



Resources

1. Companies House

Use to update executive, change address, dissolve company, file accounts.

- <https://ewf.companieshouse.gov.uk//seclogin?tc=1>
 - a. Login: info@londonknightsdodgeball.com
 - b. Password: **[HELD BY DATA CONTROLLER]**
 - i. Company Name: London Knights ltd.
 - ii. Company Number: 12960196
 - iii. Authentication Code: **[HELD BY DATA CONTROLLER]**

2. Taxes

Taxes are filed here

- <https://www.gov.uk/pay-corporation-tax/tell-hmrc-no-payment-due>
 - a. Normally complete “Nil to pay”
 - b. If the company makes any profits Corporation Tax needs to be filed.

3. Banking

- Starling Bank
 - a. Name: London Knights Ltd
 - b. Account Number: 86979238
 - c. Sort Code: 60-83-71
 - d. Username: info@londonknightsdodgeball.com
 - e. Password: **[HELD BY DATA CONTROLLER]**
 - f. Card PIN: **[HELD BY DATA CONTROLLER]**

4. Venue

- Booked through schoolhire.co.uk
 - a. Username: info:londonknightsdodgeball.com
 - b. Password: **[HELD BY DATA CONTROLLER]**
 - c. Door Code: **[HELD BY DATA CONTROLLER]**
 - d. Ball Bag Code: **[HELD BY DATA CONTROLLER]**
 - e. Contact: George
 - i. Tel: 07495 836027



- Booked through bookings.better.org.uk
 - a. Username: BET2507700
 - b. Password: **[HELD BY DATA CONTROLLER]**
 - c. Contact: Shirley Burke

5. Website

- Hostinger
 - a. Domain Registration & Hosting
 - i. Username: rosa.london.uk@gmail.com
 - ii. Password: **[HELD BY DATA CONTROLLER]**
 - iii. Domanin Name: londonknightsdodgeball.com
 - b. Webmail
 - i. Username: info@londonknightsdodgeball.com
 - ii. Password: **[HELD BY DATA CONTROLLER]**
 - c. WordPress Admin
 - i. Username: LondonKnights
 - ii. Password: **[HELD BY DATA CONTROLLER]**

6. Social Media

- Facebook
 - a. Page: LondonKnightsDodgeball
- Instagram
 - a. Username: londonknightsdodgeball
 - b. Password: **[HELD BY DATA CONTROLLER]**
- YouTube / Google Account
 - a. Username: info@londonknightsdodgeball.com
 - b. Password: **[HELD BY DATA CONTROLLER]**
 - c. Channel: UCIJFnWZf-ziVwYK7BDkE7Pw
- Twitter
 - a. Username: LondonKnightsDB
 - b. Password: **[HELD BY DATA CONTROLLER]**
- TikTok
 - a. Username: londoknightsdb
 - b. Password: **[HELD BY DATA CONTROLLER]**



- Spond
 - a. Username: info@londonknightsdodgeball.com
 - b. Password: **[HELD BY DATA CONTROLLER]**
 - c. Group Code: QFWGG
- Eventbrite
 - a. Username: info@londonknightsdodgeball.com
 - b. Password: **[HELD BY DATA CONTROLLER]**

7. Responding to Disclosures

- If an adult indicates that they are being harmed or abused, or information is received which gives rise to concern, the person receiving the information should:
 - a. Take it seriously.
 - b. Stay calm.
 - c. Listen carefully to what is said, allowing the adult to continue at their own pace.
 - d. Be sensitive.
 - e. Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you.
 - f. Reassure the person that they have done the right thing in revealing the information.
 - g. Ask them what they would like to happen next.
 - h. Explain what you would like to do next.
 - i. Explain that you will have to share the information with Welfare Officer or other executive.
 - j. Ask for their consent for the information to be shared outside the organisation.
 - k. Make an arrangement as to how you/the Safeguarding Lead can contact them safely.
 - l. Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse helpline, Victim Support).
 - m. Act swiftly to report and carry out any relevant actions.
 - n. Record in writing what was said using the adult's own words as soon as possible.
- It is important to NOT:
 - a. Dismiss or ignore the concern.
 - b. Panic or allow shock or distaste to show.
 - c. Make negative comments about the alleged perpetrator.
 - d. Make assumptions or speculate.
 - e. Come to your own conclusions.
 - f. Probe for more information than is offered.
 - g. Promise to keep the information secret.



- h.** Make promises that cannot be kept.
 - i.** Conduct an investigation of the case.
 - j.** Confront the person thought to be causing harm.
 - k.** Take sole responsibility.
 - l.** Tell everyone.
- Record Keeping
 - a.** Complete an Incident Report Form on the London Knights's website without delay.
 - b.** Describe the circumstances in as much detail as possible, what actions you took, and what advice you gave.
 - c.** It is important to distinguish between things that are facts, things that have been observed or over-heard and opinions, in order to ensure that information is as accurate as possible.
 - d.** If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) keep a copy.
- Immediate Response
 - a.** If there is immediate harm or danger contact the emergency services.
 - b.** If harm is occurring within the London Knights follow relevant procedures for breaches of code of conduct.
 - c.** Ensure that you completely understand the details explained in the the Incident Report Form and you notes are completed and can be easily understood. Complete the Incident Report Form if it was raised using a different method of communication.
 - d.** Inform the person who raised this, reassure them, explain what will happen next, and reinforce the need for confidentiality.
 - e.** Assess the risks. What are they? Who is effected? Is it possible others are at risk? Is it safe to make contact with the person? Do they need support? Do you need to contact anyone to ensure safety?
 - f.** Direct the individual to any additional support or contacts they may need.
- Next Steps
 - a.** If a serious crime is suspected contact the police for a criminal enquiry, investigation, and proceedings.
 - b.** Decide if you believe a report should be filed with a Local Authority for Safeguarding proceedings.
 - c.** If harm is suspected by a member of the London Knights the person suspended should be suspended while an investigation is launched.
 - i.** You should not always give details about the accusation initially as this might impede the investigation. Details should only be shared when it is safe to do so.
 - d.** Decide on the frequency of contact you should have with any at risk person to ensure they remain safe and/or have adequate updates regarding the incident.
 - e.** Contact any additional agencies necessary for advise, support.



- f. Conduct investigation based on factual data, and keep accurate records.
- g. Record and communicate the outcomes after all investigations and hearings have concluded.
- h. Conduct a risk assessment to prevent further incidents.
- i. Offer additional support to individuals involved.

8. Safeguarding Information

- Legislation
 - a. The Human Rights Act 1998
 - b. The Data Protection Act 2018
 - c. General Data Protection Regulations 2018
 - d. The Care Act 2014
 - i. Care & Support Statutory Guidance (chapter 14) 2014
 - e. Mental Capacity Act 2005
- Recoding & Sharing Information
 - a. Records must be accurate, relevant, and stored confidentially.
 - b. You must adhere to DPA and GDPR which state there must be clear grounds for sharing.
 - i. Someone's wishes not to share information should be respected. They may fear repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed.
 - ii. If the individual wish for information not to be shared you should only do so if there is an overriding situation such as the below.
 - 1. It is not safe to gain consent because it might put the individual at further risk.
 - 2. You believe someone else may also be at risk.
 - 3. You believe the individual is being coerced or is under duress.
 - 4. It is necessary to prevent a crime or a serious crime has already been committed.
 - 5. They do not have mental capacity to consent.
 - 6. The person causing harm has care or support needs.
 - iii. Sharing should only be with the right people who "need to know". This does NOT automatically include a spouse, partner, child, guardian, or carer.
 - 1. Information should only be shared with those who do not "need to know" with consent or if there is a case of lack of capacity.
 - 2. The right person can be a case worker, or someone within the London Knights if there is concern of harm being caused.



- iv. When information is shared without consent it must be explained to the individual when it is safe to do so.
- v. Whenever sharing information it must be recorded as to what details were shared, with whom, and when.
- vi. If you are ever in doubt seek legal advice and/or contact the Local Authority.

9.

10. Useful Contacts

- Action on Elderly Abuse
A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.
 - a. Tel: 020 8765 7000
 - b. Email: enquiries@elderabuse.org.uk
 - c. www.elderabuse.org.uk
- Ann Craft Trust (ACT)
A national organisation providing information and advice about adult safeguarding. ACT have a specialist Safeguarding Adults in Sport and Activity team to support the sector.
 - a. Tel: 0115 951 5400
 - b. Email: Ann-Craft-Trust@nottingham.ac.uk
 - c. www.anncrafttrust.org
- Men's Advice Line
For male domestic abuse survivors
 - a. Tel: 0808 801 0327
- National LGBT+ Domestic Abuse Helplines
 - a. Tel: 0800 999 5428
- National 24 Hour Freephone Domestic Abuse Helplines
 - a. Tel: 0808 2000 247
 - b. www.nationaldahelpline.org.uk/Contact-us
- Rape Crisis Federation of England and Wales
Rape Crisis was launched in 1996 and exists to provide a range of facilities and resources to enable the continuance and development of Rape Crisis Groups throughout Wales and England.
 - a. Email: info@rapecrisis.co.uk
 - b. www.rapecrisis.co.uk



- Respond
Respond provides a range of services to victims and perpetrators of sexual abuse who have learning disabilities and training and support to those working with them.
 - a. Tel: 020 7383 0700 or 0808 808 0700 (Helpline)
 - b. Email: services@respond.org.uk
 - c. www.respond.org.uk
- Stop Hate Crime
Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties. 24 hours service:
 - a. Tel: 0800 138 1625
 - b. Web Chat: www.stophateuk.org/talk-to-us/
 - c. Email: talk@stophateuk.org
 - d. Text: 07717 989 025
 - e. Text Relay: 18001 0800 138 1625
 - f. Post: PO Box 851, Leeds LS1 9QS
- Susy Lamplugh Trust
The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.
 - a. Tel: 020 8392 1839
 - b. Fax: 020 8392 1830
 - c. Email: info@suzylamplugh.org
 - d. www.suzylamplugh.org
- Victim Support
Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.
 - a. Tel: 0808 168 9111
 - b. www.victimsupport.com
- Women's Aid Federation of England and Wales
Women's Aid is a national domestic violence charity. It also runs a domestic violence online help service.
 - a. www.womensaid.org.uk/information-support