

Morecambe Sailing Club



SAFEGUARDING & VULNERABLE ADULTS POLICY

Safeguarding Vulnerable Adults Policy and Procedures

(amended to reflect the RYA updated guidance Feb 2020)

Policy Statement

Morecambe Sailing Club is committed to safeguarding adults at risk taking part in its activities from physical, sexual, psychological, financial or discriminatory abuse 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.

Morecambe Sailing Club takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training, it offers a safe environment to adults at risk participating in its activities. All participants will be treated with dignity and respect.

All members and volunteers should be aware of the policy.

Club Welfare Officer

The Club Welfare Officer is: John Gibbison. Mobile number 07816530848.
Email johngibbison@hotmail.com

Staff and Volunteers

All Club staff and volunteers whose role brings them into regular contact with adults at risk will be asked to provide references. The Club Welfare Officer and those regularly instructing, coaching or supervising adults at risk will also be asked to apply for an Enhanced Criminal Records Disclosure. Those providing personal care will be asked to apply for an Enhanced Disclosure with Barred List check (in Scotland, to apply for PVG Scheme membership).

Good Practice

All members of the Club should follow the good practice guidelines (which follows). Those working with adults at risk should be aware of the guidance on recognising abuse (which follows).

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 attached procedures (see *Flowcharts 1 and 2*). 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 17

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 the NSPCC free 24-hour helpline 0808 800 5000.

Details of Children's 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 and Equality Manager or, if a child is at immediate risk, the Police. See also Flowcharts 1 & 2.

Good Practice Guide

This guide only covers the essential points of good practice when working with adults at risk. 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 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.

Club Code of Conduct

It is the policy of Morecambe Sailing Club 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

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 organisation's Welfare Officer or the person in charge of the activity.

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 (e.g. 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.

MORECAMBE SAILING CLUB: Policy Statement on the Protection of Vulnerable/Protected 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.

It is the policy of the Club to safeguard vulnerable adults taking part in boating from physical, sexual or emotional harm. 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. Everyone, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status, has a right to protection from discrimination and abuse.

Morecambe Sailing Club 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 Club-organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.

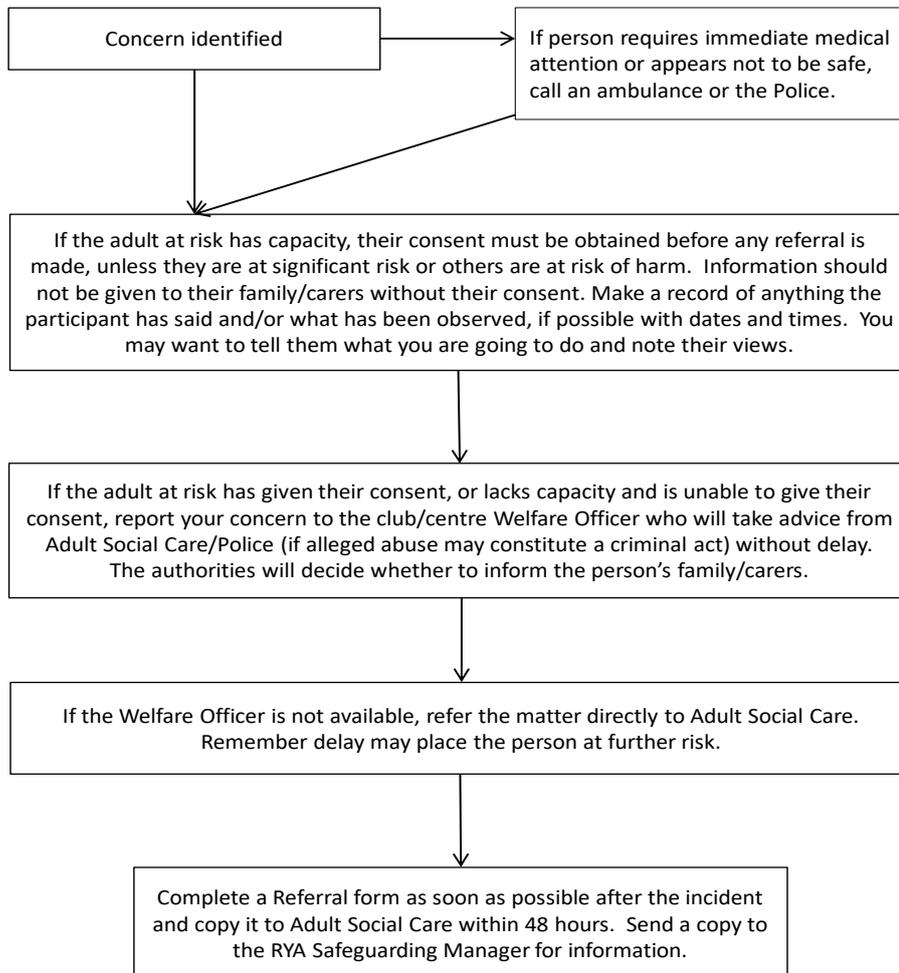
We will:

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

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

Flowchart 1

Reporting procedures Concern about an adult at risk outside the sport environment



Flowchart 2

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

