



Grafham Water Sailability

Safeguarding Vulnerable Adults Policy and Procedures

Version 2.2

March 2017

Grafham Water Sailability

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RYA Safeguarding and Equality 023 80604104

RYA Communications Dept 023 8060 4215

GWS Safeguarding Vulnerable Adults Policy and Procedures

Contents

	Page
1 Introduction	4
• What is a vulnerable adult?	
PART 1 - POLICY	
2 GWS Policy Statement	5
• Sailability Group Policy	
PART 2 – PROCEDURES	
3 Designated person	7
4 Safe recruitment	8
5 Good practice guidelines	11
6 Handling concerns, reports or allegations	14
• Reporting flow charts	17/18
PART 3 - INFORMATION AND DOCUMENTS	
7 Useful contacts	19
8 Documents	
1 Application form	20
2 Reference request	23
3 Self-disclosure form	24
4 Good practice guide	25
5 Club Code of Conduct	26
6 Participant/carer consent form	28
7 Safeguarding referral form	31
Appendices	
A What is abuse?	32
B RYA Code of Conduct – Instructors and Trainers	34
C RYA Code of Conduct – Racing Coaches	35

1 Introduction

This document has been produced by Grafham Water Sailability in accordance with the RYA guidelines to enable vulnerable adults to enjoy the sports of sailing and power boating in all their forms, in a safe environment.

Volunteers or staff who work with sailors with disabilities on a regular basis are strongly encouraged to attend Disability Awareness Training provided through RYA Sailability; see <http://www.rya.org.uk/programmes/ryasailability/Pages/AwarenessTraining.aspx> This Policy and Procedures document is concerned with safeguarding and is not a substitute for awareness training.

What is a Vulnerable Adult?

An adult is normally defined as anyone aged 18 and over. All of us could be defined as 'vulnerable' at certain times, for example when undergoing medical treatment. From a safeguarding point of view, the term Vulnerable Adults applies to those who have health or social care needs (irrespective of whether or not those needs are being met by social care) and who are unable to safeguard themselves at all times as a result. There are also adults who are at risk due to a specific circumstance they may find themselves in, for example: domestic abuse, forced marriage, sexual or commercial or financial exploitation.

In a sailing context, clubs and centres 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 who 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 to make independent decisions or to assess risk.

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 an adult has the capacity to make a decision and has the right to do so unless it can be established that they lack capacity.**

Mental capacity

The term 'lacks capacity' means that a person cannot make a particular decision or 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 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 paid to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action.

The decision on whether a person has capacity should be taken by their legal carers, based on a professional assessment and a risk assessment for the specific activity.

If there is an allegation or concern about a vulnerable adult who has capacity, **their consent must be obtained** before any referral is made, unless others are 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.

Part 1 - Policy

GWS Safeguarding Vulnerable Adults

This policy applies to anyone aged 18 or over who has a physical or learning disability, mental illness or other health or social care need which causes them to be dependent on others for physical care and assistance and/or who may have difficulty communicating their needs and wishes and who is unable to safeguard themselves at all times as a result.

This policy relates to all contractors and volunteers who work with vulnerable adults in the course of their GWS or GWS Sailability duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the GWS Welfare/Safeguarding Officer.

Policy Statement

It is the policy of Grafham Water Sailability to safeguard vulnerable adults taking part in boating from physical, sexual, psychological or financial harm or neglect. The Club will take all reasonable steps to ensure that, through appropriate procedures and training, vulnerable adults participating in Club activities do so in a safe environment. We recognise that all participants, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status, have a right to protection from discrimination and abuse.

There are several good reasons for our policy which are :

- to safeguard vulnerable adults, both on and off the water
- to assure vulnerable adults, and their carers where relevant, that they are safe when taking part in activities at your organisation
- to raise awareness amongst all of your members, volunteers or employees so that they know what to do if they are concerned about a vulnerable adult, whether the concern relates to their welfare at your site, or to something happening outside that environment that the individual discloses to someone they trust in your organisation
- to protect volunteers and staff by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- to protect the organisation, by showing that you have taken 'all reasonable steps' to

provide a safe environment.

GWS actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where participants can have fun and develop their skills and confidence.
- Support and encourage recognised training centres, affiliated clubs and class associations to implement similar policies.
- Recognise that safeguarding vulnerable adults is the responsibility of everyone, not just those who work directly with them.
- Ensure that RYA-organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate good practice.

We will:

- Treat all participants with respect and celebrate their achievements.
- Carefully recruit and select all contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual abuse.

All members and volunteers should be aware of the policy.

GWS Welfare Officer

The Welfare Officer is Peter Smith, 01480 217931, peterandsuesmith@gmail.com, 07710958382

Volunteers

All Club volunteers whose role brings them into regular contact with vulnerable adults will be asked to provide references. The Club Welfare Officer and those regularly instructing, coaching or supervising vulnerable adults 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 (*see Document 4*). Those working with vulnerable adults should be aware of the guidance on recognising abuse (*see Appendix A*).

Concerns

Anyone who is concerned about the welfare of a vulnerable 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 attached procedures (*see Flowcharts 1 and 2*).

Any member of the Club failing to comply with the Safeguarding Vulnerable Adults policy and any relevant Codes of Conduct may be subject to disciplinary action under **Club Rule SOP 6???**.

PART 2 – Procedures

3 Designated Person

Although everyone has a role to play in ensuring that participants are safe, it is a designated individual who has specific responsibility for implementing our policy, and acts as the point of contact to receive information and advice from the RYA. This is the ‘Welfare Officer’ or ‘Safeguarding Officer’. They don’t need to be an expert – that is the role of Adult Social Care Services.

The designated person’s general terms of reference include:

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

If there is a concern, the designated person would:

- Be the first point of contact for any concerns or allegations from vulnerable adults, 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 person in charge (Commodore, Chairman etc).
- Keep the RYA informed as necessary (*see flowcharts in Section 6*).

Everyone in the organisation should know who the Welfare Officer is and how to contact them.

RYA designated person

The RYA’s Safeguarding and Equality Manager is Jackie Reid, tel. 023 8060 4104, e-mail jackie.reid@rya.org.uk

4 Safe recruitment

If a good recruitment policy is adopted, and the issue of safeguarding is covered in the organisation's risk assessment and operating procedures, both children and adults should be adequately protected. Potential abusers have difficulty operating in a well-run organisation.

All applications, whether for paid or voluntary work, should be subject to an appropriate level of scrutiny. The level of checking you carry out 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 vulnerable person, in sole charge with no carers or other adults present, and/or in a role involving authority and trust, such as an instructor or coach.

The organisation should agree a clear policy and apply it fairly and consistently:

- **who to check**
 - paid staff and/or volunteers (if they have the same level of responsibility and contact, they should be treated in the same way whether they are paid or not)
 - new applicants only or existing volunteers/staff as well (if you are introducing checking for the first time you might want to start with new applicants and then check your existing volunteers or staff in priority order depending on their role)
 - those with specific responsibilities (eg. instructor, centre principal, welfare officer, coach) or anyone who regularly helps with vulnerable adults
- the **level of check** to be conducted for each category
 - references
 - self-disclosure (normally used at the application stage and followed up by a full Disclosure at the offer stage)
 - Enhanced Criminal Records Disclosure (and Barred List check if appropriate).

It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006 for a Barred individual to work in Regulated Activity, 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 Barring Service [DBS] if they have dismissed someone from Regulated Activity/Regulated Work for harming or posing a risk of harm to a vulnerable person.

Are they competent?

You are more likely to recruit and retain someone who is well suited to their role, and ensure equality of opportunity, if you:

- provide 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, skills, experience and qualities you're looking for
- check that the applicant is competent for the role, eg. 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 your organisation's operating procedures.

Are they safe?

If the role involves contact with vulnerable adults, you should at least:

- ask them to provide information about their past career or relevant experience (*see Document 1 for*
- *application form*)
- 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 vulnerable adults
- take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with vulnerable adults, and make the nature of the work clear to the referees (*see Document 2 for reference request*).

If the role involves regularly training or supervising vulnerable adults, providing personal care, or providing day-to-day management of people who do such roles, you are strongly advised to:

- First ask the applicant to complete a self-disclosure form (*see Document 3*). Although they might make a false declaration, the fact that your organisation has these procedures in place may deter anyone with a criminal record related to their suitability to work with vulnerable adults 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 (see below).

Criminal Records Disclosures (DBS) and Protection of Vulnerable Groups (PVG) Scheme

Organisations affiliated to or recognised by the RYA and Sailability Groups can access the DBS (previously CRB) or PVG processes through the RYA which is a registered Umbrella/Intermediary Body. The procedure varies according to the home country and legal jurisdiction in which your organisation is located (see below). The RYA does not make an administrative charge for this service, but a fee is payable to the DBS/Access NI/Disclosure Scotland in the case of paid staff. The service is free for volunteers. Up to date information is available from the RYA website, or contact the RYA's Safeguarding and Equality Manager (see Section 7 for contact details).

DBS checks, Access NI checks and the PVG Scheme should only be used in conjunction with the other checks listed above and not relied on in isolation. 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.

An individual is only eligible to apply for an Enhanced Disclosure 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 an Adults Barred List check if they will be undertaking 'regulated activity' with vulnerable adults as defined under the Protection of Freedoms Act 2012, ie. providing personal care.

Although it is not currently a legal requirement for voluntary sports clubs or private employers to ask their staff or volunteers to apply for Disclosures, it is an offence to allow a person who

has been barred from undertaking regulated activity with the relevant vulnerable group. There is a risk that determined offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors. If groups from local day centres etc come to your site, they may request that you check your instructors or volunteers.

Confidentiality and data storage

All personal 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 vulnerable adults. When data is no longer relevant it should be destroyed securely, eg. by shredding. If your organisation is Notified under the Data Protection Act, you should check that Criminal Records are included in the list of types of data held about your members.

RYA recruitment and induction policy

The RYA requires all employees and contractors recruited to posts involving regular contact with vulnerable groups to provide references and to obtain an Enhanced Criminal Records Disclosure, with Barred List check if applicable, prior to confirmation of appointment. All RYA Instructors and Racing Coaches sign up to the Codes of Conduct (see Appendices B and C).

All RYA employees and contractors whose work will involve contact with vulnerable adults are required to familiarise themselves with these Guidelines.

5 Good practice guidelines

Culture

It is important to develop a culture within your organisation where vulnerable adults, 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.

Minimising risk (see *Good Practice Guide, Document 4*)

Plan the work of the organisation and promote good practice to minimise situations where people are working unobserved or could take advantage of their position of trust. Good practice protects everyone – participants, volunteers and staff.

These common sense guidelines should be available to everyone within your organisation:

- 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 vulnerable adults in isolation
- Do not take a vulnerable person 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 a vulnerable person 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.

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 a vulnerable person; 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

Make sure your staff or volunteers are given clear roles and responsibilities, are aware of your organisation's safeguarding policy and procedures and are issued with guidelines on:

- following good practice (*see above and Document 4*) and
- recognising signs of abuse (*see Appendix A*)

RYA Coaches and Instructors are expected to comply with the RYA Codes of Conduct (*see Appendices B and C*).

Responsibilities of participants and carers

Clubs and organisations may wish to consider adopting a Code of Conduct (see Document 5) that can be signed up to by everyone involved, whether they are participants (where they have the capacity to do so), carers, staff or volunteers, so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour fails to meet the expectations set out in the Code.

Individual responsibility and club liability

Clubs or other organisers of training or coaching sessions have a duty of care to their 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/centre/organisation may require a carer or designated adult to be on site. It must be made clear at what point responsibility transfers from the instructor, coach or organiser to that person.

For further information on a club's legal liability and duty of care, please go to the Clubs section of the RYA's website www.rya.org.uk (you'll need your affiliated club's login) and select Support, Club Management, Health & Safety, Organising and Managing Events, or click on this link:

<http://www.rya.org.uk/clubs/support/management/healthandsafety/Pages/organisingandmanagingevents.aspx>

Changing rooms and showers

Shower areas should, where possible, be designed to allow all participants to shower and dress in reasonable privacy. As a minimum there should be separate male and female changing rooms and, if relevant, unisex disabled changing. If there is an opportunity to redevelop or refurbish changing facilities, clubs/centres should endeavour to provide some family changing areas similar to those provided at public swimming pools as well as disabled toilets and changing rooms.

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.

Managing challenging behaviour

Over-familiar behaviour expressed by participants can make volunteers and staff feel uncomfortable. It is important to respond with sensitivity and empathy, whilst maintaining appropriate boundaries. Examples of over-familiar behaviour may include: wanting to or trying to hug, hold hands, kiss or lick hands, sit on knees, touch hair etc, claiming that someone is their boyfriend or girlfriend or that they are going to get married.

The reason for these behaviours is very varied, it may simply be an attempt to develop relationships and bond at the individual's level of functioning, or it could be to gain some form of gratification. There is no set response that will be appropriate in all circumstances, but you may find it helpful to:

- take the lead from care staff in how they manage the behaviour
- check with carers or the organisation whether the behaviour is normal for this individual
- try to be sensitive so that the individual does not feel embarrassed or rejected
- be clear and consistent with boundaries, but use humour and distraction if possible.

If you find the person's conduct threatening, seek the support of carers or colleagues.

Guidance for instructors and coaches on handling young people who display challenging behaviour is available as a download from the RYA website under Information and Advice, Safeguarding Children and Vulnerable Adults, RYA Safeguarding and Child Protection Guidelines.

First aid and medical treatment

First aid is part of your normal duty of care. Obtain prior consent from the carer if the individual lacks the capacity to give consent and medication or medical treatment may be required in the absence of their carer (*see Document 6*).

Safeguarding Training

There is currently very little training available on safeguarding adults in a sports setting. Some local authorities run safeguarding training, and Sports Coach UK provides courses on coaching people with disabilities.

The RYA has developed an online safeguarding awareness course 'Safe + Fun' which is offered through a number of RYA Training Centres. From April 2015 it is a mandatory requirement for those intending to qualify as RYA Instructors, Senior Instructors or Racing Coaches to complete the online course prior to their Instructor or Coach course. The course is also available to anyone wishing to gain a basic awareness of safeguarding issues, or to refresh their knowledge. The course is primarily designed for people who work with children, but covers the key principles of safeguarding that also apply to vulnerable adults.

6 Handling concerns, reports or allegations

This section is primarily for the organisation's designated Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns (see flowcharts below).

A complaint, concern or allegation may come from a number of sources: the vulnerable person, their carers, someone else within your organisation. It may involve the behaviour of one of your 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. If you are concerned that a vulnerable adult may be being abused, it is NOT your responsibility 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 a vulnerable adult who has capacity (see page 5), **their consent must be obtained** before any referral is made, unless others are 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 a vulnerable adult

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 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 your organisation's safeguarding procedures.

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. you won't tell anyone)
- ask leading questions (see 'Recording and handling information' below)
- take sole responsibility – consult someone else (ideally the designated Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the vulnerable adult 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 vulnerable adults 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.

If you suspect that a vulnerable adult 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 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.

Recording and handling information

Listen to and keep a record of anything 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).

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

If the allegation or suspicion concerns someone within your club or centre, only the person's carers, the organisation's Welfare/Safeguarding Officer, the person in charge of the organisation (unless any of them 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 organisation other than those who received or initiated the allegation and, if different, the person in charge.

Confidential information must be stored securely. It is recommended that it should be retained for at least 3 years and destroyed by secure means, eg. by shredding or burning.

Procedures

It is essential to have clear and agreed procedures to follow. These include:

- procedures to be followed by anyone concerned about a vulnerable adult's welfare, either outside the sport or within your organisation (*see flowcharts below*)
- a disciplinary procedure (which may be included in a staff handbook or contract, depending on the nature of the organisation) 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 volunteer
The RYA's information sheet on the Expulsion of Members on the website in the Clubs section (you will need your club's login) under Support, Members, includes the key elements of a fair hearing.

Statutory Authorities

If your club or centre is contacted by the Local Authority or Police concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to contact the RYA Safeguarding and Equality Manager as soon as possible for guidance and support. Co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct. See also 'Handling the media' below.

Handling the media

If there is an incident at your premises which attracts media interest, or if you are contacted by

the media with an allegation concerning one of your members or employees, do not give any response until you have had an opportunity to check the facts and seek advice. You may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

Reference to the Disclosure and Barring Service

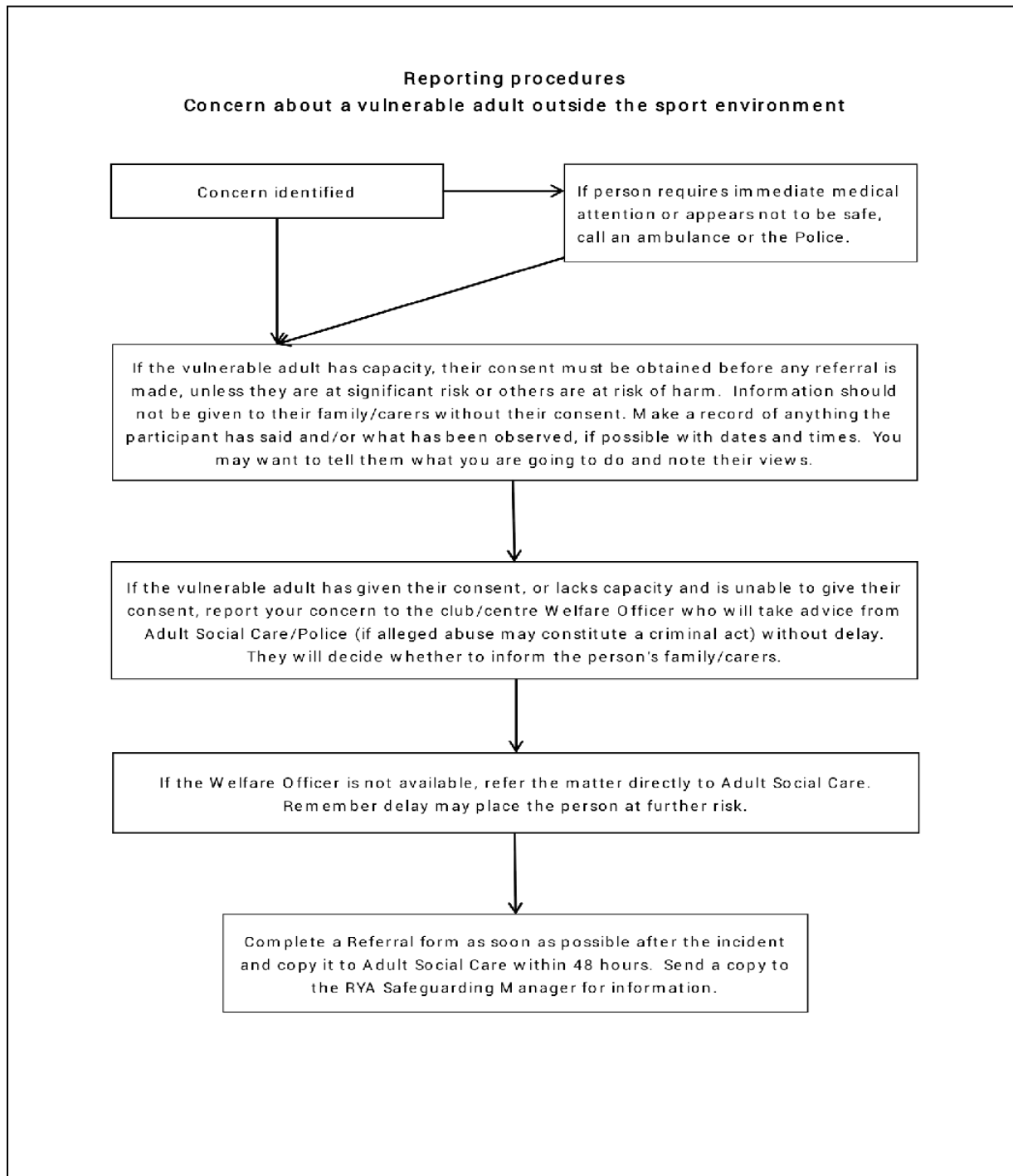
The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. If your organisation permanently dismisses or removes someone from regulated activity/work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, you have a duty to refer them to the DBS. *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, see the relevant website (see Section 7 Useful Contacts) or contact the RYA Safeguarding and Equality Manager.

Reporting Procedures

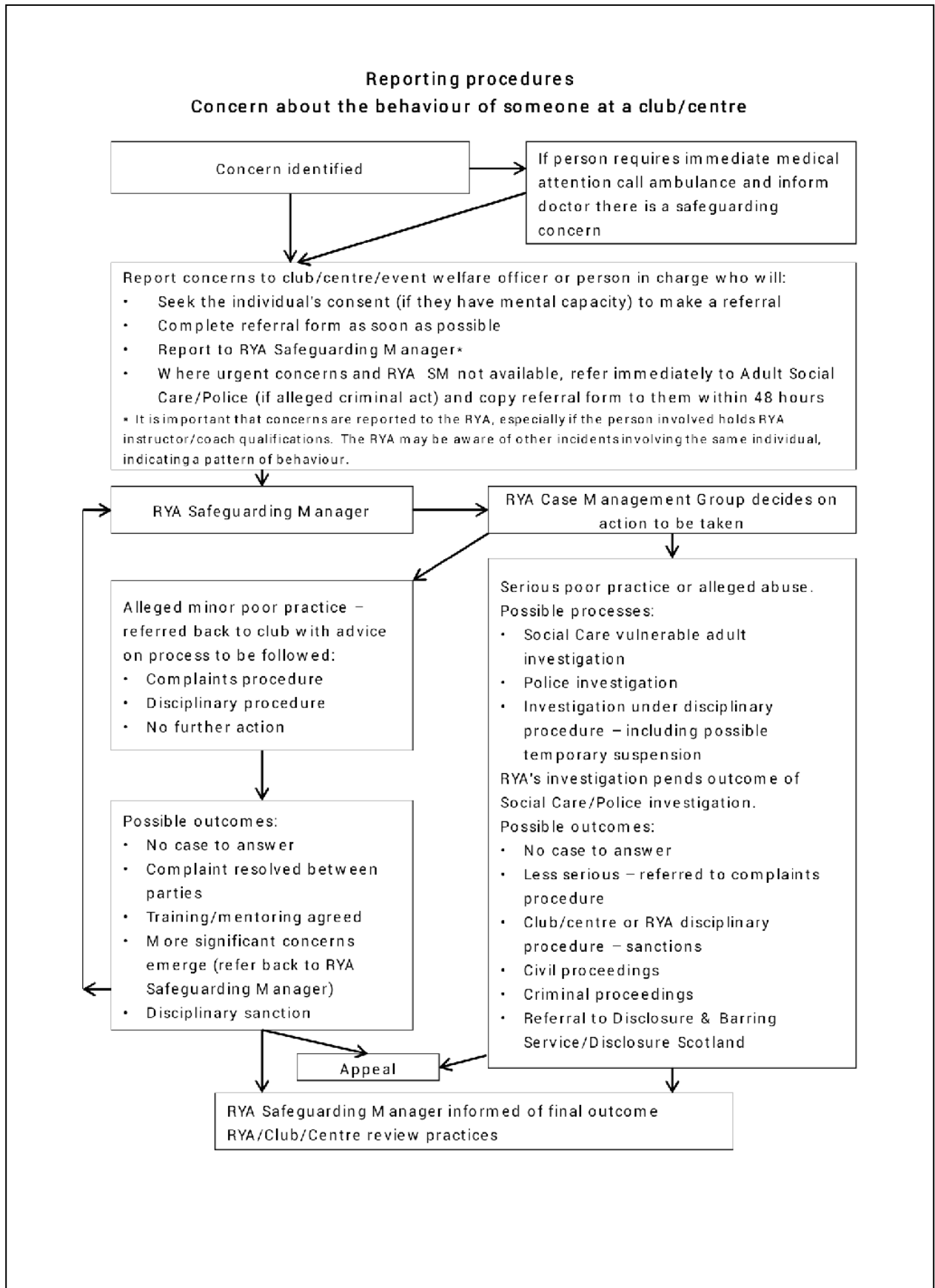
If you are uncertain what to do at any stage, contact the RYA's Safeguarding Manager on 023 8060 4104 or your local authority Adult Social Care department.

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 or, if the person is at immediate risk, the Police.

Flowchart 1



Flowchart 2



PART 3 – INFORMATION

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: jackie.reid@rya.org.uk

Website: www.rya.org.uk/go/safeguarding

Community text phone (for people with a hearing impairment): 07823 559018

Social Care Services

Your local phone book or the website for your County Council or unitary local authority will list numbers for Adult Services, generally with separate numbers for Adult Social Care and for the Emergency Duty Team (out of hours service).

Sport and Recreation Alliance Resource Pack

A useful list of contact details for various relevant statutory and charitable organisations that provide advice and support can be found on the Sport and Recreation Alliance website at the end of their Safeguarding Vulnerable Adults in Sport Resource Pack which can be downloaded from: www.sportandrecreation.org.uk/smart-sport/safeguarding-adults

Ann Craft Trust

A national organisation working with staff in the statutory, voluntary and independent sectors in the interests of people with learning disabilities who may be at risk from abuse.

Tel: 0115 9515 400

Website: www.anncrafttrust.org

Mencap Direct

Tel: 0808 808 1111

E-mail: help@mencap.org.uk

Website: www.mencap.org.uk

Action on Elder Abuse helpline

Tel: 0808 808 8141

Website: www.elderabuse.org.uk

MIND – mental health charity

Tel: 0300 123 3393

Text: 86463

E-mail: info@mind.org.uk

Website: www.mind.org.uk

SportsCoach UK – provide training on coaching people with disabilities

Tel: 0845 601 3054

Website: www.sportscoachuk.org/worksops/worksop-search

8 Documents

Document 1 – Application form

To be adapted for voluntary role or paid employment

Application for the post/ role of (job/ role title)

When completed this form should be returned, marked '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:

E-mail:

Training and Qualifications

Academic and/ or vocational qualifications

RYA or other qualifications relevant to the role

Do you hold a valid UK driving licence? 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

eg. recreational interests, hobbies, voluntary or community work

Criminal record

Having a criminal record will not necessarily bar you from working with us. This will depend on the position applied for and the nature of your offence. 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.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? YES / NO

If yes, give brief details

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 vulnerable adults (as appropriate). 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

E-mail address

Phone number

Capacity in which known to you

Referee 2

Name

Address

E-mail address

Phone number

Capacity in which known to you

Declaration

Data Protection Act In order to recruit to this post *[insert name of organisation]* will (within the

terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

Consent I consent to the processing of personal information in the way described.

Declaration I declare that to the best of my knowledge the information given on this form is correct and 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 Grafham Water Sailablilty..... in the role of , and has given your name as a referee. This role involves substantial access to vulnerable adults. 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.

1. How long have you known this person?
2. In what capacity?
3. What attributes does this person have which would make them suitable for this role?
.....
.....
.....

4. 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					
Energy					
Trustworthiness					
Reliability					

5. Do you have any reason at all to be concerned about this applicant being in contact with vulnerable adults?

YES NO Please tick

If you answer ‘Yes’ we will contact you in confidence.

Name: (please print) Tel. No:

Signed: Date:

Please return this form, marked ‘Confidential’ to:

.....

Document 3 – Self-disclosure form

Self-disclosure form for applicants for posts involving regular contact with vulnerable adults

Grafham Water Sailability is committed to safeguarding vulnerable adults from physical, sexual and emotional harm. As part of our Safeguarding policy, we require applicants for relevant posts to complete this self-disclosure form. 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 data protection legislation and guidance. You have a right of access to information held about you under the Data Protection Act 1998.

Name

- 1. Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?** YES / NO
If yes, please supply details.
- 2. Have you ever been known to any Adult Social Care Department or the Police as being an actual or potential risk to vulnerable adults?** YES / NO
If yes, please supply details.
- 3. Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards vulnerable adults?** 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.

I understand that I may be asked to provide a Criminal Records Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be supplied to regulatory bodies and/or other persons or organisations, in circumstances where this is considered necessary to safeguard children.

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

Signed: Date:

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

Document 4

Handout for Instructors, Coaches and Volunteers – Good Practice Guide

This guide only covers the essential points of good practice when working with vulnerable adults. You should also read the organisation's Safeguarding Policy and Procedures which are available for reference 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 vulnerable adults in isolation
- Do not take a vulnerable person 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 a vulnerable person 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

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 a vulnerable person; 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, 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/Group Code of Conduct

It is the policy of Grafham Water Sailability that all participants, 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 organisation. 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/organisation 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

../over

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 your GWS Welfare Officer or the person in charge of the activity.

Document 6 – Booking/ consent form

Consent form – to be completed by participant or carer/ person with legal responsibility Please complete all sections in Block Capitals

Participant's details

First name	Surname/ family name
Home Address	
Date of birth	Age

Emergency Contact:

First name	Surname/ family name
Relationship to participant	
Contact number during sessions	

Alternative Emergency Contact:

First name	Surname/ family name
Relationship to participant	
Contact number during sessions	

Medical information

It is your responsibility to make known any disability/ medical condition that may affect you during the activity, and any medication that you may require. This information will be shared with those responsible for supervising the activity, to ensure that appropriate treatment can be administered promptly if required. Having a disability or medical condition will not affect your ability to participate unless there are concerns for your health and safety or that of others.

Have you ever suffered from any of the following conditions:

Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes? YES / NO

If YES please provide details, including any specific medical advice to be followed in an emergency:

Are you currently taking any medication?

YES / NO

If YES please specify:

When did you last have a tetanus vaccination?

Year:

--

Are you currently suffering/recovering from any injuries which may affect your sailing?	YES / NO
If YES please provide details:	

Are you vegetarian?	YES / NO
Do you have any food allergies or special dietary requirements?	YES / NO
If YES please provide details:	

Do you have a disability, learning difficulty or medical condition which may affect your learning (ability to participate in practical or theoretical sessions)?	YES / NO
If YES please provide details:	

Declaration of participant (or, if relevant, carer or person with legal responsibility)

I hereby acknowledge that I have read the attached conditions of participation and that I fully understand them and agree to abide by them.

Medical consent

I give permission to the organisers of activities during the period (dates of event) to administer any relevant treatment or medication to me/ the above-named participant when or if necessary.

In an emergency situation I authorise the organisers to take me/the participant to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Consent for use of images

I grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event.

Signed: (participant)

Signed: (carer/person with legal responsibility if relevant).....

Name: (please print) Date:

Note: GWS to attach relevant conditions of booking

Training/sailing session booking conditions

Training sessions will be delivered by (name of centre) in accordance with RYA training centre guidance, and staffed by appropriately qualified and experienced RYA instructors.

1. Grafham Water Sailability [GWS] reserves the right, at all times, to cancel bookings at our discretion.
2. All participants MUST wear the buoyancy aid provided and be confident in the water.
3. Any participant who requires assistance with dressing and personal care must be accompanied by a carer. Carers must also be contactable (for example by mobile phone) for the duration of the session.
4. Neither GWS nor any of its employees or agents shall be liable in any way whatsoever in respect of loss or damage to property.
5. GWS must be informed, at the time of booking, of any medical condition affecting the participant, or of any medication taken by the participant that could affect their taking part in the above sailing session, e.g. asthma, epilepsy, heart conditions. (Name of centre) reserves the right to refuse any booking on medical grounds.
6. All bookings are accepted on the understanding that any instructions or directions given by any member of the centre's staff are to be observed. Participants are asked to respect the equipment provided; compensation will be sought from anyone deliberately causing damage to equipment.
7. GWS reserves the right at all times to refuse or restrict the use of facilities. The right is also reserved to evict anyone who refuses to comply with the conditions as stipulated, or who behaves inappropriately or, in any way, causes damage or annoyance to any other persons.
8. Participants are to wear suitable clothing and footwear when going on a boat. Suitable footwear means flat soft soled shoes or trainers. Please bring a change of clothing as sailing can be wet.
9. If any injuries are sustained or damage to valuables occurs, participants/carers are to notify the centre's staff immediately.

Document 7 – Safeguarding referral form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of vulnerable adult involved	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken (continue on separate page if necessary)	
If Adult Social Care or Police contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's welfare officer or person in charge (if different from above)	
Contact telephone number	

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 and to the statutory authorities (if they have been informed of the incident) within 48 hours of

the incident.

Appendix A – What is abuse?

(Based on the statutory Department of Health guidance ‘No Secrets’ March 2000)

The term ‘abuse’ can be subject to wide interpretation. The starting point is:

Abuse is a violation of an individual’s human and civil rights by any other person or persons.

Abuse may consist of a single act or repeated acts. It can range from poor professional practice to pervasive ill-treatment. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

The main forms of abuse are:

Physical abuse including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions;

Sexual abuse including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting; sport situations which involve physical contact (eg. supporting or guiding) could potentially create situations where sexual abuse may go unnoticed.

Psychological abuse including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks;

Financial or material abuse including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;

Neglect and acts of omission including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; or in a sailing situation, failing to ensure that the person is adequately protected from the cold or sun.

Discriminatory abuse including racist or sexist abuse, abuse based on a person’s disability, and other forms of harassment, slurs or similar treatment.

Vulnerable adults 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 a vulnerable adult 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.

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.

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 vulnerable adults 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.

Statutory guidance

Adult Social Care Services operate according to the principles set out in the statutory guidance 'No Secrets'. These principles include:

- Actively promote the empowerment and well-being of vulnerable adults
- Act in a way which support the rights of the individual to lead an independent life based on self determination and personal choice
- Recognise that the right to self determination can involve risk and ensure that such risk is recognised and understood by all concerned, and minimised wherever possible
- Ensure that when the right to an independent lifestyle and choice is at risk the individual concerned receives appropriate help.

RYA Instructor Code of Conduct for RYA Instructors, Coach Assessors, Trainers and Examiners

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

- If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at www.rya.org.uk
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training centre in which they are working.
- Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date governing body qualifications as approved by the RYA.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (eg courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the RYA into disrepute.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre

- Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
- Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

Appendix C – RYA Coach Code of Ethics and Conduct Revised Jan 12

Sports Coaching helps the development of individuals through improving their performance.

This is achieved by:

1. Identifying and meeting the needs of individuals.
2. Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
3. Creating an environment in which individuals are motivated to maintain participation and improve performance.

Coaches should comply with the principles of good ethical practice listed below.

1. All RYA Coaches working with sailors under the age of 18 must have read and understood the Child Protection Policy as detailed on the RYA website at www.rya.org.uk. If you are unable to access the website please contact the Racing Department for a copy.
2. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the RYA and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with performers based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
5. Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
6. Coaches must hold up to date and nationally recognised governing body coaching qualifications.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. Coaches must, at the outset, clarify with performers (and where appropriate their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
9. Coaches must co-operate fully with other specialists (eg. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
10. Coaches must always promote the positive aspects of their sport (eg. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.