



Safeguarding and Vulnerable Adult Protection Policy and Guidelines

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RSWSC Safeguarding and Vulnerable Adult Protection Policy and Guidelines

If you require any of this information in a different language or accessible format, please contact the RSWSC Designated Person for Safeguarding e-mail safeguarding@rswsc.co.uk

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Part 1 - Policy

1. Introduction

The RSWSC Vulnerable Adults Policy has been produced in accordance with guidelines produced by the Royal Yachting Association (RYA) and British Waterski (BWF) to enable vulnerable adults to enjoy the sports of sailing, waterskiing and powerboating in all their forms, in a safe environment. www.rya.org.uk/go/safeguarding

In the context of this document, the term 'Adult at Risk' as defined by the Care Act 2014 applies to people aged 18 or over who are in need of care or support, regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

There are also adults who are at risk, for example, domestic abuse, forced marriage, sexual or commercial or financial exploitation. Adults at risk may include individuals who are vulnerable as a consequence of their role as a carer.

- All of us could be regarded as at risk or vulnerable at certain times in our lives, For example when undergoing medical treatment or experiencing a period of mental ill health. Equally, not all people with a disability would identify themselves as being vulnerable or at risk at all times.

In a sailing and waterski context we may work with:

- People who have a physical disability, whether from birth or acquired through injury, illness or advancing age, ranging from those who can sail independently but need some assistance getting afloat,
- To those that depend on others for physical care and support.
- People who are blind or visually impaired, who may need to be guided around the site and when getting on board, and sail with sighted crew
- People who are deaf or hearing impaired, whose needs are largely connected to communication and inclusion
- People who have learning disabilities or who for some other reason (eg. brain injury, dementia) may not have the capacity (see Mental Capacity below) to make independent decisions or to assess risk
- People who are on the autism/Asperger spectrum
- People who are experiencing mental illness.

Mental Capacity and consent

Although many of the good practice guidelines and principles to be followed when safeguarding children also apply to adults, there is a key difference.

In the case of a child, there is a clear duty to act if we suspect that the child has been harmed or is at risk of harm. In the case of an adult, the starting assumption must always be that they have the capacity to make a decision and have the right to do so. If there is an allegation or concern about an adult who has capacity, **their consent must be obtained** before any referral is made, unless others are at risk of harm.

If the adult does not have capacity and is unable to give consent, a referral may be made and their family or carers informed, provided that they are involved in the individual's life and are not implicated in the allegation.

Mental capacity refers to the ability to make a decision at a particular time. The term 'lacks capacity' means that a person is unable to take a particular action for themselves at a particular point in time— although they may still be able to express an opinion or preference or take a less complex decision.

Under the Mental Capacity Act 2005 a person lacks capacity to make a decision if they have an 'impairment of or disturbance in the function of their mind or brain' (either temporary or permanent), and as a result they cannot do **one or more** of the following:

- Understand the information relating to this particular decision (including its benefits and risks)
- Retain the information for long enough to make this decision
- Weigh up the information involved in making this decision
- Communicate their decision in any way

The Act also says that:

- A person is not to be treated as unable to make a decision unless all practical steps to help him/her to do so have been taken without success.
- A person is not to be treated as unable to make a decision merely because he/she makes an unwise decision
- An act carried out or decision made, for or on behalf of a person who lacks capacity must be undertaken, or made, in their best interests.
- Before the act is carried out, or the decision is made, regard must be made to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the persons rights and freedom of action.

2. RSWSC Vulnerable Adult Policy Statement

RSWSC is committed to safeguarding adults at risk taking part in its activities from physical, sexual, psychological, emotional or financial harm or neglect. We recognise that everyone, irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity, marriage or civil partnership or social status has a right to protection from discrimination and abuse.

RSWSC takes all reasonable steps to ensure that, by providing staff and volunteers with appropriate procedures and training, it offers a safe environment for all participants. Everyone will be treated with dignity and respect. All members and volunteers should be aware of policy.

Club Protection Officer.

The Club Protection Officer is Gillian West
Telephone 01208 850892; mobile 07768477104
Email: safeguarding at rswsc.co.uk

Staff and Volunteers

All club staff and volunteers whose role brings them into regular contact with adults at risk will be asked to provide references. The club protection officer and those regularly instructing, coaching or supervising adults at risk will also be asked to apply for an enhanced criminal records disclosure. Those providing personal care will be asked to apply for an enhanced disclosure with Barred list check.

Good Practice

All members of the club should follow the good practice guidelines attached. Those working with adults at risk should be aware of the guidance on recognising abuse.

Concerns

Anyone who is concerned about the welfare of an adult, either outside the sport or within the club, should inform the Club Protection Officer immediately, in strict confidence. The Club Protection Officer will follow the following procedures.

Part 2 Procedures

Designated Person

Everyone has a role to play in ensuring that vulnerable adults are safe. GillianWest has specific responsibility for implementing the club's policy and is the point of contact to receive information and advice from the RYA. The Club Protection Officer will:

- Maintain an up-to-date policy and procedures compatible with the RYA's
- Ensure that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures
- Advise the management committee on safeguarding and child protection issues
- Maintain contact details for local Adult Social Care Services.

If there is a concern the Club Protection Officer will

- Be the first point of contact for any concerns or allegations from adults at risk, carers or others, ensuring that confidentiality is maintained in all cases
- Decide on the appropriate action to be taken, in-line with the organisation's procedures and in conjunction with the Commodore
- Keep the RYA informed as necessary

If Gillian West is unavailable and the matter is urgent contact the Commodore

If neither of the above are available contact adult social services.

4. Recruitment and training

The purpose of this policy is to reduce the opportunity for an individual with poor intent towards vulnerable adults to gain access to the club or to abuse a position of trust.

All applications, whether for paid or voluntary work, should be subject to an appropriate level of scrutiny. The level of checking should be proportionate to the role and the level of risk involved and in line with relevant statutory requirements. The risk is higher if the person will be in regular contact with the same adult at risk, in sole charge with no carers or other adults present, and/or in a role involving authority and trust, such as the club manager, an instructor or coach.

The club's policy is:

Who to check

paid staff and/or volunteers depending upon their role in the club (if they have the same level of responsibility and contact they should be treated in the same way whether they are paid or not)

those with specific responsibilities (e.g. club manager, protection officer, instructor) or anyone who regularly supports adults at risk.

The **level of check** to be conducted for each category

- references
- self declaration
- Enhanced criminal records disclosure (and Barred List check if appropriate) if the post is eligible

It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006

- for a barred individual to work in regulated activity/regulated work or for an organisation to knowingly allow someone who has been barred to work in Regulated Activity/Regulated Work and
- for an organisation to fail to make a referral to the Disclosure and Barring service if they have dismissed someone from Regulated Activity/Regulated Work for harming or posing a risk of harm to a vulnerable adult or placing them at risk of harm or would have dismissed them if they had not resigned

The **RSWSC** accepts that it is more likely to recruit and retain someone who is well suited to their role and ensure equality of opportunity if it:

- provides the applicant with a clear job or role description so that they understand what the work involves
- draw up a 'person specification' listing the key qualifications, experience and qualities the club is looking for
- check that the applicant is competent for the role e.g. they hold an appropriate and valid RYA instructor certificate, coach qualification or powerboat/safety boat certificate if required
- provide an induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarise them with the club's operating procedures

Keeping Vulnerable Adults Safe

If the role involves regular contact with adults at risk they should at least:

- be asked to provide information about their past career or relevant experience

- ask their reasons for leaving earlier posts, or moving area, and make sure there are no unexplained gaps in their career history
- explore their experience of and attitude towards working with adults at risk
- take up references, at least one of which should be from someone who has first hand knowledge of their previous work with adults at risk, and make the nature of the work clear to the referees

If the role involves regularly training or supervising adults at risk or providing day to day management of people who do such roles, the club will

- First ask the applicant to complete a self declaration form. Although they might make a false declaration, the fact that the club has these procedures in place may deter anyone with a criminal record related to their suitability to work with adults at risk from proceeding any further
- Before confirming their appointment ask the applicant to apply for an Enhanced Criminal Records Disclosure (with Barred List check if appropriate) or Protection of Vulnerable Groups scheme membership

The club can access the DBS, Access NI or PVG processes through the RYA. A clear disclosure is not a guarantee that the applicant has never done anything wrong, it only shows whether or not they have been caught.

Although it is not a legal requirement for the club to ask their staff or volunteers to apply for Disclosures, it should be remembered that it is an offence to allow someone to undertake regulated activity/work if they have been barred from working with the relevant vulnerable group. There is a risk that determined known offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors.

An individual is only eligible to apply for an Enhanced Disclosure, which will disclose their “spent” as well as their “unspent” record, if they will be in a position listed under the exceptions to the Rehabilitation of Offenders Act 1974 ie. one that involves regularly caring for, training, supervising or being solely in charge of vulnerable adults. They can only be required to apply for the additional Barred List check if they will be undertaking ‘regulated activity’ with vulnerable adults as defined under the Safeguarding Vulnerable Groups Act 2006, amended by the Protection of Freedoms Act 2012 i.e. providing personal care.

Confidentiality and data storage

All personal information, including Disclosure information, should be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children, in accordance with the DB S/PVG/Access NI Codes of Conduct and the RSWSC Data Privacy Policy

RSWSC recruitment and Induction policy

The club requires all employees to provide references and to obtain an Enhanced criminal records disclosure with barred list check, if applicable prior to confirmation of appointment.

RSWSC employees whose work will involve contact with adults at risk are required to familiarise themselves with these guidelines.

Safeguarding training

The RSWSC requires all staff or volunteers working with vulnerable adults to provide references and to, subject to their role within the club, have undertaken training appropriate to that role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development. Training may be undertaken through the RYA

5. Good Practice Guidelines

Culture

Within the club adults at risk, their carers and others should be able to raise concerns knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves and others.

The following are common sense guidelines:

- Always communicate clearly, in what ever way best suits the individual, and check their understanding and expectation.
- Always try to work in an open environment in view of others
- Avoid spending any significant time working with adults at risk in isolation
- Do not take an adult at risk alone in a car, however short the journey, unless you are certain that the individual has the capacity to decide to accept a lift
- Do not take an adult at risk to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that it only occurs with the full knowledge and consent of someone in charge of the club or the person's carer.
- Design training programs that are within the ability of the individual .
- If you need to help someone with a wet suit or buoyancy aid, or provide physical assistance or support make sure you are in full view of others
- Take great care with communications via mobile phone, email or social media that might be misunderstood or shared inappropriately. In general, only send group communications about organisational matters using these methods. If it's essential to send an individual message to a person who has a learning disability or other impairment that might affect their understanding, copy it to their carer.

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- use inappropriate touching
- make sexually suggestive comments , even in fun,
- fail to respond to an allegation made by an adult at risk; always act
- do things of a personal nature that the person can do for themselves

It may sometimes be necessary to do things of a personal nature to help someone with a physical or learning disability. These tasks should only be carried out with the full understanding and consent of both the individual (where possible) and their carers. In an emergency situation which requires this type of help, if the individual lacks the capacity to give consent, carers should be fully informed as soon as possible. In such situations it is

important to ensure that anyone present is sensitive to the individual and undertakes personal care tasks with the utmost discretion.

Responsibilities of staff and volunteers

All staff and volunteers are given clear roles and responsibilities and should be aware of the club safeguarding policy and procedure and should be aware of the practices and guidelines contained in this document

Individual responsibility and club liability

The club has a duty of care to its' members and must ensure that on-water activities are conducted safely. Adults are normally responsible for their own safety, welfare and behaviour. In the case of a person who lacks the capacity to take responsibility for their own welfare, the club may require a carer or designated adult to be on site. It must be made clear at what point responsibility transfers from the club to that person.

Changing rooms and showers

The club has separate male and female changing rooms and a unisex disabled toilet and changing room. The club premises are such that it does not allow for family changing areas. It may sometimes be necessary to do things of a personal nature to help someone with a physical or learning disability. These tasks should only be carried out with the full understanding and consent of both the individual (where possible) and their carers. In an emergency situation which requires this type of help, if the individual lacks the capacity to give consent, carers should be fully informed as soon as possible. In such situations it is important to ensure that anyone present is sensitive to the individual and undertakes personal care tasks with the utmost discretion.

If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, it is advised that they are accompanied by another adult of the opposite sex.

First aid and medical treatment

First aid, provided by appropriately trained and qualified person, is part of the club's normal duty of care. If the individual lacks the capacity to give consent and medication or medical treatment may be required in the absence of their carer, obtain prior consent of the carer.

6. Handling concerns, Reports or allegations

A complaint, Concern or allegation may come from a number of sources: the adult at risk, their carers, someone else within the club. It may involve the behaviour of one of the volunteers or employees, or something that has happened to the person outside the sport. Vulnerable people may confide in someone they trust, in a place where they feel at ease

An allegation may range from mild verbal bullying to physical or sexual abuse. It can be difficult to distinguish poor practice, whether intentional or accidental, from abuse. If you are concerned that an adult at risk may be being abused, it is NOT your responsibility to decide whether it is poor practice or abuse, or to investigate further, BUT it is your responsibility to act on your concerns for guidance on recognising abuse, see appendix A.

If there is an allegation or concern about an adult at risk who has capacity their consent must be obtained before any referral is made, unless others are also at risk of harm. No information should be given to the adult's family or carers without their consent.

If the adult does not have capacity and is unable to give consent, a referral may be made and their family or carers informed, provided that they are involved in the individual's life and are not implicated in the allegation

Handling an allegation from an adult at risk

Always

- Stay calm— Ensure that the person is safe and feels safe
- Show and tell the person that you are taking what he/she says seriously
- Reassure the person and stress that he/she is not to blame
- Be careful about the physical contact, it may not be what the person wants
- Be honest, explain that you will have to tell someone else to help stop the alleged abuse
- Make a record of what the person has said as soon as possible after the event, using their own words
- follow the club's safeguarding procedures

NEVER

- Rush into actions that may be inappropriate
- Make promises you cannot keep (e.g. You won't tell anyone)
- Ask leading questions (see recording and handling information below)
- Take sole responsibility— Consult someone else (Ideally the designated protection officer or the person in charge or someone you can trust) so that you can begin to protect the adult at risk and gain support for yourself.

You may be upset about what the person has said or you may worry about the consequences of your actions. However, one thing is certain– you cannot ignore it. Professionals involved in taking decisions about adults at risk must take all of the circumstances into account and act in the individual’s best interests. You are not expected to be able to take such decisions.

Recording and handling information

If you suspect that an adult at risk may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Adult’s Social Care who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation.

A leading question is where you suggest an answer or provide options that only need a ‘yes’ or ‘no’ answer, instead of allowing the person to explain things in their own words. An example would be asking “did X hit you” instead of how did you get that bruise? Use open questions such as what happened next? Only ask questions to confirm that you need to refer the matter to someone else. If the person has difficulty communicating, ask them if they would like someone there to assist or interpret, but do not assume that they want their regular carer present.

Listen to and keep a record of anything that the person tells you or that you have observed and, with their consent where possible, pass the information on to the statutory authorities (see document 7 for referral form). Take care to distinguish between fact, observation, allegation and opinion. It is important that the information is accurate.

All information must be treated as confidential and only shared with those who need to know

If the allegation or suspicion concerns someone within the club, only the person’s carers, the protection officer, the Commodore (or in their absence a member of the management committee (Unless they are the subject of the allegation), the relevant authorities and the RYA Safeguarding Manager should be informed. If the alleged abuse took place outside the sport, Adult Social Care will decide who else needs to be informed. It should not be discussed by anyone within the club other than the person who received or initiated the allegation and, if different, the Club Protection Officer and the Commodore.

Confidential information must be processed, stored and destroyed in accordance with the clubs Data Privacy Policy and Data Protection legislation.

The club has clear and agreed procedures to follow. These include:

- Procedures to be followed by anyone concerned about an adult’s welfare, either outside the sport or within the club (see flowcharts below)
- A disciplinary procedure setting out the process to be followed if an allegation or complaint is made about an employee.
- A procedure for handling a complaint about a member or employee.

Anyone concerned about adult -welfare, either outside or within the club should follow the flowcharts below and found on pages

Statutory authorities

If the club is contacted by the Police or by the Local Authority concerning information received or a complaint made by or about a member, volunteer or employee the RYA Safeguarding and Equality Manager should be contacted as soon as possible for guidance and support. The club Will co-operate fully with official requests for factual information but personal opinions on the person's conduct should not be expressed.

Handling the media

If there is an incident at the club premises and if the club is contacted by the media with an allegation concerning a member or employee no response should be given until the management committee has had an opportunity to check the facts and seek advice from the RYA's Communications department on 023 8060 42154 for professional advice on handling the media.

Insurance

If a serious allegation involving harm caused to an adult at risk either at the club premises or as a result of taking part in club activities, the Hon Gen Sec or in his absence a member of the management committee should consider notifying the insurers in case there is a subsequent claim against the club.

Reference to the disclosure and barring service

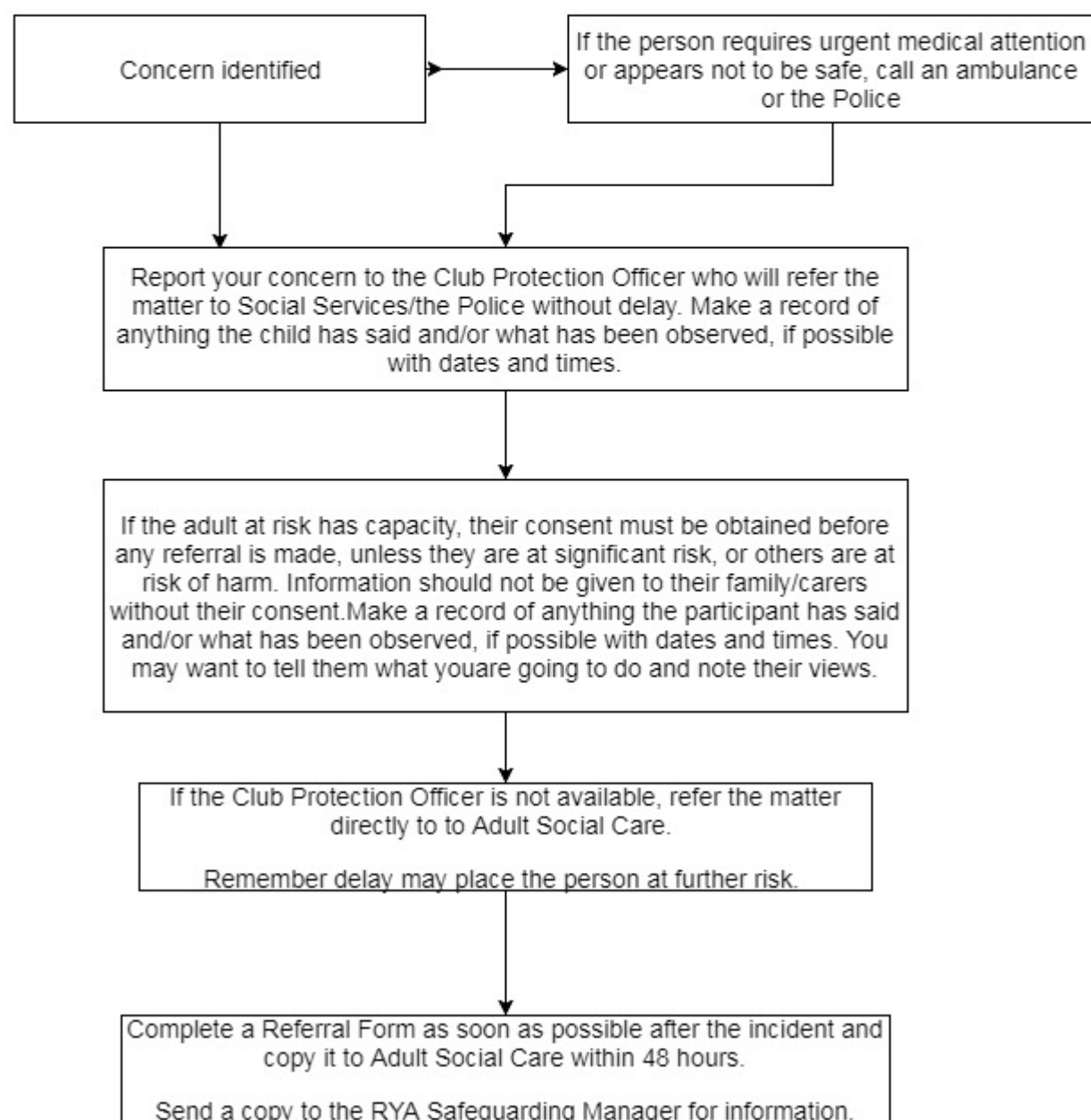
The Disclosure and Barring Service (DBS) maintains the list of people barred from working with children or with vulnerable adults in England and Wales and northern Ireland. If the club permanently dismisses or removes someone from a role involving regulated activity/work or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, the club has a duty to refer them to the DBS as appropriate. It is a criminal offence not to make such a referral. The RYA safeguarding and equality manager can be contacted for guidance on the grounds and process for making a referral

Flowchart 1

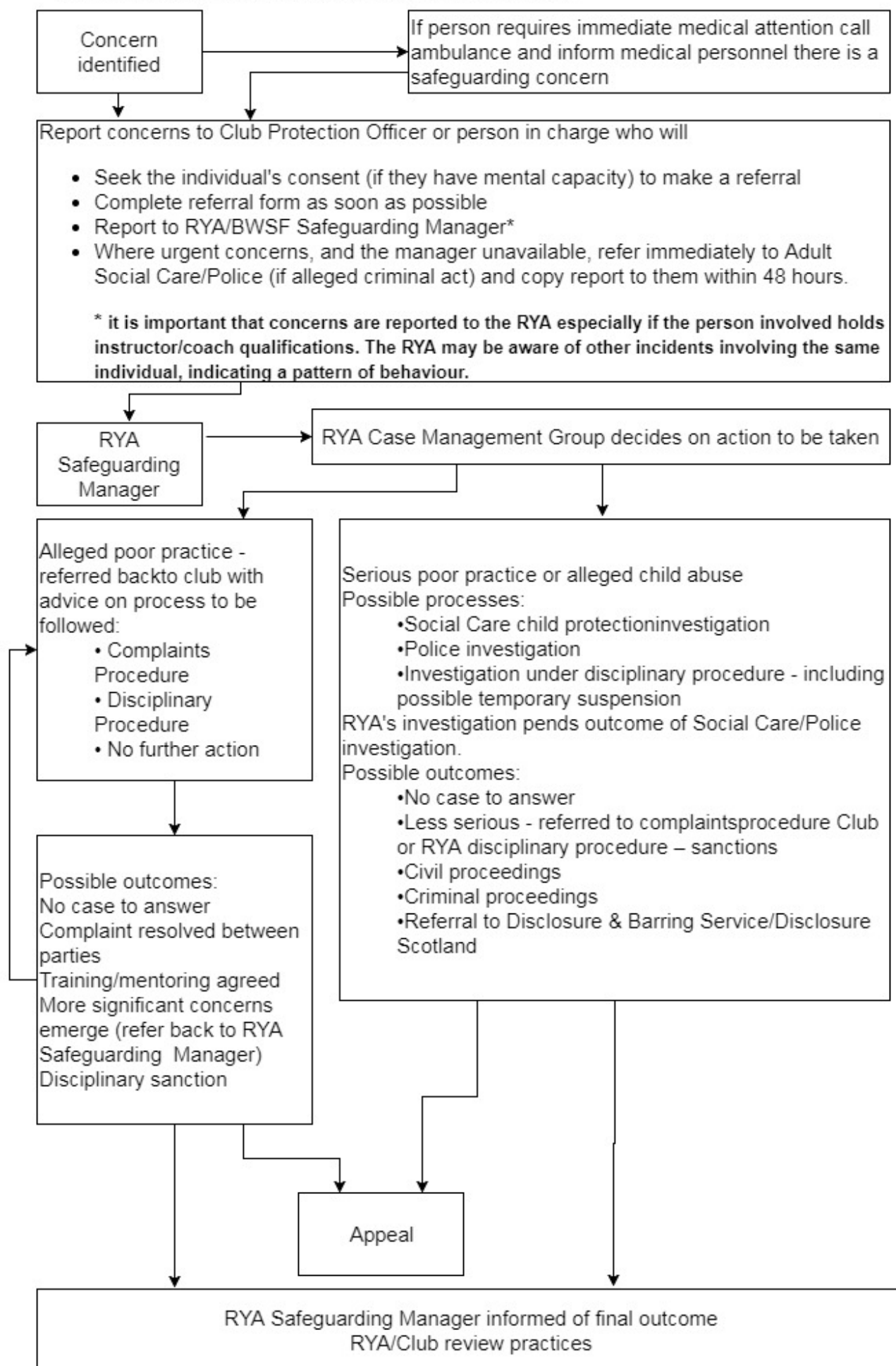
Reporting Procedures

If you are uncertain what to do at any stage, contact the RYA's Safeguarding Manager on 023 8060 4104 or your local authority Adult Social Care department. Details of Adult Social Care departments and emergency duty teams are listed on local authority websites and in local phone books. If you are unable to find the appropriate contact number, call the RYA's Safeguarding Manager on 023 8060 4104 or, if the person is at immediate risk, the Police.

What to do if you are worried that an adult is being abused outside the sport's environment but the concern is identified through the child's involvement with the Club.



Flowchart 2
Reporting Procedures
Concern about the behaviour of someone at the Club



Part 7 Useful Contacts

Royal Yachting Association

Jackie Reid, Safeguarding and Equality Manager
RYA House, Ensign Way,
Hamble
Southampton
SO31 4YA
Tel: 023 8060 4104
E -mail: safeguarding@rya.org.uk
Website: www.rya.org.uk/go/safeguarding

Social Care Services

Adult care and support 0300 1234 131
Social Care Emergencies (out of hours) 0300 1231 116

Ann Craft Trust

The Ann Craft Trust (ACT) supports organisations in the statutory, independent and voluntary sectors across the UK to protect disabled children and adults at risk. 'Safeguarding Adults in Sport and Physical Activity' is a programme supported by Sport England to help sports organisations to develop best practice in safeguarding adults at risk. They provide a range of resources and training.
Tell: 0115 9515 400
Website: <http://www.anncrafttrust.org/safeguarding-adults-sport-activity/>

The following is a small selection of charities that support people with different needs and disabilities. A more comprehensive list can be found in the resource packs on the Ann Craft Trust website.

Action on Elder abuse helpline

Tel: 0808 808 8141
Website: www.elderabuse.org.uk

Dementia UK

Tel: 0800 888 6678
Websites: www.dementiauk.org

Mencap direct

Tel: 0808 808 6678
Email: help@mencap.org.uk
Website: www.mencap.org.uk

MIND – mental health charity

Tel: 0300 123 3393

Text: 86463

E-mail: info@mind.org.uk

Website: www.mind.org.uk

National Autistic Society

[Tel: 020 7833 2299](tel:02078332299)

Victim Support

Tel: 08808 168 9111

www.victimsupport.com

Disclosure and Barring Service (DBS) -RYA is Registered Body

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

AccessNI- RYA is Registered Body

Website: www.volunteerscotland.net/disclosure-services

Disclosure Scotland (for referrals)

<https://www.mygov.scot/pvg-referrals/>

UK Coaching

Provide training on coaching people with disabilities

Website: www.ukcoaching.org

Document 1 Application Form

Application for the post of (job/role)

When completed this form should be returned, marked inverted commas private and confidential, To:

The closing date for applications is;

Personal details

Title:

Surname:

Other names in full:

Contact details

Address:

Home phone:

Work phone:

(state if you do not wish to be contacted at work)

Mobile:

Email:

Training and Qualifications

Academic and/or vocational qualifications

RYA or other qualifications relevant to the role

Do you hold a valid UK driving license? YES/NO

Summary of past experience

Please state the name of organisation, position held, dates and a brief description of responsibilities and duties (continue on separate sheet if required)

Please state how you think your skills and experience match the requirements of this role and give your reasons for applying.

Other relevant information

e.g. recreational interests, hobbies, voluntary or community work

Criminal record

Having a criminal record will not necessarily bar you from working with us. If you are applying for a position involving regular contact with children or vulnerable adults you will be required at the offer stage, to apply for an Enhanced Criminal Records Disclosure, with Barred List check if relevant (In Scotland to apply for membership of the Protection of Vulnerable Groups Scheme)

References

Please give names and addresses of two people who can be asked to provide a reference. At least one should have first-hand knowledge of your previous work with children or adults at risk. References from relatives will not be accepted. Please indicate if you do not want us to contact any of your referees before interview or before an offer of employment.

Referee 1

Name

Address

Email address

Phone number

Capacity in which known to you

Referee 2

Name

Address

Email address

Phone number

Capacity in which name to you

Data protection

In order to recruit to this role Rock Sailing and Water Ski Club will process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. All personal data will be handled in accordance with the Rock Sailing & Waterski Club's Data Privacy Policy which can be found on the club's website.

Applicant's declaration

I declare that to the best of my knowledge the information given on this form is correct and I understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application

Signature

Date

Document 2- Reference request

Confidential

(*name*) has expressed an interest in working with the Rock Sailing and Water Ski Club in the role of (*position*) and has given your name as a referee. This role involves access to children and adults at risk. As an organisation committed to safeguarding the welfare of participants, we are anxious to know if there are any reasons to be concerned about this applicant being in contact with vulnerable people.

If you agree to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of the applicant's suitability, should they be offered the role. We would appreciate you being candid, open and honest in your evaluation of this person.

How long have you known this person?

In what capacity?

What attributes does this person have which would make them suitable for this role?

Please rate this person on the following (please tick one box for each question)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Commitment					
Trustworthiness					
Reliability					

Do you have any reason at all to be concerned about this applicant being in contact with children/adults at risk?

YES/NO

If you answer 'yes' we will contact you in confidence.

Name (please print)

Tel. No:

Signed:

Date:

Please return this form, marked 'Confidential' to:

Note: A reference is personal data and the subject is entitled to request a copy from the recipient

Document 3 – Self Declaration form

Private and Confidential

Self -declaration form for roles involving contact with adults at risk

Rock Sailing and Water Ski Club is committed to safeguarding children and adults at risk taking part in its activities from physical, sexual, psychological, emotional or financial harm or neglect. As part of our Safeguarding policy we require applicants for posts involving contact with children and adults at risk to complete this self declaration form.

If your role will involve regular or frequent contact with or responsibility for children or adults at risk you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred list check if relevant (*Scotland to be a member of the Protecting Vulnerable Groups Scheme*). Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance.

Name.....

1. Have you ever been known to any Children or Adult Services Department as being an actual or potential risk to children or adults at risk? YES/NO

If yes please supply details

2. Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or adults at risk? YES/NO

If yes, please supply details.

Declaration

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment.

If required I agree to provide a valid criminal records disclosure (Scotland: PVG scheme membership certificate).

I agree to inform the RSWSC within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or adults at risk.

I understand that the information contained in this form and in the Disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard children or adults at risk.

Signed..... Date:.....

Note: If the applicant is aged under 18, this form should be counter-signed by a parent or guardian.

Document 4 Good Practice Guide

Handout for Instructors, Coaches and Volunteers

This guide only covers the essential points of good practice when working with adults at risk. You should also read the organisations safeguarding policy and procedures which are available for references at all times.

- Always communicate clearly, in whatever way best suits the individual, and check their understanding and expectations
- Always try to work in an open environment in view of others
- Avoid spending any significant time working with adults at risk in isolation
- Do not take an adult at risk alone in a car, however short the journey, unless you are certain that the individual has the capacity to decide to accept a lift,
- Do not take an adult at risk to your home as part of your organisation's activity
- Where any of these is unavoidable, ensure that it only occurs with the full knowledge and consent of someone in charge of the club or the person's carers
- Design training programs that are within the ability of the individual
- if you need to help someone with a wetsuit or buoyancy aid or provide physical assistance or support, make sure you are in full view of others.
- Take great care with communications via mobile phone, email or social media that might be misunderstood or shared inappropriately. In general only send group communications about club matters using these methods. If it is essential to send an individual message to a person who has a learning disability or other impairment that might affect their understanding, copy it to their carer.

You should never:

- Engage in rough, physical or sexually provocative games or activities
- Allow or engage in an inappropriate touching of any form
- Use inappropriate language
- Make sexually suggestive comments, even in fun
- Fail to respond to an allegation made by an adult at risk; always act
- do things of a personal nature that the person can do for themselves

It may sometimes be necessary to do things of a personal nature to help someone with the physical or learning disability. These tasks should only be carried out with the full understanding and consent of both the individual (where possible) and their carers. In an emergency situation which requires this type of help, if the individual lacks the capacity to give consent, carers should be fully informed. In such situations it is important to ensure that anyone present is sensitive to the individual and undertakes personal care tasks with the utmost discretion.

DOCUMENT 5 – CLUB CODE OF CONDUCT

It is the policy of RSWSC that all participants, race officers, coaches, instructors, officials, parents/carers and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action

Participants

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club or its members.

Carers

- Accept that adult participants have a right to take risks and to take decisions about their welfare, unless they lack the capacity to do so as defined by the Mental Health act 2005
- Support the participants involvement and help them enjoy their sport
- Help the participant to recognise good performance, not just results
- Never force the participant to take part in sport
- Never punish or belittle the participant for losing or making mistakes
- Encourage and guide the participant to accept responsibility for their own conduct and performance
- Respect and support the race officer
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or disputes
- Inform the club or event organisers of relevant medical information
- Ensure that the participant wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for the participant's safety and conduct in and around the club house

Race Officers, Officials and Volunteers.

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young or vulnerable people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with participants and carers
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct

If you are concerned that someone is not following the code of conduct, you should inform the cub protection office or the person in charge of the activity.

Document 6 – Booking Form

EVENT DETAILS

Event name	
Venue	
Date	
Event Co-ordinator	
Event details	

PARTICIPANT CONTACT DETAILS

Name	
Address	
Contact no.	
Email address:	
If you are under 18, your parent or guardian must complete and sign the Parental/Guardian Agreement Form at page []	

ABOUT YOU

Do you have any previous boating experience or qualifications? If yes, please give brief details.	Yes/ No
Can you swim 25 metres?	Yes/ No
In the interests of your safety do you have any medical conditions or physical or mental impairments that the organiser needs to be aware of that may affect your ability to take part in the Event?	Yes/ No If you answer yes please provide further details in the Medical Information and Impairments section of this form at page 30
Telephone number of emergency contact.	

BOOKING TERMS

RISK STATEMENT

It must be recognised that sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the Event, you agree and acknowledge that:

- You are aware of the inherent element of risk involved in the sport and you accept responsibility exposing yourself to such inherent risk whilst taking part in the Event;
- You will comply at all times with the instructions of the Event Co-ordinator particularly with regard to handling of boats, wearing of buoyancy aids and the wearing of suitable clothing for the conditions;
- You accept responsibility for any injury, damage or loss to the extent caused by your own negligence;
- You will not participate in the Event if your ability to participate is impaired by alcohol, drugs or if you are otherwise unfit to participate;
- You will inform the Event Co-ordinator if there have been any changes to the information provided on this form at the time of the Event.
- The provision of patrol boat cover is limited to such assistance as can be practically provided in the circumstances;
- You are aware of any specific risks drawn to your attention by the Event Co-ordinator.

CANCELLATION

You understand that the Event Co-ordinator may cancel or postpone the Event at any stage in the event of bad weather, equipment failure or otherwise.

MISCONDUCT

You understand that the Event Co-ordinator may exclude anyone from a particular session and evict anyone from the premises who refuses to comply with these Booking Terms or who misconducts themselves in any way or who causes damage or annoyance to other persons.

DATA PROTECTION

The Organiser has a Data Privacy Policy which can be found at <https://www.rswsc.co.uk/home/about-us/data-protection-policy>
Your data will be stored and used in accordance with that policy.

The information you provide in this form will be used to facilitate your participation in the Event and to contact you. The Organiser would also like to include your contact details on a mailing list in order to make you aware of membership opportunities and future events.

If you would like to be included on this mailing list please tick here ☐

If you wish to withdraw your agreement at any time, please contact the Sailing Secretary

USE OF YOUR IMAGE

The Organiser may arrange for images or videos to be taken at the Event and published on the Event or Organiser's website or social media channels to promote the Event or Organiser.

If you agree to images of you being used for this purpose, please tick here. ☐

If you are taking part in the Event as a family, your family members, aged 18 and over, should indicate their agreement to the use of their image separately below.

Parental agreement for images of participants aged under 18 is included in the Parental/Guardian Agreement Form at page [].

Family member

☐

Family member

☐

Family member

☐

If you later wish to withdraw your agreement, please contact the Sailing Secretary. Please be aware that if you later decide to withdraw your agreement it will not be possible to remove your image from any printed material in circulation, or until the next edition or print of the item containing your image is released.

By agreeing to your images being used, you agree to assign any copyright or any other right of ownership of these images to the RSWSC.

AGREEMENT

I confirm that I have read and fully understand the above Booking Terms and agree to comply with them.

Signed..... (The Participant) Date.....

MEDICAL INFORMATION AND IMPAIRMENTS

(For full guidance on collecting personal medical information, in relation to compliance with the General Data Protection Regulations, please see the RYA's **Race, Training and Event Management** booklet)

If you declared that you have a medical condition or physical or mental impairment that the organiser needs to be aware of because it may affect your ability to take part in the Event please provide details below.

SPECIAL CATEGORY DATA

I confirm that I have given the Organiser the medical information listed on this page (if any) for the purposes of my participation in the Event. I understand that this information will only be used for that purpose and will be retained for as long as necessary to comply with the RSWSC's legal obligations.

I agree/ I do not agree (Please circle)

Document 7 – Safeguarding referral form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name of person involved	
Name of club or organisation (if relevant)	
Nature of incident, complaint or allegation (continue on separate page if necessary).	
Action taken by organisation (continue on separate page if necessary)	
If Police or Adult Social Care Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number and e-mail address	
Signature of person completing form	
Date and time form completed	
Name and position of Club Protection officer or person in charge (if different from above)	
Contact telephone number and e-mail address	

This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding and Equality Manager, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail safeguarding@rya.org.uk and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

Appendix A – What is abuse?

Revised April 2018

(Based on the statutory guidance supporting the implementation of the Care Act 2014)

Abuse is a violation of an individual's human and civil rights by another person or persons.

Adults at risk may be abused by a wide range of people including family members, professional staff, care workers, volunteers, other service users, neighbours, friends, and individuals who deliberately exploit vulnerable people. Abuse may occur when an adult at risk lives alone or with a relative, within nursing, residential or day care settings, hospitals and other places assumed to be safe, or in public places.

The following is not intended to be an exhaustive list of types of abuse or exploitation but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern:

Physical abuse - including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence. This won't happen at a club/centre, but there could be concerns about a participant's home situation.

Sexual abuse - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjections 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.

Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal from services or supportive networks. In a club context this might include excluding a member from social activities.

Financial or material abuse - including 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. People with learning disabilities or dementia are particularly vulnerable to this type of abuse. An example might be encouraging someone to book and pay for training courses that are

inappropriate for their level of ability, or to purchase sailing clothing or equipment they don't need.

Discriminatory abuse - including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Neglect and acts of omission - including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; or in a watersports context, failing to ensure that the person is adequately protected from the cold or sun or properly hydrated while on the water.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Self-neglect might indicate that the person is not receiving adequate support or care, or could be an indication of a mental health issue such as depression.

Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill- treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

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.

Not included in the Care Act 2014 but also relevant:

Bullying (including 'cyber bullying' by text, e-mail, social media etc) - may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may be another vulnerable person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability - or for belonging to a different race, faith or culture.

Mate Crime – a '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. There have been a number of serious cases relating to people with a learning disability who were seriously harmed by people who purported to be their friends.

Radicalisation

The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

Recognising abuse

Patterns of abuse vary and include:

- Serial abusing in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse
- Long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or
- Opportunistic abuse such as theft occurring because money or valuable items have been left lying around.

Signs and indicators that may suggest someone is being abused or neglected include:

- Unexplained bruises or injuries - or lack of medical attention when an injury has occurred
- Someone losing or gaining weight, or an unkempt appearance
- A change in behaviour or confidence
- Self-harming
- A person's belongings or money go missing
- The person is not attending, or no longer enjoying, their sessions
- A person has a fear of a particular group or individual
- A disclosure - someone tells you or another person that they are being abused.

If you are concerned

If there are concerns about abuse taking place in the person's home, talking to their carers might put them at greater risk. If you cannot talk to the carers, consult your organisation's designated Protection Officer or the person in charge. It is this

person's responsibility to make the decision to contact Adult Social Care Services. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

Social care professionals involved in taking decisions about adults at risk must take all of the circumstances into account and act in the individual's best interests. You are not expected to be able to take such decisions.

The following six principles inform the way in which professionals and other staff in care and support services and other public services work with adults:

- **Empowerment** - People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs
- **Proportionality** - The least intrusive response appropriate to the risk presented
- **Protection** - Support and representation for those in greatest need
- **Partnership** - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** - Accountability and transparency in delivering safeguarding.

Some instances of abuse will constitute a criminal offence, for example assault, sexual assault and rape, fraud or other forms of financial exploitation and certain forms of discrimination. This type of abuse should be reported to the Police.