



## **Otley Sailing Club Safeguarding Adults Policy and Procedures**

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2. Reviewed February 2019 S Rawson

**Otley Sailing Club  
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This document should be read and followed in conjunction with the RYA Safeguarding Adults Policy and Guidelines.

This policy is written for Otley Sailing Club members, including those who hold volunteer membership.

In this policy the term volunteer refers to members of Otley Sailing Club who undertake voluntary roles which involve contact with adults at risk.

## **Policy Statement**

This policy refers to anyone who may be defined as an Adult at Risk. An Adult at Risk is a person aged 18 or over who is in need of care or support, and who because of those needs is unable to safeguard themselves at all times. They may have a physical, sensory or learning disability, mental illness or other health or social care need which causes them to be dependent on others for care and assistance, and/or they may have difficulty communicating their needs and wishes.

Otley Sailing Club is committed to safeguarding adults 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.

Otley Sailing Club takes all reasonable steps to ensure that, by providing volunteers with appropriate procedures and training, it offers a safe environment for all participants. Everyone will be treated with dignity and respect.

All members of Otley Sailing Club should be aware of the policy.

Otley Sailing Club actively seeks to:

1. Create a safe and welcoming environment, both on and off the water, where participants can have fun and develop their skills and confidence.
2. Run RYA and non - RYA training and events to the highest possible safety standards.
3. Treat all participants with respect and celebrate their achievements.

Otley Sailing Club:

1. Recognises that safeguarding adults who may be at risk of abuse is the responsibility of everyone, not just those who work / volunteer directly with them.
2. Carefully selects volunteers in roles involving close contact with adults at risk and provides them with appropriate information and / or training.
3. Responds swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual abuse.

4. Regularly reviews safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes.
5. Promotes a culture where adults at risk, their carers and others feel able to raise concerns knowing that they will be taken seriously, treated with an appropriate level of confidentiality and will not make the situation worse for themselves or others.
6. Communicates changes and shares good practice with clubs, class associations, training centres and Sailability groups

This policy will be reviewed by the club welfare officer annually.

**Club Welfare Officer:**

Susan Rawson  
Email address [susancrawson@hotmail.com](mailto:susancrawson@hotmail.com)  
[Mobile: 07952955785](tel:07952955785)

**Deputy Club Welfare Officer:**

Rachel James  
Email address [rachel1james@virginmedia.com](mailto:rachel1james@virginmedia.com)  
Mobile: 07769680011

**RYA Welfare Officer** (can be contacted in the absence of club welfare officers):

Jackie Reid  
tel. 023 8060 4104,  
e-mail [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)

The Otley Sailing Club welfare officer is responsible for:

1. Maintaining up-to-date policy and procedures, compatible with the RYA safeguarding adults policy and guidelines.
2. Ensuring that relevant volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
3. Advising the management committee on safeguarding issues.
4. Maintaining contact details for local Adult Social Care Services.

If there is a concern, Otley Sailing Club welfare officer will:

1. 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.

2. Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the person in charge (Commodore, Principal etc).
3. Keep the RYA informed as necessary.

## **Volunteers**

Otley Sailing Club will ensure that all volunteers working with adults at risk have undertaken training appropriate to their role.

Otley Sailing Club will keep an up to date record of all members who volunteer with adults at risk training session, including their role. This will be updated annually.

The Club Welfare Officer, Sailing Principal and any volunteer whose role puts them in a position of trust involving close and regular contact with adults at risk will be asked to apply for an Enhanced Criminal Records Disclosure.

Otley Sailing club deem the following roles require Enhanced Criminal Records Disclosure

1. Sailing Principal
2. Child Welfare Officer
3. All Instructors 16 years of age and over
4. Safety boat helm for RYA events
5. Otley Sailing Club members who volunteer at Sailability sessions at least once a week

Roles undertaken by volunteers working with adults at risk should never involve providing personal care. As such, an Enhanced DBS check with Barred List check for working with adults will never be requested. This follows guidance from the RYA and DBS policy unit.

Otley Sailing Club complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. For further information refer to Otley Sailing Clubs Model Policy Statement on the Recruitment of Ex-Offenders.

Enhanced Criminal Records Disclosure will be re-checked every 3 years in line with RYA recommendation.

Applicants to roles requiring Enhanced Criminal Records Disclosure who are already registered with the DBS Update Service and their existing Disclosure is for the same workforce (Children, Adults or both), Otley Sailing Club will ask to see their Certificate and confirm online whether it is still current.

## **Confidentiality and data storage**

All personal information, including Disclosure information, will be treated as confidential. It will be stored securely and only shared with those who need to see it in the course of their duties or to protect adults at risk, in accordance with the DBS Codes of Conduct, Otley Sailing Clubs Data Privacy Policy and Otley Sailing Clubs Model Policy Statement on the secure storage, handling, use, retention and disposal of DBS Disclosures and Disclosure information.

## **Safeguarding Training**

Otley Sailing Club will ensure that all volunteers working with adults at risk have undertaken training appropriate to their role. The RYA online safeguarding awareness course 'Safe and Fun' is mandatory for all new instructors. The course is primarily concerned with safeguarding children, but many of the learning outcomes also apply to adults at risk.

Otley Sailing Club recommends all volunteers whose role requires a DBS check to complete safeguarding training.

Disability awareness training is offered at Otley Sailing Club and can be attended by all members.

## **Good Practice**

Otley Sailing Club will promote good practice to minimise situations where people are working unobserved or could take advantage of their position of trust.

All members of Otley Sailing Club are expected to follow the good practice guidelines (see appendix D) and agree to abide by the Club Code of Conduct (see appendix E)

RYA coaches and instructors are expected to comply with the RYA Codes of Conduct.

Those working or volunteering with adults at risk should be aware of the guidance on recognising abuse (see appendix F).

## **Changing rooms**

Otley Sailing Club has separate male and female changing rooms and a unisex disabled toilet and changing facility.

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.

The use of cameras and mobile phones in the changing areas is not permitted.

### **Use of images**

Written consent for taking photos or videos at an event or training session involving adults at risk is the responsibility of the organisation accompanying the adult.

Otley Sailing Club will ensure that consent is in place before publishing images, no identifying information will be included without expressed consent of the carer / designated adult.

Any members of the press / media will be required to wear identification and will not have unsupervised access to adults at risk.

Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

### **First aid and medical treatment**

First aid, provided by an appropriately trained and qualified person, is part of our organisation's normal duty of care. All Instructors are first aid trained.

### **Responsibility of participants and carers**

Otley Sailing Club code of conduct (see Appendix E) should be adopted by all club members and visitors. The code of conduct ensures people are aware of their responsibilities towards each other. The code of conduct is displayed in Otley Sailing Clubhouse and on the website.

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### **Individual responsibility and club liability**

Otley Sailing Club has a duty of care to its members and visitors and will 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 (see RYA safeguarding adults policy and guidelines for definition of capacity) to take responsibility for their own welfare, Otley Sailing Club will require a carer or designated adult to be on site.

All organised training / coaching sessions or activities will have clear start and end times to make it clear at what point responsibility transfers from the instructor, coach or organiser to the carer or designated adult.

### **Otley Sailing Club procedure for handling concerns, reports or allegations**

The RYA safeguarding Adults policy and guidelines gives detailed guidance for handling concerns, reports or allegations. This includes guidance on recording and handling information, statutory authorities, handling the media, insurance, historical allegations and reference to the DBS. This information is primarily for the Welfare Officer, but all members should be aware of the procedures to follow if there are concerns. The guidance can be found at <http://www.rya.org.uk/about-us/rya-policies/safeguarding/Pages/vulnerable-adults-policy-and-guidelines.aspx>

The procedure to be followed by anyone concerned about an adult's welfare either outside the sport or within Otley Sailing Club can be found in Appendix A.

The procedure for handling a complaint about a member of Otley Sailing Club can be found in Appendix A.

A list of useful contact details can be found in Appendix B.

A copy of the safeguarding referral form can be found in Appendix C.

### **Concerns**

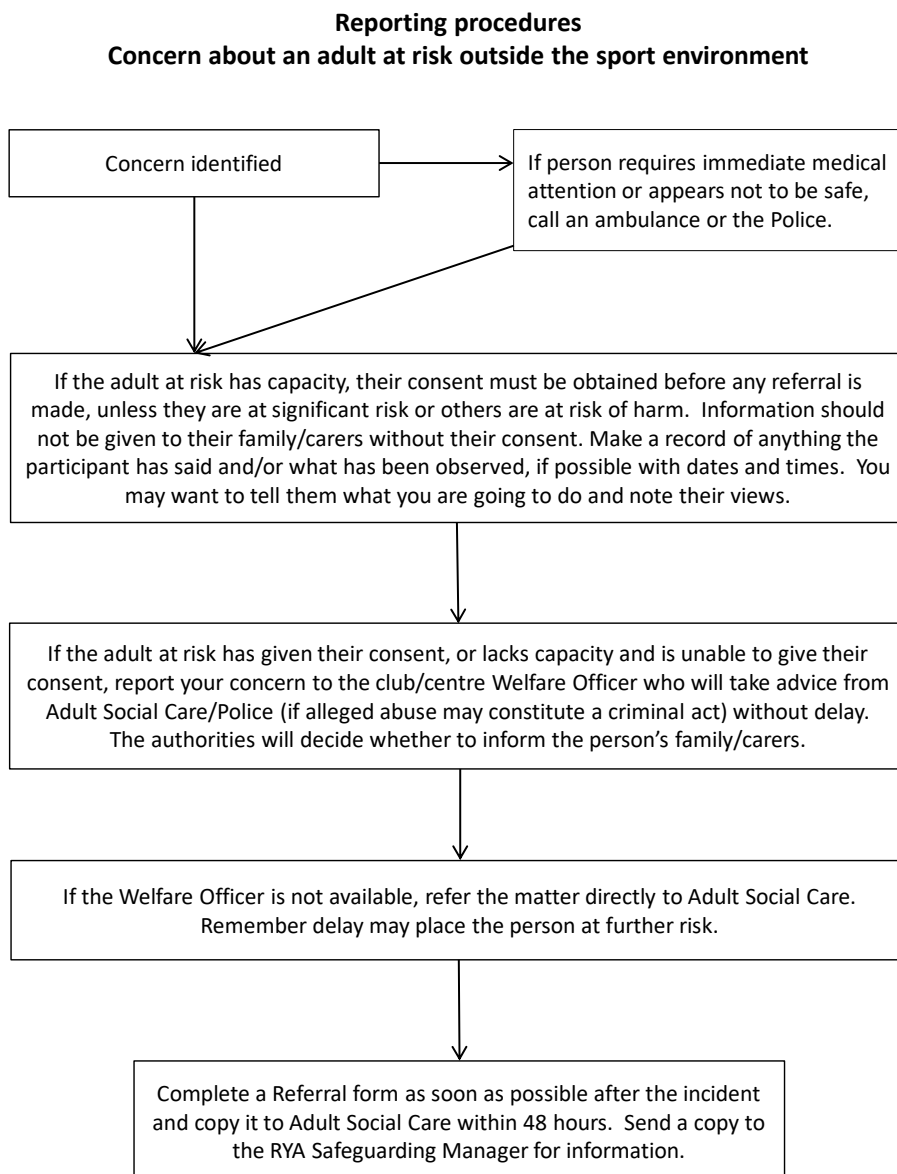
Anyone who is concerned about the welfare of an adult, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the procedure outlined in the RYA Safeguarding adults policy and guidelines.

Any member of the Club failing to comply with the Safeguarding adults policy and any relevant Codes of Conduct may be subject to disciplinary action under Club Rule 14.

## Appendix A: Reporting Procedures

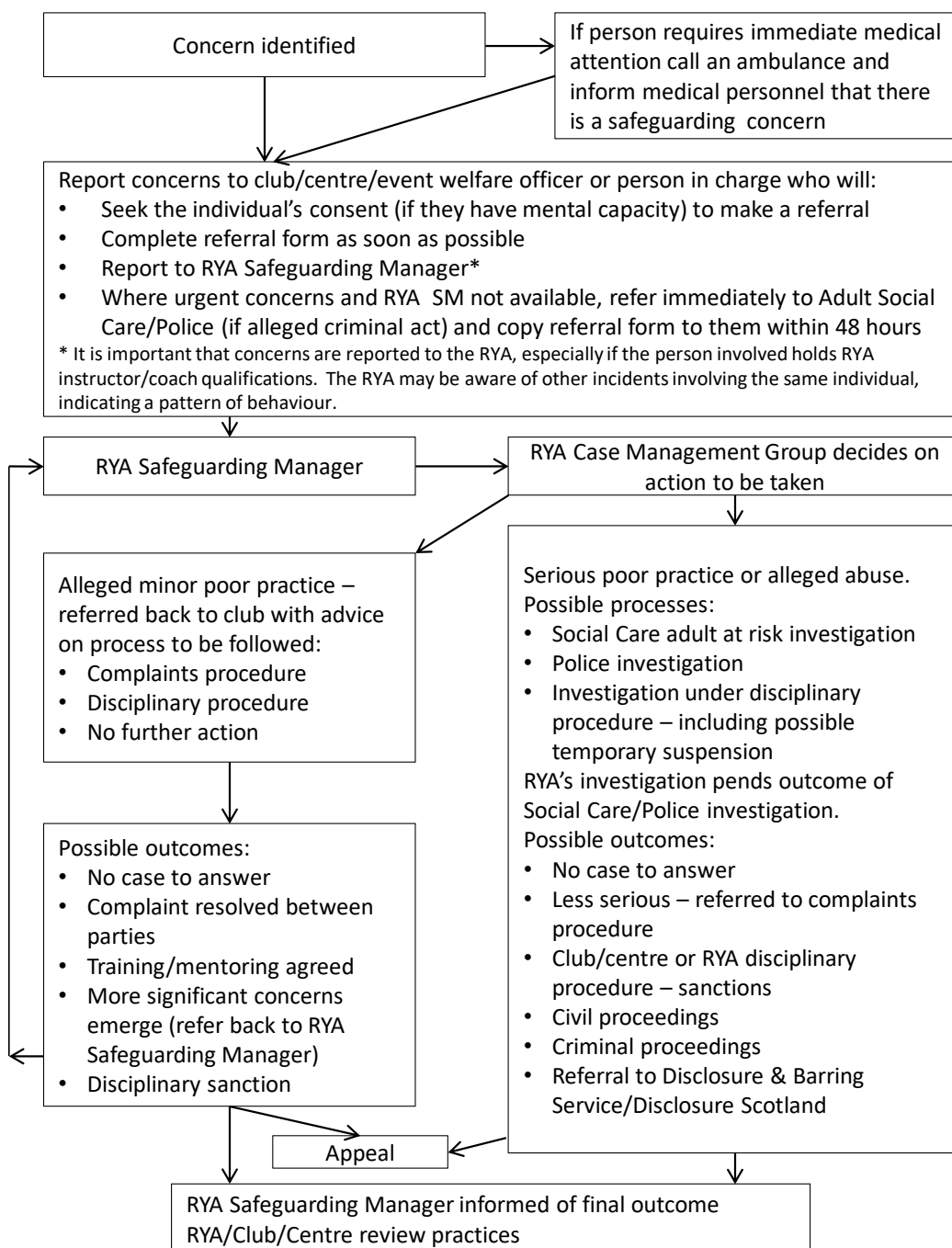
If you are uncertain what to do at any stage, contact the RYA's Safeguarding and Equality Manager on 023 8060 4104 or your local authority Adult Social Care department see appendix B for contact numbers.

**Adult safeguarding referral form can be found in Appendix F of this policy and copies are attached to Otley Sailing Club's notice board**





## Reporting procedures Concern about the behaviour of someone at a club/centre



## Appendix B: Useful Contact Numbers

To report a safeguarding adults concern, report abuse or seek advice contact:

- Adult Social Care: **0113 222 4401** (Monday to Friday 09:00 – 17:00)
- Out of hours: **07712 106 378** or email the emergency team [edt.ss@leeds.gov.uk](mailto:edt.ss@leeds.gov.uk)
- Inform the police - contact 999 in an emergency or 101 if the person is not in danger now

### Charities that support people with different needs and disabilities

<b>Action on Elder Abuse helpline</b> Tel: 0808 808 8141 Website: <a href="http://www.elderabuse.org.uk">www.elderabuse.org.uk</a>	<b>Dementia UK</b> Tel: 0800 888 6678 Website: <a href="http://www.dementiauk.org">www.dementiauk.org</a>
<b>Mencap Direct</b> Tel: 0808 808 1111 E-mail: <a href="mailto:help@mencap.org.uk">help@mencap.org.uk</a> Website: <a href="http://www.mencap.org.uk">www.mencap.org.uk</a>	<b>National Autistic Society</b> Tel: 020 7833 2299 Website: <a href="http://www.nas.org.uk">www.nas.org.uk</a>
<b>MIND – mental health charity</b> Tel: 0300 123 3393 Text: 86463 E-mail: <a href="mailto:info@mind.org.uk">info@mind.org.uk</a> Website: <a href="http://www.mind.org.uk">www.mind.org.uk</a>	<b>Victim Support</b> Tel: 0808 168 9111 <a href="http://www.victimsupport.com">www.victimsupport.com</a>

### 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.

Tel: 0115 9515 400

Website: <http://www.anncrafttrust.org/safeguarding-adults-sport-activity/>

**Appendix C: Safeguarding referral form**

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age (if known) of Adult at Risk 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 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 organisation's child protection/welfare 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](mailto:safeguarding@rya.org.uk) and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**

## **Appendix D: Good Practice Guide for Instructors, Coaches and Volunteers**

This guide covers the essential points of good practice when working with adults at risk. It should be read in conjunction with the Otley Sailing Club's Safeguarding adults Policy and Procedures and the RYA's Safeguarding adults policy and guidelines.

- 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 organisation or the person's carers
- Design training programmes 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, e-mail 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 or activities
- allow or engage in 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 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. 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.

## **Appendix E: Club Code of Conduct**

It is the policy of Otley Sailing Club that all participants, coaches, instructors, officials, parents 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/class. 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, officials 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/class 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 participant's 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 instructor/coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- 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 clubhouse/event venue

## **Coaches, Instructors, 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 Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct
- 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 Otley Sailing Club Welfare Officer or the person in charge of the activity.

## Appendix F: What is abuse?

(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 Welfare 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.