



Safeguarding Adults Policy & Procedures

This policy will be reviewed annually or in line with any major safeguarding updates.

Last Updated 08/09/2025

This safeguarding policy has been adopted by:

Maroon Fist Association

1. Our Commitment to Safeguarding

At the World United Martial Arts Federation (WUMA), we are fully committed to protecting the safety, dignity, and wellbeing of everyone involved in our martial arts community. We believe that all adults have the right to feel safe, supported, and free from harm. Whether you're training, teaching, volunteering or taking part in any way, safeguarding is everyone's responsibility, we all have a role to play in creating a safe and respectful environment.

Index

1. Commitment to Safeguarding
2. Principles
3. Relevant Legislation & Statutory Guidance
4. Definitions
5. Types of abuse and neglect
6. Signs and indicators of abuse and neglect
7. What to do if you have a concern
8. How to respond to a concern
9. Recording
10. Codes of Conduct
11. Safer Recruiting
12. Supervision, Support and Training
13. Whistleblowing
14. Complaints
15. Links to other organisational procedures
16. Useful contacts



2. Principles

WUMA is committed to creating a safe, respectful and supportive environment where all adults feel valued and protected. Safeguarding is about more than rules, it's about making sure everyone involved in our schools can take part with confidence and dignity.

We believe that adults should be:

- Treated with respect at all times.
- Able to enjoy martial arts activities without fear of harm or mistreatment.
- Supported to speak up if something doesn't feel right.

We recognise that some adults may be more at risk than others, and we will take appropriate steps to look after their wellbeing.

As part of this commitment, WUMA affiliated schools will:

- Promote and prioritise adult safety and wellbeing.
- Ensure everyone involved knows what to look out for and what to do if they're concerned.
- Act quickly and appropriately if concerns are raised.
- Keep clear and confidential records of any issues.
- Involve and support the adult wherever possible in decisions that affect them.
- Make sure our teams understand how to support adults in a respectful and appropriate way.
- Make safeguarding a part of everyday practice in all WUMA schools.

These principles apply to everyone involved in WUMA activities and help us create a culture where people feel safe, supported and respected.

3. Relevant Legislation & Statutory Guidance

WUMA aligns with UK safeguarding laws, standards and best practice. Key legislation includes:

- Human Rights Act 1998



- Data Protection Act 2018 & GDPR
- The Care Act 2014 (England)
- Mental Capacity Act 2005 (England & Wales)
- Adult Support and Protection (Scotland) Act 2007
- Social Services and Well-being (Wales) Act 2014
- Sexual Offences Act 2003
- Domestic Abuse Act 2021
- Modern Slavery Act 2015
- We will also cooperate with the Police and Local Authorities under safeguarding frameworks.

4. Definitions

An adult is anyone aged 18 or over. An 'adult at risk' is someone who has needs for care and support, is experiencing or at risk of abuse or neglect, and as a result of those needs cannot protect themselves.

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

5. Types of abuse and neglect

All school/club staff and volunteers should be aware that abuse, neglect and safeguarding concerns rarely exist in isolation. Often, more than one type of abuse will occur at the same time. Abuse can happen in any setting, at home, in the community, within a sports club, care facility or online. It may be carried out by someone known to the adult or by a stranger.

Abuse:

A form of mistreatment of an adult. Someone may abuse or neglect an adult by inflicting harm, or by failing to act to prevent harm. Abuse can take place in a community, care or martial arts setting, and can be in-person or online. Adults may be abused by another adult, by someone in a position of trust, or by others, including those in peer relationships.

Position of Trust:

As of 28 June 2022, under UK law, those in a position of trust in sports or religious organisations (such as coaches and instructors) must not engage in sexual activity with individuals under 18 in their care. While this law applies directly to under-18s, all WUMA instructors and volunteers must maintain clear professional boundaries with all students, especially vulnerable adults.



Physical abuse:

May include hitting, slapping, pushing, misuse of medication, inappropriate restraint, or rough handling. It can cause pain, injury, or long-term harm.

Emotional abuse:

The persistent use of threats, humiliation, blame, controlling behaviour, intimidation, or social isolation. It can seriously impact a person's confidence, mental health and wellbeing.

Sexual abuse:

Includes any sexual activity that the person does not or cannot consent to. This may involve touching, sexual assault, harassment, or online grooming and exploitation. Adults with care and support needs may not be able to give legal consent.

Financial or material abuse:

Theft, fraud, misuse of property or benefits, or pressure in relation to money or wills. Often involves exploiting someone's trust or lack of capacity.

Neglect:

Failing to provide necessary care, support, food, medication or access to services. Neglect can be deliberate or through lack of understanding and may put the adult's health or safety at serious risk.

Self-neglect:

When someone fails to take care of their own health, hygiene or environment, putting themselves at risk. It may involve hoarding, malnutrition or living in unsafe conditions.

Discriminatory abuse:

Targeting someone based on their age, disability, race, religion, gender or sexual orientation. Includes hate crime, unequal treatment or offensive language and actions.

Domestic abuse:

Includes any form of controlling, coercive, threatening behaviour, violence or abuse between intimate partners or family members. May be physical, emotional, sexual or financial in nature.



Modern slavery:

Involves human trafficking, forced labour, debt bondage or domestic servitude. The adult may be threatened, controlled, and unable to leave.

Organisational abuse:

Harmful practices in settings like care homes or clubs where routines, systems, or misuse of authority cause neglect or abuse.

Radicalisation:

The process by which a person is influenced to adopt extreme ideologies, which may lead them to commit acts of violence, hate or terrorism.

Poor practice:

Behaviour that falls short of expected standards and may cause harm. Examples include excessive criticism, favouritism, breaches of confidentiality, or overstepping professional boundaries. Poor practice, if repeated or serious, may become abuse and must be addressed.

All WUMA staff and volunteers must be alert to these risks and act promptly and appropriately if any concerns arise.

6. Signs and indicators of abuse and neglect

There are many signs that may indicate a person is being abused or neglected. Some may be obvious, while others are subtler. Staff, instructors, and volunteers should remain observant and follow up any concerns, even if they are unsure.

Indicators that an adult may be experiencing abuse or neglect include:

- Unexplained or suspicious injuries such as bruises, cuts, or burns, particularly on parts of the body not normally prone to such injuries.
- Injuries where the explanation given seems inconsistent or vague.
- The person directly discloses abuse or neglect.
- Someone else expresses concern about the adult's wellbeing.
- Sudden or unexplained changes in behaviour or mood, such as becoming withdrawn, anxious, depressed, or unusually aggressive.
- Avoidance of certain people or places without clear reason.



- Expressions of fear, particularly when certain individuals are present.
- Unusual financial transactions, missing money, or valuables.
- Poor hygiene, weight loss, or an unkempt appearance.
- Lack of necessary medical aids or medication.
- Overuse of medication or signs of sedation.
- Changes in relationships or living arrangements without clear reason.
- The adult appears unusually tired, confused or drowsy.
- Inappropriate sexual behaviour or comments.
- A sudden distrust of others, particularly carers or those in authority.
- Excessive secrecy or reluctance to speak openly.
- Appearing fearful when touched or approached.
- Evidence of neglect in the home environment, such as hoarding or hazardous conditions.

This list is not exhaustive, and the presence of one or more indicators does not prove that abuse is taking place. However, if staff or volunteers are concerned, they must report the concern following the safeguarding procedure.

Having a good rapport and communication with the adult may help to understand the reasons behind changes in their behaviour or appearance. For example, a significant life event such as bereavement, illness, or relationship breakdown may explain some of these signs, but this must never prevent concerns from being taken seriously or reported.

7. What to do if you have a concern

WUMA and its affiliated schools recognise that *“everyone who works with adults has a responsibility to help keep them safe”*. No single person can know everything about someone’s circumstances, and if adults are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information, and taking prompt action.

While WUMA schools are not responsible for deciding whether abuse has occurred, we do have a duty to respond and report any concern or suspicion of harm, neglect, or poor practice.

WUMA has an appropriately trained Designated Safeguarding Lead (DSL) at federation level, and most schools affiliated with WUMA will also appoint their own DSL within their team. All safeguarding concerns must be reported to the school Welfare Officer or directly to



the WUMA DSL. This includes any concerns about adults at risk, or poor practice by instructors, volunteers, or others involved in WUMA activities.

If a safeguarding concern involves a WUMA instructor, volunteer, or someone in a position of trust, the DSL will assess the concern and, if necessary, refer the matter to the Local Authority Adult Safeguarding Team or other appropriate agencies.

Instructors and volunteers must report the following to the

and make a clear written record of what was said, done, or observed:

- An adult discloses something concerning or worrying.
- They witness behaviour that appears abusive, controlling or inappropriate.
- An adult appears unusually distressed, withdrawn or fearful.
- They believe someone may have misunderstood or misinterpreted a staff member's behaviour or intentions.

If you believe an adult is in **immediate danger** or needs urgent medical assistance, you should call **999 straight away**. This is an immediate safeguarding responsibility and takes priority over informing the DSL. If you are unsure, it is always better to report and ask for advice. Don't wait for proof, and don't delay.

8. How to respond to a concern

It can be difficult and upsetting to hear about, or witness, harm or abuse experienced by an adult. However, your calm and appropriate response can make a real difference to their safety and wellbeing.

If an adult discloses abuse to you or you witness something concerning, follow these steps:

- Stay calm. Avoid reacting with shock or disbelief.
- Listen carefully and allow the person to speak freely. Do not interrupt or pressure them for information.
- Reassure them that they have done the right thing in telling you.
- Do not promise to keep it a secret. Let them know that the information may need to be shared with others to help them stay safe.



- Avoid asking leading or investigative questions. Only clarify basic facts such as names, places or times and only if necessary to ensure immediate safety.
- Acknowledge their experience. Tell them they are being taken seriously, that it's not their fault, and that help is available.
- Consider any immediate steps needed to protect their safety, such as staying with a trusted person, removing someone from the environment, or calling emergency services.
- Explain what will happen next that you will share the information with the school's Welfare Officer or WUMA's DSL, and that further support will be arranged.
- If they do not want the information shared, explain that in some situations you may still have to report the concern to keep them or others safe, especially if there is risk of serious harm, coercion, or lack of mental capacity.
- Be mindful of potential evidence (e.g. clothing, messages, injuries) and avoid actions that may interfere with any investigation.
- If you cannot reach your school Welfare Officer, contact WUMA's DSL or seek advice from the Local Authority Safeguarding Adults team or the Ann Craft Trust.
- All serious concerns must be referred to statutory services — this includes social care or police, depending on the risk involved.
- If the concern involves a WUMA staff member or volunteer, it must be reported to the DSL immediately. The DSL will assess and, if appropriate, contact the relevant Local Authority or the Police.

If the concern relates to a vulnerable adult and involves criminal behaviour or a safeguarding issue, you must not delay reporting, even if the adult does not want you to. In these cases, the DSL should consult the local authority before informing family members or carers, in case doing so increases the risk.



Safeguarding Adults Flowchart

You have a concern, or have been told about, possible abuse of someone else, poor practice or wider welfare issues.

Is the person in immediate danger or need immediate medical attention?

No

Yes

Seek medical attention or contact emergency services **999**

Is a serious crime in progress or been committed?

9. Recording

No

Yes

If an adult discloses abuse, neglect, or expresses a safeguarding concern a written record must be made as soon as possible, ideally immediately after the conversation.

Use the adult's own words wherever possible and complete the [Safeguarding Adults Incident Report Form](#) [CLICK HERE](#). Be sure to include:

Contact the police **999**

Is it safe to speak with the adult?
What does the adult want to happen?
If you know their views include those throughout the process.

- Any visible injuries (clearly described)

Speak to your School Welfare Officer or WUMA's Designated Safeguarding Lead <https://www.wumawebsite.com/safeguarding> and report your concerns without delay.

Recording must be done for all safeguarding issues, whether they relate to suspected abuse,

Make notes and School Welfare Officer or WUMA DSL completes a [Safeguarding Adults Incident Report Form](#). WUMA DSL will assess the concern decide the best route forward.



All written records must be:

- Accurate, clear, and factual, they may be used by adult protection agencies or in legal proceedings
- Kept securely and only shared with those who need to know
- Maintained consistently throughout the process of managing any safeguarding case

In all cases, early and accurate recording helps to build a clear picture and supports appropriate action to safeguard the adult involved.

10. Codes of Conduct

The Codes of Conduct for all instructors, staff, volunteers, and adult members within WUMA schools are provided as a separate guidance sheet. These codes are in place to ensure the highest standards of professional behaviour, respect, and safety are maintained at all times in martial arts activities.

Everyone involved in WUMA activities must follow these principles to help create an environment where martial arts can be enjoyed safely, fairly, and inclusively by all adults.

Adhering to the Code of Conduct helps prevent safeguarding issues, promotes good practice, and protects the wellbeing of everyone involved.

To demonstrate understanding and commitment, all individuals are required to read, agree to, and sign the relevant Code of Conduct as part of their engagement with WUMA.

11. Safer Recruiting

WUMA and its affiliated schools will take all reasonable steps to ensure that unsuitable individuals are not allowed to work with or support adults, particularly those who may be at greater risk of harm.

While some may feel that formal recruitment procedures could discourage volunteers, it is essential that appropriate checks are carried out to help identify and prevent potential risks. This includes applying safer recruitment principles to both paid and voluntary roles.

All those involved in recruitment should follow the WUMA Safer Recruiting Guidance Policies, which sets out clear procedures for verifying identity, qualifications, references, and criminal records where appropriate.



12. Supervision, Support and Training

Once recruited, all staff and volunteers at WUMA affiliated schools must be well informed, trained, supervised and supported to ensure they effectively safeguard adults and know how to respond appropriately to any concerns.

WUMA and its schools will ensure that training and resources are available to encourage the development of staff and volunteers. This will include:

- an induction to the work and the school/club
- a trial period in which to develop skills whilst supervised
- ongoing support and monitoring

There are currently no formal qualifications specifically for safeguarding and protecting adults in sport. However, training developed by sports organisations, charities, and safeguarding specialists is available to strengthen the skills and knowledge of those working with adults at risk.

Training plays an important role in equipping staff and volunteers to do their role safely and effectively. Different safeguarding training is available depending on the person's role, and regular refreshers are encouraged.

13. Whistleblowing

It is important that everyone within WUMA schools feels confident to speak up if they have concerns about unsafe practice, poor conduct, or the way a safeguarding issue is being handled.

Whistleblowing means raising a concern about wrongdoing, risk, or unsafe behaviour within your club or the wider organisation. This may involve inappropriate conduct, a breach of safeguarding procedures, or failure to act on a concern.

All instructors, volunteers, and staff have the right to raise concerns without fear of negative consequences. If you do not feel comfortable reporting internally, you can seek independent advice from:

- The **Ann Craft Trust** – 0115 951 5400 – www.anncrafttrust.org
- Or your local **Adult Social Care Safeguarding Team**

WUMA encourages anyone with safeguarding concerns to act in the best interests of the adult involved and report it appropriately.



14. Complaints

WUMA encourages a culture of openness where adults, staff and volunteers feel confident to raise concerns about any aspect of behaviour, conduct, or safeguarding practice within affiliated schools.

Any complaints or concerns can be raised following the process set out in the WUMA Complaints Policy, which outlines how issues will be handled fairly, promptly and appropriately.

15. Links to Other Organisational Procedures

This Safeguarding Adults Policy forms part of a wider set of WUMA policies and procedures that support safe, professional, and inclusive practice across all affiliated schools.

These include, but are not limited to, policies on codes of conduct, complaints, safer recruitment, and safeguarding children.

All current WUMA policies can be accessed at: www.wumawebsite.com/policies

16. Useful contacts

WUMA Designated Safeguarding Lead

- Name: Sarah Drewett-Nation
- Phone: 07944880729
- Email: wumasafeguarding@gmail.com

Club Welfare Officer

- Name: **Andrea Varfi**
- Phone: 07438841567
- Email: varfi.andi@gmail.com

Local Authority Designated Officer (LADO):

Name: Keeping Bristol Safe Partnership - Adults

Telephone: 0117 922 2700 (out of office 01454 615165)

Police contact



Name: Avon and Somerset Constabulary

Telephone: 0117 998 9112

Ann Craft Trust

- www.anncrafttrust.org
- 0115 951 5400

Emergency Services: 999

Mental Health Organisations & Charities

Our Partner: Mental Health in Combat Sports CIC

- Website: <https://www.mentalhealthincombatsportscic.co.uk/>
- Email: info@mentalhealthincombatsportscic.co.uk

Urgent Mental Health Organisations & Charities

- **Samaritans** (24/7): 116 123
- **Mindline** (24/7): 0800 138 1692 or 01823 276 892
- **Hope line** (24/7): 0800 068 41 41 or Text 88247
- **Cruse bereavement support** (not 24/7): 0808 808 1677
- **Calm** (5pm to midnight every night): 0800 58 58 58
- **Saneline** (16.30 to 22.00 every night): 0300 304 7000
- **National suicide prevention helpline** (18.00 to midnight every night): 0800 689 5652