



Adult Safeguarding and Welfare Policy and Procedures

Covering good practice guidelines, accidents, incidents and reporting processes

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1. Policy statement

Stride Active (Herefordshire) CIC (hereafter referred to as Stride Active) supports schools in Herefordshire and beyond to raise the profile of PE, sport and physical activity, whilst also working with local community organisations and families.

Stride Active acknowledges the duty of care to safeguard and promote the welfare of adults at risk and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The Care Act 2014 made key changes to adult social care with a new general duty to promote individual well-being. All sports organisations have a duty to ensure that the welfare of adults is ensured.

As a result Stride Active has:

- A clear organisational commitment to safeguarding
- A Designated Safeguarding Lead (DSL) alongside a Deputy Designated Safeguarding Lead (DDSL)
- Clear and appropriate reporting procedures (see appendix 2)
- Effective systems for service users, customers, employees and others to raise concerns or make a complaint

This policy provides a generic statement on what service users, customers and employees can expect from us and makes a commitment to taking a positive stance in the area of safeguarding. The policy and procedures will be transparent and details how concerns about the wellbeing of people will be responded to.

Safeguarding is **everyone's** responsibility. **This policy is mandatory for all employees delivering Stride Active events, activities and services. It is also expected that any other permitted adult present during our work also complies with this policy**

Within this policy, the term 'employee' will refer to any paid employee of Stride Active, or anyone working on a formalised paid or unpaid basis, including volunteers. We have in place clear guidelines for safeguarding and promoting welfare as well as protecting our employees and other adults in a position of responsibility from potential allegations of abuse.

This policy has been cross-referenced to other Stride Active policies and procedures that promote safety and welfare.

Equality Statement

Stride Active acknowledges that some adults have an increased risk of abuse, and additional barriers can exist for some adults with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise adults diverse circumstances. We ensure that all adults have the same protection, regardless of any barriers they may face.

The policy will be reviewed annually by Stride Active or whenever there is a significant change in legislation.

2. Policy aims

With the introduction of the Care Act, safeguarding is everyone's responsibility. This safeguarding policy is based on the following principles:

- the welfare of adults is the primary concern
- a commitment to Making Safeguarding Personal - the involvement of adults throughout the safeguarding process
- it is everyone's responsibility to respond to concerns but it is the responsibility of Social Services and/or Police to determine whether or not abuse has taken place
- all incidents or allegations of suspicion, poor practice or abuse will be taken seriously and responded to appropriately
- confidentiality will be upheld at all times and will be in line with the Data Protection Act – seven golden rules for information sharing

Stride Active has a duty of care for all employees and volunteers to ensure that all adults have a right to protection and for their welfare to be paramount.

All Stride Active employees will:

- Be aware of and adhere to our systems which support safeguarding, including this adult safeguarding policy and the staff code of conduct
- Know what to do if they identify a safeguarding issue or an adult discloses a safeguarding concern
- Know the importance of reassuring victims that they are being taken seriously and that they will be supported and kept safe

The key principle of MSP (make safeguarding personal) is to support and empower each adult to make choices and have control about how they want to live their own life. It is a shift in culture and practice in response to what is now known about what makes safeguarding more or less effective from the perspective of the adult being safeguarded.

This policy applies to adults over the age of 18 who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or is at risk of, abuse or neglect
- is unable to protect themselves from either the risk of, or the experience of, abuse or neglect, as a result of those care and support needs

Adults who fulfil this criteria are 'adults at risk'.

Partner Organisations

Stride Active expects any partner organisations to adhere to our procedures as a minimum standard or operate their own effective adult safeguarding policy.

Guidance and legislation related to this policy

- The Care Act 2014
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974
- Protection of Freedoms Act 2012

- Sexual Offenders Act (Amendments) Act 2000
- Care Standards Act 2000
- Health and Safety at Work Act 1974
- Disclosure and Barring Service 2013

Capacity

The Mental Capacity Act (2005) (MCA) states that every individual has the right to make their own decisions and provides a framework for this to happen. The principles apply to every one of us and underpin adult safeguarding. It applies from the age of 16 years.

All interventions need to take into account the ability of adults to make informed choices about the way they want to live and the risks they want to take. This includes their ability:

- to understand the implications of their situation and remember it for long enough
- to take action themselves to prevent abuse
- to participate to the fullest extent possible in decision-making about interventions and communicate that decision.

When making decisions regarding adult safeguarding we will follow the 5 key principles in the Mental Capacity Act.

3. Identifying types of abuse

It is not always easy to recognise a situation where abuse may occur or has already taken place. Stride Active employees have a responsibility to act if they have any concerns about the behaviour of an individual towards a vulnerable person. All concerns should be discussed with the DSL. Stride Active DSL will assess the concern, seeking clarification from external agencies if necessary. Appropriate action will be taken to deal with the situation and relevant agencies will be informed.

There are ten types of abuse recognised in the Care Act 2014 and the effects of each can be highly damaging, both emotionally and physically, to a vulnerable person:

- Physical abuse
- Domestic abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

There are also four additional types of harm that are not included in The Care Act, but are relevant to safeguarding adults:

- Cyber bullying
- Forced Marriage
- Mate Crime
- Radicalisation

4. Staff and Safer Recruitment

Stride Active is committed to practising safer recruitment for both employed staff and volunteers. It is important that the individual has the right skills, knowledge and attitude for the role.

Our safer recruitment policy ensures we can screen out and discourage those who are not suitable for working with our organisation. This policy is available to view in the Stride Active 'policies' shared folder.

Safer recruitment means that prospective employees will:

- complete of an application form
- provide two referees
- be interviewed
- provide evidence of identity and qualification
- undertake a DBS check if engaging in regulated activities (see below) and be registered with the Independent Safeguarding Authority

Any appointed employee will receive an induction and will be required to familiarise themselves with Stride Active's safeguarding policy, alongside undertaking any additional training.

The following procedures will be adhered to when recruiting volunteers:

- volunteers will be given clearly defined roles and responsibilities and will be supervised by an adult with the appropriate and relevant approvals (safe recruitment processes and references)
- steps will be taken to confirm the volunteer's qualifications are suitable for the role, if appropriate
- where possible, references will be sought for volunteers
- all new volunteers will complete an induction process which will include familiarisation with Stride Active Safeguarding policy and procedures.

When commissioning projects and work, Stride Active will complete a minimum operating standards checklist to ensure that safe recruitment has taken place (see appendix 6).

4.1 Code of conduct

All employees must adhere the Stride Active Code of Conduct (see appendix 5). Any breach of the Code of Conduct may be dealt with under the company's Disciplinary Procedure. This policy is available to view in the Stride Active 'policies' shared folder.

4.2 Regulated Activity

DBS checks will only be undertaken for 'eligible posts'. DBS checks will be undertaken where the post meets the below definition of regulated activity.

Regulated Activity with adults involves contact with vulnerable adults over the age of 18 (adults receiving healthcare, living in sheltered housing or residential accommodation, receiving domiciliary care in their own home) and cover six categories of activity:

- providing health care
- providing personal care
- providing social work
- assistance with general household matters
- assistance in the conduct of a person's own affairs
- conveying

and occurs anytime a person engages in the activity set out above

4.3 Employee Wellbeing

In addition to the physical risks associated with some roles, the risk of mental and emotional harm, such as stress related illness should also be considered. This may occur where employees or volunteers have to deal with sensitive and challenging situations and issues. Managers have a duty to ensure that all employees and volunteers in such roles have access to regular supervision and the opportunity to discuss their emotional well-being. This will be done through regular formal 1:1's and informal conversations. Any concerns should be raised with the DSL.

Stride Active will also ensure that employees follow the 'Lone Working Guidance' to assess and reduce the risks which are presented by lone working. This policy is available to view in the Stride Active 'policies' shared folder.

5. Responding to concerns, suspicions and disclosures

5.1 Emergency procedures

If the adult is in need of emergency medical attention or is in immediate danger, Stride Active employees must follow this emergency procedure:

- remain with the adult and call the police
- if the adult is elsewhere, contact the police and explain your concerns
- if the adult requires emergency medical care, call an ambulance and if available, seek assistance from a First Aider
- Contact the DSL or Deputy DSL as soon as you are able to

5.2 Disclosures

It is not the responsibility of Stride Active employees to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the DSL or the appropriate authorities. This procedure applies to any Stride Active employee who has concerns about the safety and protection of an adult who is deemed at risk (based on the aforementioned criteria). Stride Active employees must assess the situation and take action using the flowchart in appendix 2.

5.3 Recording an Incident

This procedure (see flow chart in appendix 2) applies to any Stride Active employee who may be concerned about the safety and protection of an adult. This procedure must be followed whenever an allegation is made that an adult has been abused, or when there is a suspicion that an adult has been abused. Promises of confidentiality should not be given as this may conflict with the need to ensure the safety and welfare of the adult. If the complainant is the adult, questions should be kept to the minimum necessary to understand what is being alleged, and leading questions should be avoided. The use of leading questions can cause problems for any subsequent investigations and or court proceedings.

A full record should be made as soon as possible of the nature of the allegation, and any other relevant information using Stride Active's incident reporting form (appendix 3), this should be signed, dated and given to the DSL within 24 hours.

A concern can be identified and reported by anyone, including the adult, carer, family, friends, professionals (including Stride Active employees) or other members of the public and they can raise their concerns directly with a Stride Active employee or via one of the recommended essential contacts (appendix 1).

Stride Active has a clear reporting procedure which should be followed by all employees. If a concern is raised about a child/young person under the age of 18 years, employees will respond immediately according to the Stride Active Safeguarding Policy for Children and Young People.

5.4 Information Sharing

There is no UK legislation that prohibits the sharing of information in order to protect an adult, provided that decisions about concerns are made in good faith in the best interest of the person concerns, and the process is undertaken in an appropriate manner. Early sharing of information is key to providing effective early help where there are emerging problems. Sharing information can be essential to put in place effective adult protection services. Fears about sharing information cannot be allowed to stand in the way of the need to promote welfare and protect safety. We will use the 'Seven golden rules for information sharing' (appendix 4).

Information that is passed to Social Services or the Police must be as helpful as possible. It is therefore essential that a detailed record be made at the time of the disclosure/concern using the Incident Report form (see appendix 3). All alleged incidents with a safeguarding nature will be reported to the Police or Adult Protection Services without delay by the SA DSL if appropriate. Referrals made by telephone to Social Services or the Police will be confirmed in writing by SA within 24 hours. A record will be kept of the name and position of the officer to whom the concerns were passed, of advice given, together with the date and time of the call and agreed actions.

5.5 Consent

Concerns should always be shared with the DSL in the first instance, except in emergency situations. As long as it does not increase the risk to the individual, the employee should explain to them that it is their duty to share their concern with their safeguarding lead. The safeguarding lead will then consider the situation and plan the actions that need to be taken, in conjunction with the adult at risk and in line with the organisation's policy and procedures and local safeguarding adults board policy and procedures.

A conversation can be had with the safeguarding adults team without disclosing the identity of the person in the first instance. If it is thought that an alert needs to be made to the safeguarding adults team, consent should be sought from the adult at risk. Individuals may not give their consent to the sharing of safeguarding information with the safeguarding adult's team for a number of reasons. Reassurance, appropriate support and revisiting the issues at another time may help to change their view on whether it is best to share information. If they still do not consent, then their wishes should usually be respected. However, there are circumstances where information can be shared without consent such as when the adult does not have the capacity to consent, it is in the public interest because it may affect other people or a serious crime has been committed. This should always be discussed with the safeguarding adults team.

5.6 Allegations

The DSL will judge whether the disclosure or allegation is poor practice alone or suspected abuse and in doing so may discuss with the adult safeguarding team to clarify concerns before reaching a decision.

Poor practice is behaviour that falls below that required by Stride Active and/or constitutes a break of the Code of Conduct (see Appendix 5). If the DSL considers the allegation to be poor practice, it will be dealt with as a misconduct issue and referred to the employee's line manager. If you are the subject of an allegation which warrants investigation, Stride Active will ensure that all parties involved are protected. Support will be offered to deal with the aftermath.

5.7 Confidentiality

It is acknowledged that it may be difficult for an individual to report his / her concern about a suspicion or allegation about a colleague's practice. Stride Active will support and protect anyone who (without malicious intent), reports an incident of poor practice or suspected abuse involving a Stride Active employee. Stride Active will ensure that confidentiality for all concerned is maintained in all incidents of suspected abuse. Information will be handled and disseminated on a "need to know" basis only. Anyone who wishes to report a concern or suspicion can do so to Stride Active's DSL or Board of Directors' Safeguarding Lead. Further details of reporting a concern or suspicion can be found within our Whistleblowing policy. This policy is available to view in the Stride Active 'policies' shared folder.

Stride Active will be responsible for ensuring that the information is stored in a secure place where access will be limited to certain designated people. Data Protection laws, specified within our Data policy will be upheld and strictly adhered to. All concerns will be taken seriously and managed accordingly within the policies and procedures of Stride Active and for the welfare of vulnerable people.

6. Use of photographic/filming equipment

There is national evidence that some people have used events as an opportunity to take inappropriate photographs or film footage of vulnerable people. For the purpose of this policy, the term photographer and photograph covers still and moving imagery.

It is an essential component of the safeguarding agenda to ensure that safeguards are put in place and adhered to when adults at risk are featured in any form of media (including the internet). In order to keep adults at risk safe, it's imperative that we have a clear and enforced policy on photography and videography, which is also compliant with data protection.

During any project or event, Stride Active will make all adults aware that photography will be taking place and ensure they have the opportunity to opt out of this.

Any photographs/videos that may be captured during Stride Active events and activities may be used by Stride Active to promote our events, activities and the organisation itself. This may be via online channels (such as website, social media pages – Facebook, Twitter, LinkedIn), other publicity material (such as internal and external newsletters), posters and provided to the media for publication in local or national newspapers.

In addition to media outlets, we will only share photographs/videos with funding and/or delivery partners with whom we have a written contract/agreement.

When using professional photographers or inviting the press to any activity, Stride Active will:

- Make it clear to participants that photos are being taken or filming is being conducted at an event/session.
- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Ensure official photographers are clearly identifiable at all times during the event
- Not allow unsupervised access to adults at risk or one to one photo sessions
- Clarify where photography is prohibited (toilets, changing areas etc.)
- Identify those who are not to be photographed by use of a neon wrist band and inform the photographer of this.

Any concerns raised must be responded to using the safeguarding reporting procedures (appendix 2).

Unofficial photographic and filming opportunities

It is not practical to control unofficial filming and photography by others in parks, open spaces or facilities that are being used by Stride Active. If concerns are raised they must be reported directly to the police. As the incident is in the public domain, Stride Active has no direct responsibility to act, other than contacting the police to respond.

Images recorded by employees

To ensure continued consistency and safe storage, all photographs and film taken by Stride Active employees must be uploaded by them to the appropriate file and catalogued with the necessary consent. Images will be stored and used for up to 5 years as long as the content is relevant to the organisation (unless photographer copyright determines otherwise).

7. Social media and online safety

All Stride Active employees should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and acceptable use policies. All Stride Active employees have a responsibility to understand the safety aspects when using digital communication. This includes:

- Being aware of safety aspects of using different devices (eg. computer, mobile phone, tablets)
- Adhering to legislation and good practice guidelines when using any social media platforms (recognising the difference between each)
- Undertaking necessary training to increase awareness of online safety

Communication with adults at risk both in the 'real' world and through digital platforms should take place within explicit professional boundaries. This includes the use of computers, tablets, phones, texts, e-mails, instant messages, social media, forums, blogs, websites, gaming sites, digital cameras, videos, webcams and other hand-held devices. The principles of this policy apply no matter which current or future technology is used; therefore, it should be noted that this list gives examples only and is not exhaustive.

Managing our online presence

Stride Active will adhere to the following guidelines:

- All social media accounts will be password protected with at least 2 employees having access to each account
- All accounts will be monitored by the DSL and Deputy DSL
- Any inappropriate posts will be removed, the reasons why explained
- No personal identifiable data will be shared publicly
- Any posts or correspondence will be consistent with our aims
- All accounts and email addresses will be appropriate and fit for purpose
- All employees must communicate any concerns about the use of social media / online platforms with the DSL
- Employees must not 'friend' or 'follow' any adult deemed as at risk
- Employees must not give their personal contact details to any service users/customers for example, e-mail address, home or mobile telephone numbers, details of web-based identities.
- Employees should make sure any content posted is accurate and appropriate.
- Employees must not request or respond to any personal information requests. They should ensure that their communications are open and transparent and avoid any communication which could be interpreted as 'grooming behaviour'.

Responding to online communication

If an adult at risk attempts to contact a member of Stride Active staff, the employee should not respond and report the matter to the DSL.

Any concerns/disclosures of abuse reported through social media / online platforms should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures (see appendix 2).

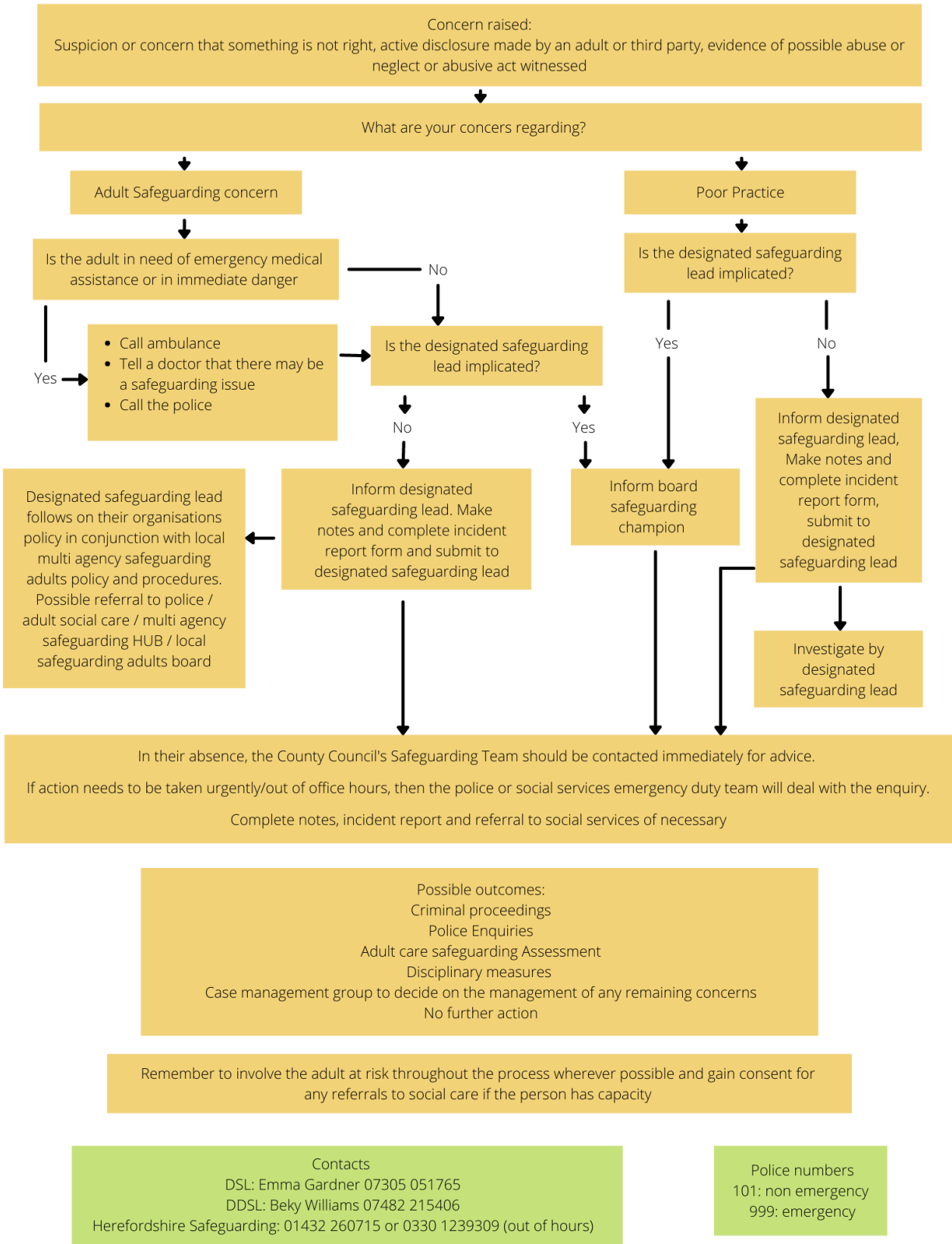
Appendices

Appendix 1: Key Contacts

Name	Role	Contact
Emma Gardner	Designated Safeguarding Lead for Stride Active	emma@strideactive.org 07305 051765
Beky Williams	Deputy Designated Safeguarding Lead for Stride Active	beky@strideactive.org 07482 215406
Peter Knight	Safeguarding Board Champion	07787425008
Herefordshire Safeguarding Team		safeguarding@herefordshire.gov.uk 01432 260715 (weekdays 9-5 pm) / 0330 1239309 (after 5pm, weekends and public holidays) Safeguarding Team, Herefordshire Council, Elgar House, Holmer Road, Hereford, HR4 9BD
Ann Craft Trust - Safeguarding Adults in Sport and Activity – for safeguarding advice regarding adults		Website: www.anncrafttrust.org Email: Ann-Craft-Trust@nottingham.ac.uk Telephone: 0115 951 5400
Herefordshire Safeguarding Adults Board		admin.sbu@herefordshire.gov.uk 01432 260100

Appendix 2: Adult reporting procedures

Adult Safeguarding Reporting Procedures



Appendix 3: Incident report form

This form is to be completed by the employee reporting the incident must be returned to Stride Active's DSL/DDSL.

Details relating to the person reporting the concern	
Name:	Name of organisation:
Role:	
Contact Information: Address (inc. postcode)	
Email address: Telephone number(s)	
Details relating to the person of concern	
Name:	DOB:
Ethnic Origin	Does this person have a disability?
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Are you reporting your own concerns or responding to concerns raised by someone else:	
<input type="checkbox"/> Responding to my own concerns	
<input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else, please provide further information below	
Name: Name of organisation or relationship to the person: Telephone numbers: Email address:	
Date and times 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	
Person's account of the incident:	
Please provide any witness accounts of the incident:	
Please provide details of any witnesses to the incident: Organisation or relationship to the person: Date of birth (if child): Address: Telephone number:	

Postcode: Email address:
Please provide details of any person involved in this incident or alleged to have caused the incident / injury: Name: Organisation or relationship to the person: Date of birth (if child): Address: Telephone number: Postcode: Email address:
Please provide details of action taken to date:
Has the incident been reported to any external agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No
If YES please provide further details:
Name of organisation / agency: Contact person: Telephone numbers: Email address: Agreed action or advice given:
Signed Full name Date



Seven golden rules for information sharing

- 1. Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.
- 2. Be open and honest** with the person (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.
- 3. Seek advice** if you are in any doubt, without disclosing the identity of the person where possible.
- 4. Share with 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, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- 5. Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- 6. Necessary, proportionate, relevant, 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 people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- 7. 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.

Local contacts

Extract from HM Government *Information Sharing: Guidance for practitioners and managers*.
Copies can be obtained from www.ecm.gov.uk/informationsharing

Appendix 5:

Stride Active – Employee Code of Conduct

Our code of conduct defines the standards of behaviour Stride Active expects of employees, volunteers and anyone representing the organisation, in order to ensure that:

- the organisation is effective, open and accountable;
- everyone has productive and supportive relationships with other employees, volunteers, and stakeholders who interact with Stride Active.

All employees should maintain the highest standards of behaviour in the performance of their duties by:

- Respecting the rights, dignity and diversity of every individual.
- Treating others with fairness, equality, dignity and respect.
- Acting honestly, responsibly and with integrity.
- Maintaining high standards of professional and personal conduct.
- Never engaging in any inappropriate, irresponsible or illegal behaviour, including behaviour that may harm yourself or others and bring Stride Active into disrepute.
- Communicating respectfully and honestly at all times with colleagues and stakeholders who interact with Stride Active.
- Challenging inappropriate behaviour and language of others.
- Being aware that your attitude and behaviour directly affects the behaviour of others.
- Acting in a way that is in line with the purpose and values of Stride Active and that enhances the work we do.
- Following Stride Active's policies and procedures, including safeguarding, data protection, confidentiality, health & safety.

Peoples' behaviour outside of work can sometimes impact their role and Stride Active's reputation. We therefore ask everyone to act responsibly beyond the workplace in order to protect this.

Appearance and Kit

All employees are required to be neat, clean, well-groomed and presentable whilst at work, whether working on the Company's premises or elsewhere on Company business. Stride Active kit should be kept neat and clean and worn in a presentable fashion. Kit supplied must not be altered in any way without the Company's prior permission.

Where kit is supplied by the Company, they remain the property of the Company. Employees must therefore take care of them and return them in good condition on the termination of employment.

Outside Commitments and Personal Interests:

All employees must make Stride Active aware of any potential conflicts of interest or secondary employment.

Appendix 6: Checklist for External Providers

Name of deliverer		
Name of organisation (if applicable)		
Qualifications	Name:	Date awarded:
Insurance	Policy number:	Date of coverage:
DBS	DBS number: Please indicate the level of your DBS check: Basic Standard Enhanced Enhanced with Barred List	Date issued:
First Aid	Yes / No	Date awarded:

Will other adults be delivering the activity alongside the main deliverer?	Yes No
If yes, as the main deliverer, do you accept responsibility for their safer recruitment and conduct?	Yes No N/A

Name of person who completed the form	
Date of form completion	