

**YORK CRUISER TRAINING CENTRE
SAFEGUARDING ADULTS AT RISK POLICY**

To be read in conjunction with RYA safeguarding adults at risk guidelines

This policy

- Applies to all member and employees of the Centre.
- All members should familiarise themselves with the provision of this policy and the reporting procedure set out at appendix 1.
- All instructors, coaches and volunteers should familiarise themselves with the provisions of this policy and the good practice guide at appendix 2.
- All participants, coaches, instructors, officials, parents and volunteers should familiarise themselves with the provisions of this policy and the YCTC code of conduct at appendix 3.
- Any member of the Centre failing to comply with the Safeguarding Policy or any relevant Codes of Conduct may be subject to disciplinary action.

Definitions

For the purposes of this policy

- An adult at risk is an individual aged 18 years and over who has needs for care and support (whether or not the local authority is meeting any of those needs) and is experiencing, or at risk of, abuse or neglect and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.
- All safeguarding measures apply to everyone, irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity, marriage or civil partnership or social status.

York Cruiser Training Centre (YCTC) Safeguarding Statement for adults at risk

YCTC members are committed to safeguarding adults at risk taking part in its activities from harm.

YCTC committee 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 will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of adults at risk.

This policy sets out agreed guidelines relating to the Centres responsibility to promote the welfare of an adult at risk and protect them from harm.

All members and employees within the Centre have a responsibility to inform the Centre Welfare Officer or other appropriate person at the earliest reasonable opportunity if they have any safeguarding concerns relating to an adult at risk.

The committee will decide if the concerns should be communicated to the relevant Social Services Department or the police.

The Centre Welfare Officer is

Peter Richardson

welfare@yorkcruisertrainingcentre.co.uk

Anyone who is concerned about an adult at risk's welfare, either outside the sport or within the Centre, should inform the Welfare Officer or suitable alternative person immediately who will discuss the matter with the committee, in strict confidence. In the event that the concerns relate to a member of the committee, the welfare officer (or suitable person) will raise the matter in the first instance with a member of the committee who has no connection to the concerns.

YCTC committee recognises that it has a duty to act on reports or suspicions of abuse. It also acknowledges that taking action in cases of adults at risk abuse is never easy. However, YCTC believes that the safety of the person should override any doubts or hesitations. When worrying changes are observed in an adult's behaviour, physical condition or appearance staff will follow procedures outlined in appendix 1.

The Welfare Officer, Deputy 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.

YCTC committee will

- take all reasonable steps to ensure that, through use of appropriate operating procedures and training, it offers a safe environment to adults at risk taking part in its events and activities. All members of the Centre shall be aware of the policy.
- support the named Welfare Officers in their roles
- ensure that any concerns about an individual are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- record any reported incidents in relation to a safeguarding concern or breach of safeguarding policies and procedures. This will be kept in a secure place and its contents will be confidential.
- ensure that the Centre Welfare Officer or their Deputy understands his/her responsibility to refer any safeguarding concerns to the relevant protection agencies (i.e. Social Services or Police)
- ensure that adults at risk are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's Complaints Procedure
- endeavour to keep up-to-date with national developments relating to the welfare and protection of adults at risk
- be offered safeguarding training

Members will

- follow the Good Practice Guidelines (Appendix 1 and 2) and agree to abide by the Centre Code of Conduct (Appendix 3).
- not enter the showers and changing rooms at times when adults at risk are changing. If this is unavoidable it is advised that they are accompanied by another adult.

Carers

- are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures

Appendix 1 Good Practice for All Members

Reporting procedures Concern about an adult outside the sport environment

- If a concern is identified and the adult requires immediate medical attention call an ambulance and inform doctor there is an adult protection concern.
- Initially talk to the adult about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay?" But never use leading questions.
- Never investigate or take sole responsibility for a situation where an adult makes a disclosure.
- If the adult at risk has capacity, their consent must be obtained before any referral is made, unless they are at significant risk or others are at risk of harm. Information should not be given to their family/carers without their consent.
- Make a record of anything the participant has said and/or what has been observed, if possible, with dates and times. You must tell them what you are going to do and note their views. Make sure it is signed and dated.
- Respect confidentiality and file documents securely.
- If the adult at risk has given their consent or lacks capacity and is unable to give their consent, report your concern to the Welfare Officer or Deputy who will take advice from Adult Social Care/Police (if alleged abuse may constitute a criminal act) without delay. The authorities will decide whether to inform the person's family/carers.
- If the Welfare Officer or Deputy are not available, discuss with one of the bodies above. Remember delay may place the adult at further risk.

If there is concern about the behaviour of someone at YCTC

- The member must ensure that the adult is safe and away from the person against whom the allegation is made.
- Report concerns to Welfare Officer or Deputy, as above, who will seek consent from the adult (if they have mental capacity) to complete a RYA referral form as soon as possible and report to RYA Safeguarding Manager.
- Where urgent concerns and RYA SM not available they will refer immediately to Adult Social Care/Police and copy report form to them within 48 hours.

- It is important that concerns are reported to the RYA, especially if the person involved holds RYA instructor/coach qualifications. The RYA may be aware of other incidents involving the same individual, indicating a pattern of behaviour.
- RYA Safeguarding Manager and RYA Case Management Group decides on action to be taken.

Alleged minor poor practice

Will be referred back to Centre with advice on the process to be followed i.e., following the complaints and/or the disciplinary procedure.

Possible outcomes

- there is no case to answer and no further action is needed.
 - the complaint is resolved between parties
 - training or mentoring is agreed
 - there are more significant concerns that are referred back to RYA
- SM
- a disciplinary sanction is put in place

Serious poor practice or alleged adult at risk abuse

Possible processes

- Social Care investigation
- Police investigation
- investigation under disciplinary procedure – including possible temporary suspension RYA's investigation pends outcome of Social Care/Police investigation.

Possible outcomes

- no case to answer
- less serious – referred to complaints and/or disciplinary procedure, sanctions may be put in place
- civil proceedings
- criminal proceedings
- referral to Disclosure & Barring Service
- RYA Safeguarding Manager informed of outcome
- Centre review practices

Useful contacts

North Yorkshire Social Care/Safeguarding Adults Customer Service Centre
01609 780780 or ring 999 if you can't get through.

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

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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 951 5400

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

Appendix 2

Good practice guidelines - Taken from RYA guidance

Culture

It is important to develop a culture within your organisation 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.

Minimising risk

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 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 activities and 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 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 and recognising signs of abuse.

RYA Coaches and Instructors are expected to comply with the RYA Codes of Conduct (Available on RYA website).

Individual responsibility and Centre liability

Centres 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 Centre/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.

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 toilet and changing facilities to cater for a disabled male with a female carer and vice versa. If there is an opportunity to redevelop or refurbish changing facilities, Centres/centres should endeavour to provide some flexible family changing areas similar to those provided at public swimming pools.

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

First aid and medical treatment

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

Appendix 3

YCTC Code of Conduct

It is the policy of YCTC 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 Centre/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 Centre 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 Centre venue

Coaches, Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance

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- 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 Centre 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.