Safeguarding Adults at Risk and Young People

Date: 21/07/2026

Version: V11.2

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Author	Project/ Organisation Role
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a. Document Version Control

New Version	Date	Author	Change Description	Reviewed By	Next Review Date
V10	22/05/2025	Paul Atherton	Revision	Paul Atherton	22/05/2026
V11	26/01/2026	Dave Owen	Revision	Dave Owen	26/01/2027
V11.1	02/02/2026	Dave Owen	Minor Update – name change	Dave Owen	26/01/2027
V11.2	21/07/26	Dave Owen	Interim revision	Dave Owen	26/01/2027

b. Document Distribution

Name	Project/ Organisation Role	Location

Policy statement:

The Mountain Training Trust and its subsidiary company Mountain Training Limited (the Company) which operates Plas y Brenin acknowledges its duty of care to safeguard and promote the welfare of children and adults at risk. This policy sets out the Company's approach to fulfilling its commitment to creating and maintaining a safe and enjoyable environment for young people and adults to take part in outdoor and adventurous activities at Plas y Brenin.

This policy operates in conjunction with the legislation governing safeguarding and protecting young people and adults at risk and complies with best practice of the British Canoeing, British Cycling, Mountain Training and British Orienteering.

The policy recognises that the welfare and interests of children and adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children and adults at risk have a safe, positive, and enjoyable experience at Plas y Brenin.

As part of our safeguarding policy, the Company will:

- Promote and prioritise the safety and wellbeing of young people and adults at risk in a safe and enjoyable environment.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to young people and adults at risk.
- Ensure that action is taken in the event of incidents/concerns of abuse and support is provided to the individual/s that may raise or disclose the concern.
- Ensure that all information is stored in a secure place with limited access to the designated people in line with data protection laws.
- Ensure that confidentiality is maintained, and that information is handled and disseminated on a need-to-know basis only. This may include other organisations.
- Ensure the implementation of best practice regarding recruitment of individuals working with young people and adults at risk.
- Ensure that a robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved at Plas y Brenin. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Safeguarding roles and responsibilities:

Safeguarding lead person:	Sid Sinfield
Deputy(s):	Tom Parker, Arwel Elias, Richard Mundy, Alex Menniss, Fiona Fearon and Alice Breed
National safeguarding panel:	Sport Resolutions
Local Authority designated officer:	Conwy Social Services
Chief Executive Officer PYB:	Sam Mason

Their role is to:

- Oversee and ensure PYB's safeguarding policy is fully implemented
- Ensure that PYB's safeguarding standards are communicated to all staff
- Ensure details are made available to all adults, young people, and person/s with legal responsibility for young people and adults at risk
- Ensure that all staff receive appropriate training in safeguarding
- Ensure the implementation of best practice regarding recruitment of individuals working with young people and adults at risk
- Ensure DBS (Disclosure and Barring Service) reporting procedures are adhered to
- Receive and respond to information from staff, teachers, accompanying adults, young people or parents/carers who have safeguarding concerns

The deputy(s) should be available to support, or cover for, the nominated lead. They will also handle any complaints or allegations against the nominated lead if appropriate. They may also be required to provide advocacy support to an employee in the event of an allegation.

The independent safeguarding officer will provide support to both the Lead and Deputy safeguarding officers as appropriate.

Where NGBs require an independent expert to investigate a safeguarding complaint then Sport Resolutions will appoint one of the members of the Panel to lead the investigation.

Recruitment

PYB recruits all staff by obtaining full personal details and application forms with particular relevance to previous work with children and young people. PYB have a sound recruitment procedure and record when satisfied that the applicant has the appropriate skills, knowledge and safeguarding suitable for the role.

The recruitment process is detailed in the employee handbook.

Disclosure and Barring Service (DBS) Checks

All new recruits and existing staff, including freelancers and volunteers, who are required to work on site or be engaged in the delivery or support of customer outdoor activities are subjected to a DBS check upon commencement and subject to ongoing checks in accordance with the following schedule:

Leadership Team, Senior Management, Instructional Team (including Stores and Trainees), Night Porters, Housekeeping and anyone in a role likely to have the potential for regular direct interface with unsupervised children shall be required to hold an Enhanced (with Child Barred Lists) DBS certificate and these shall be refreshed on an annual basis.

All other site staff shall be required to hold a Basic DBS certificate, and these shall be refreshed every three years.

Induction and training

PYB has a clear recruitment, induction and training strategy detailing clear job descriptions, terms and conditions of employment, staff responsibilities and all relevant procedures. This procedure is stated in the employee handbook.

New staff receive health and safety and safeguarding training as part of their induction and sign to record they have received and understood the training and documentation. New staff have a six-month probationary period and will then be observed and appraised at regular intervals throughout their period of employment.

Department Managers are responsible for ensuring this is in line with PYB's employment and recruitment policy.

Online training on Safeguarding is delivered to all staff via the online learning management system which is refreshed annually.

The Safeguarding Lead and Assistant are trained to Level 3 Safeguarding Standards.

Confidentiality

PYB has a clear policy regarding confidentiality and information sharing including 'whistle blowing'; these details are available in the employee handbook. Fears about sharing information cannot be allowed to stand in the way of the need to promote welfare and protect the safety of young people and adults at risk. Individual cases will only be shared and discussed with the appropriate agencies/people on the 'need to know' basis.

The 'seven golden rules of sharing information' provide guidance on information sharing:

- Remember that the Data Protection Act 1998 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
- Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are

doing so. Where you have consent, be mindful that an individual might not expect information to be shared.

- Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
- Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely (see principles).
- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Reference: www.gov.uk Information sharing advice for safeguarding practitioners 2015

Dealing with the media

In the event of an incident, the media should be provided with the minimum factual information. It is better to provide them with the correct information than for them to glean a story from a non-authorised source.

It is imperative that tight control is maintained, especially with regards releasing names and giving opinions. Provide only facts. As a matter of urgency, a brief but accurate press release should be prepared. This should be made available at reception and should be read to anyone requiring information. Do not answer questions. It is worth noting that the press do not always make clear their status.

It is important that all staff are clear about who is authorised to speak on this matter. The lead safeguarding officer, deputy safeguarding officer, or Chief Executive will delegate roles.

Press release example:

Plas y Brenin is undergoing an investigation into a safeguarding incident of a young person/ adult at risk. The matter is being dealt with by the appropriate PYB safeguarding officer and authorities. All appropriate action has been applied to ensure the safety and welfare of all concerned. No further details are available at this time.

Paul Kennedy

Chief Executive

Date:

Social Media

The management of social media is very important. The marketing manager and Chief Executive will consider how social media is managed. This may involve removing editorial rights to the PYB Social media sources.

Record keeping

All records and information are stored in a secure place with limited access to the designated safeguarding officers and senior managers in line with data protection laws.

All records will be recorded by the person with the concern within 24 hours, on headed paper or the safeguarding incident reporting form (appendix 1) and will be factual and non-judgemental.

Reference: [Child protection records retention and storage | CPSU \(thecpsu.org.uk\)](https://www.thecpsu.org.uk) 'Guidance on child protection records, retention and storage'

Policy Review

The policy will be reviewed annually or when there are legislative changes or after a case of poor practice instigates a review of the procedures and policies.

How to respond to a concern

A young person or adult at risk in your care at PYB may indicate to you that they are being abused in some way or information may come to you of possible abuse.

On receiving this information, you should:

- Reassure the young person or adult at risk that they are not to blame and that they did the right thing to tell someone i.e. you, about the incident. Recognise how difficult it was for them to tell you.
- Be calm and take the appropriate action. What the child or adult risk says may be shocking.
- Only ask questions that help you clarify the situation. The law is very strict when it suspects a child or adult at risk has been led or ideas have been suggested.
- Do not make promises you cannot keep. Explain that you will have to tell other people to stop what is happening but that you will endeavour to keep the incident as confidential as possible.
- If possible, allow only one adult to talk to the child/adult at risk to begin with. Any discrepancies in the account could lead to legal complications later.
- Make a full and accurate record of what has been said using **the Safeguarding Incident Reporting Form** (please see appendix).

What you should do next:

Any concerns and allegations about safeguarding require careful handling and should be treated with the strictest confidence.

Report any concerns regarding the safety and welfare of a young person to the safeguarding lead person or any of the deputies. If the concern is identified outside of normal office hours, then the Night Porter can be contacted to help direct the information to a member of the Safeguarding Team.

The Safeguarding Lead or Deputy may then refer the concerns to Social Services or the Police. In all cases, the Chief Executive for PYB should be informed. Please see page 15 for contact details.

If the allegation is against either the safeguarding lead or any of the deputies, then the report should be given to one of the safeguarding officers **not** involved.

If you are in any doubt or do not feel confident in sharing your concerns to the named safeguarding officers, then your concerns can be raised to the Mountain Training Trust Safeguarding Trustee. Please

see page 15 for contact details.

Alternatively, you can contact the NSPCC 24-hour helpline on 0808 800 5000.

You can also seek advice from the Police and Social Services.

Following advice from Social Services the parents or carers of the young person/vulnerable adult will be contacted by the Lead or Deputy Safeguarding officer. Where there is concern for the safety of the young person, Social Services or the Police will contact the young person's/adults at risk parents or carers. Where there is an allegation against a parent or carer, the Police or Social Services will contact the family.

If the concern is about a member of PYB staff, they will be notified that an allegation has been made and where appropriate suspended from their duties and dealt with in accordance with the disciplinary procedure contained in the employee handbook.

The safeguarding policy should be referred to in conjunction with the following policies and procedures:

- Customer Complaints procedure
- Disciplinary procedure
- Equality, Diversity and Inclusion policy
- Grievance procedure
- Health and Safety policy

Code of conduct for staff and volunteers working with young people

All PYB staff and volunteers involved in sport for young people have a great opportunity to be a positive role model and help build an individual's confidence. All PYB staff are passionate about the outdoors and are committed to sharing their experience, skills, and knowledge with all. They are responsible for ensuring that the environment in which young people engage in outdoor sport is a safe one which provides them with a fun experience.

The following code of conduct aims to provide a positive, safe, and fun experience for young people during their stay at PYB.

PYB staff and volunteers should:

- Ensure the safety of all children by providing effective supervision, select appropriate venues, plan and structure sessions and always use appropriate equipment.
- Hold the appropriate qualifications, First Aid and DBS relevant to their role and responsibilities.
- Be familiar with PYB's guidance notes and risk assessments for activities undertaken.
- Consider the wellbeing and safety of participants before the development of performance.
- Not let any allegations of abuse of any kind or poor practice go unchallenged or unrecorded. Incidents and accidents to be recorded in line with Plas y Brenin's procedures and policies.
- Maintain confidentiality about sensitive information and report accidents or incidents of alleged abuse or poor practice to the designated person.
- Be a positive role model, displaying consistently high standard of behaviour and appearance; remember children learn by example.

- Develop an appropriate working relationship with young people, based on mutual trust and respect. Particular attention should be drawn to the Sexual Offences Act 2003 with regards 'abuse of position of trust'.
- Show high standards of care by being positive and approachable; treat all young people fairly and ensure they feel valued. Have no favourites. All disciplinary measures are non-violent and do not humiliate young people. Establish and address the needs of disabilities or other vulnerable groups.
- Encourage all young people not to discriminate on the grounds of religious beliefs, race, gender, social classes, or disability. Never condone rough or dangerous play, bullying or the use of bad language or inappropriate behaviour.
- Administer First Aid in the presence of others. Have access to a telephone for immediate contact to emergency services if required.
- Avoid spending excessive amounts of time alone with young people.

Specific guidelines for Plas y Brenin activities and courses

PYB staff should ensure that young people are engaged in outdoor activities in an environment where the inherent risks are kept to a minimum. This should be within accepted guidelines.

Take time to explain coaching techniques to ensure they are clearly understood. If physical support is required e.g. spotting, support when bouldering or coaching rolling techniques ensure the child and parent/carer is aware of what is happening and have consented to the physical help. (See specific guidance on physical contact and young people in sport).

Avoid transporting a child alone. (See specific guidance on transporting children).

Ideally groups of young people should have sole use of changing facilities. This obviates any risks and potential vulnerability associated with mixing with adults or other young people (known or unknown to them) when changing and showering. (See specific guidance on safe use of changing facilities).

Guidelines on transporting young people in Plas Y Brenin vehicles

Best practice is clearly to avoid transporting a young person alone, but we recognise that in some circumstances it is an essential part of a young person's participation in a PYB course or in an emergency. If all alternatives have been exhausted and an adult must transport a young person, there are a number of safety measures that should be put in place to minimise the risk:

- Parents/carers should be informed of transport arrangements including the person who will be transporting their child, the reasons why and how long the journey will take.
- A person other than the planned driver should talk to the young person about transport arrangements to check they are comfortable about the plans.
- The driver should have a point of contact and mobile phone should they break down.
- Young people should always wear seatbelts. The following is guidance regarding the seat-belt law which was introduced in September 2006, for more information please visit <https://www.gov.uk/seat-belts-law/overview>

Guidelines on the safe use of changing facilities

It is important for staff to balance the need for adequate supervision with the need to ensure young children are afforded appropriate levels of privacy.

- Ideally groups of young people should have sole use of changing facilities.
- Adults and young people must never use the same facilities to shower or change at the same time. Adults must only enter changing rooms when necessary, due to poor behaviour, injury or illness. Adults must only ever enter the changing rooms by themselves in an emergency and when waiting for another adult could result in harm to a young person.
- Organisers of groups of children under eight years on Adventure Day activities or Epic Adventure sessions should plan for their supervision while changing before and after an activity.
- No pressure should be placed on a young person who feels uncomfortable changing with others; if this is the case, alternative arrangements need to be made.
- Mobile phones must not be used in changing rooms or whilst young people are changing.
- It is considered good practice to ensure that young people are supervised by staff of the same gender while changing.
- Whilst operating with mixed gender groups at the gorge, sea level traversing or paddling venues etc arrangements to enable the groups to change separately should always be made. Solutions may include:
 - each gender having a distinct time slot
 - everybody changing at the centre before they leave
 - each gender having an allocated area of a larger shared facility

Guidelines on physical contact and young people in sport:

This briefing offers guidelines for how physical contact between adults and young people in sport can take place appropriately and safely. There may be several circumstances in a sports context when it is appropriate for an adult to touch (have direct physical contact with) a young person. Parents need to feel confident that contact between those running sports activities and young person are safe and appropriate. Adults in sport need confidence that their actions cannot be misconstrued. Young people have a right to say what level of contact they are comfortable with.

All staff should be aware of the current good practice guidelines www.thecpsu.org.uk - Physical contact and young people in sport.

When is physical contact appropriate in sport?

Physical contact between adults and young people in sport should take place only when necessary to:

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury or accident from occurring
- Meet the requirements of the sport

What are good principles to follow?

- Physical contact should take place in the interests of and for the benefit of the young person, rather than the adult involved.
- Adults should explain the nature of and reason for the physical contact to the young person.
- Unless the situation is an emergency, the adult should ask the young person for permission, for example to aid the demonstration a specific sports technique.
- Young people should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.
- Contact should not involve touching genital areas, buttocks, breasts, or any other part of the body that might cause distress or embarrassment.
- Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.
- Well intentioned gestures such as putting a hand on the shoulder or arm, can, if repeated

regularly, lead to the possibility of questions being raised by observers. Adults in positions of responsibility should not make gratuitous or unnecessary physical contact with young people.

Guidelines for photographing and filming young people in sport:

Adventure activity photography is used to promote participation in sport amongst young people; however, it is recommended that appropriate and proportionate safeguards should be in place to ensure a safe sporting environment for young people.

Good principles to follow:

- The interests and welfare of young people taking part in outdoor activities is paramount.
- Young people and their parents/carers have a right to decide whether their images are taken, and how these may be used.
- Encourage young people and parents/carers to be 'Share Aware' with regards the sharing of images on the internet and social media sites www.thecpsu.org.uk - 'Share Aware'
- Young people and their parents/carers must provide written consent for their images to be taken and used.
- Consent is only meaningful when PYB ensures that young people and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images.

Rules to remember are:

- Where possible do not include the name of the young person whose image is being used.
- If naming a young person or group of young people in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside the sport.
- Avoid the inclusion of other detailed information about an individual young person.
- Ask for the young person's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport.
- Ask for parental permission to use an image of a young person. This ensures that parents are aware of where and how the image of their child will be used to represent PYB.
- Only use images of young people in suitable dress/kit (including required or recommended safety wear) to reduce the risk of inappropriate use.
- Images should positively reflect young people's involvement in the activity (e.g. showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of the sport.
- The content of the photograph should focus on the activity rather than on a particular young person and should avoid full face and body shots. For example, shots of young person in a pool would be appropriate or, if poolside, waist or shoulder up.

Guidelines for supervising young people overnight:

It is important for staff to balance the need for adequate supervision with the need to ensure young people are afforded appropriate levels of privacy. Supervision levels will vary depending on the children's age, gender, behaviour, the abilities within the group, and any special medical needs.

- It is considered good practice to ensure that young people are supervised by staff of the same gender while staying at PYB, bunkhouse or camping.
- Adults must only enter bedrooms or tents when absolutely necessary due to poor behaviour, injury or illness. Adults must only ever enter a bedroom or tent by themselves in an emergency and when waiting for another adult could result in harm to a young person.
- Adults need to sleep in separate but adjacent sleeping quarters.

Recognising Abuse

Even for those experienced at working with child abuse it is not always easy to recognise a situation where abuse may occur or has already occurred. PYB acknowledges that its staff are not necessarily experts at such recognition. PYB expects them to discuss any concerns with the Chief Executive or the lead or deputy safeguarding officer for PYB.

The Welsh Government is responsible for child protection in Wales. The Welsh child protection system is similar to England's system. Child protection concerns that end up in the courts will continue to be treated in the same way as England. All guidance in this document follows the Social Services and Well-being (Wales) Act 2015.

There are four main types of abuse: **neglect, physical abuse, sexual abuse and emotional abuse**. Children and young people can also be harmed through **poor practice** and **bullying** within a sport setting. The following are types of abuse and some signs to look out for if you are concerned about abuse within a sports setting.

Neglect

This is when adults consistently or repeatedly fail to meet a child's basic physical and/or psychological needs which could result in the serious impairment of the child's health or development e.g. failure to provide adequate food, shelter and clothing; failing to protect a child from physical harm or danger; or the failure to ensure access to appropriate medical care or treatment. It may also include refusal to give love, affection, and attention.

Neglect in sport could include a coach or supervisor repeatedly failing to ensure children are safe, exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration; exposing them to unnecessary risk of injury e.g. by ignoring safe practice guidelines, failing to ensure the use of safety equipment, or by requiring young people to participate when injured or unwell.

Physical Abuse

When someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after e.g. Fabricated Illness Syndrome.

Physical abuse in sport may be when the nature and intensity of training or competition exceeds the capacity of the child's immature and growing body; where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty; if athletes are required to participate

when injured; or when sanctions used by coaches imposed involve inflicting pain.

Sexual Abuse

This is where children and young people are abused by adults (both male and female) or other children who use them to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, kissing and sexual fondling. Showing children pornographic material (books, videos, pictures) or taking pornographic images of them are also forms of sexual abuse.

Sexual abusers groom children, protective adults, and clubs/organisations in order to create opportunities to abuse and reduce the likelihood of being reported.

In sport, coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised and may therefore go unnoticed. The power and authority of, or dependence on, the coach if misused, may also lead to abusive situations developing. Contacts made within sport and pursued e.g. through texts, Facebook or Twitter have been used to groom children for abuse.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children or even the over protection of a child. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened, or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child.

Emotional abuse in sport may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism, or pressure to perform to unrealistically high expectations; or when their value or worth is dependent on sporting success or achievement.

Poor Practice

Poor practice is behaviour of an individual in a position of responsibility which falls below the organisation's required standard (typically as described in PYB's Code of Conduct). Poor practice may not be immediately dangerous or intentionally harmful to a child but is likely to set a poor example.

Poor practice is potentially damaging to the individual, the organisation and to children who experience it. For example, coaching with alcohol on the breath, smoking, swearing in front of children, or not paying due care and attention to participants all constitute poor practice.

Poor practice can sometimes lead to or create an environment conducive to more serious abuse. It may also lead to suspicions about the individual's motivation, even where no harm is intended. For example, if a coach is giving one child too much attention, regularly transports children in their car, or encourages physical contact with children without obvious justification.

Bullying

Bullying by peers can occur whenever children and young people come together, including within sport

situations. Bullying can take many forms and is harmful to the victim. It may be physical e.g. hitting; online or cyber e.g. abusive messages, comments or images on social media; involve damage or theft of property; based on someone's gender, ethnicity, sexuality or disability; or about their sporting ability.

Safeguarding Adults at Risk

Definition:

Adult at Risk*: is any adult, who has a need for care or support, long or short term (whether or not any of those needs are being met by authorities), and is experiencing, or is at risk of, abuse or neglect, and as a result of those care or support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

*The Care Act 2014 makes it clear that abuse of adults links to circumstances rather than the characteristics of the people experiencing the harm. Labelling groups of people as inherently 'vulnerable' is seen to be disempowering.

Forms of abuse include:

- **Self-neglect**: 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 adult whose appearance becomes unkempt, does not wear suitable kit, shows deterioration in hygiene, or doesn't care about themselves.
- **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.
- **Domestic Abuse**: includes psychological, physical, sexual, financial, and emotional abuse. It also includes so called 'honour' based violence. Sport participants may notice a power imbalance between a participant and a family member. For example, a participant may be looking quiet and withdrawn when one person comes to collect them from sessions, in contrast to another person whom they greet with a smile.
- **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 a club member because they are or are perceived to be different in some way.
- **Organisational abuse**: includes neglect and poor care practice within an institution or setting such as a club for people with learning disabilities or a military training institution, for example, or in relation to groups from a college or training organisation. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes and practices within an organisation. In PYB activities, this could be training without a necessary break or poor treatment of participants by staff.
- **Physical abuse**: includes, for example, hitting, pushing, slapping, or punching an individual, and the inappropriate use of medication, restraint, or inappropriate sanctions.
- **Sexual abuse**: includes rape, sexual assault or harassment, indecent exposure, sexual grooming or coercion, 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, e.g. a mentor who puts pressure on a person to be more "friendly" than they are comfortable with, in order to maintain a good training relationship.

- **Financial or material abuse:** includes 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 equipment from an athlete or asking them to pay for things for others.
- **Neglect:** includes 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.
- **Emotional or Psychological abuse:** 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.
- **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 to do it
- **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 makes it a criminal offence to force someone to marry.
- **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 several Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.
- **Radicalisation:** the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media. The company is committed to the Prevent Duty (please refer to the Act Early website link regarding the reporting of such concerns).

Contact details for support and advice

Safeguarding Lead Person for Plas Y Brenin: Sid Sinfield (01690) 720 214

Deputy Safeguarding People: Tom Parker, Arwel Elias, Rich Mundy-Allen, Alex Menniss,
Fiona Fearon and Alice Breed (01690) 720 214

Chief Executive: Sam Mason (01690) 720 214

Human Resources Manager (Interim) for Plas Y Brenin: TBC (01690) 720 214

Mountain Training Trust Safeguarding Trustee: Stuart Morris (01690) 720 214

Duty Social Worker: 01492 575111 Conwy County Council

Conwy Social Services: 01492 575111 (same department as above)

Conwy Social Services: out of hours: 01492 515777

[Safeguarding Wales](#)

NSPCC 24-hour helpline: 0808 800 5000

Child Line 0800 1111 www.childline.org.uk

Anti-Bullying Alliance [Anti-Bullying Alliance](#)

[Sports Chaplaincy UK & Ireland | Pastoral Care in Sport](#)

[Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](#)

[NSPCC Child Protection in Sport Unit | CPSU](#)

thecpsu.org.uk

National Safeguarding Panel www.sportresolutions.com : 020 7036 1966

[Safeguarding Adults in Sport Advice & Training –](#)

[ACT \(anncrafttrust.org\)](http://anncrafttrust.org)

[Radicalisation Concerns: https://actearly.uk/](https://actearly.uk/)

Appendix - Safeguarding Incident Reporting Form

Name of person writing this report:	
Role:	Organisation:
Contact information: PYB	
Telephone:	
Email:	
Name of person of concern:	Date of birth:
Ethnic origin:	Disability:
Gender: ☐ Male ☐ Female ☐ Other	
Parent's/carer's name:	
Contact information (parent/carers):	
Address:	
Telephone:	
Email:	
Have parents/carers been notified of this incident? ☐ Yes ☐ No If Yes, please provide details of what was said/action agreed:	
If responding to concerns raised by someone else: Please provide further information below:	

Name:

Telephone:

Email:

Date and time of incident:

Details of the incident or concerns:

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay

Account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Date of birth (if child):

Address:

Telephone:

Email:

Please provide details of any person involved in this incident or alleged to have caused the incident/injury:

Name:

Date of birth (if child):

Address:

Telephone:

Email:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

- ☐ Yes
- ☐ No

If Yes, please provide further details:

Name of organisation/agency:

Contact person:

Telephone

Email:

Agreed action or advice:

Signed:	Print name:
Date:	

If any additional sheets have been used to provide information, please indicate the number here and ensure all sheets are kept with this form	
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