

# Ballyholme Yacht Club



## Adult Safeguarding Documentation

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## **Adult Safeguarding Policy and Procedures**

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

### **Policy Statement**

Ballyholme Yacht Club (BYC) is committed to safeguarding Adults at Risk taking part in its activities from physical, sexual, psychological, emotional or financial harm or neglect. We recognise that everyone has a right to protection from discrimination and abuse, irrespective of age, disability, gender (including reassignment), sexual orientation, pregnancy and maternity, marriage, civil partnership or social status, race, religion or belief.

BYC takes all reasonable steps to ensure that it offers a safe environment for all participants in its activities, including providing staff and volunteers with appropriate procedures and training. All participants will be treated with dignity and respect.

The policy relates to all volunteers, employees, and contractors who work with adults at risk in the course of their BYC duties. It is kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to a BYC Welfare Contact.

### **BYC Welfare Contacts for Adults**

The Club's Welfare Contacts are Sarah-Jane Flannigan (F) and Aidan Pounder (M).

**Sarah-Jane Flannigan**  
**Aidan Pounder**

**07793 933 673**  
**07824 811 557**

### **Staff and Volunteers**

All volunteers and others whose role at BYC brings them into regular contact with adults at risk will be asked to provide references. The Club Welfare Officers and those regularly instructing, coaching or supervising adults at risk will also be asked to apply for an Enhanced Criminal Records Disclosure. Those providing personal care will be asked to apply for an Enhanced Disclosure with Barred List check.

### **Good Practice**

All members of the Club should follow the good practice guidelines attached (see page 2). Those working with adults at risk should further be aware of the guidance on recognising abuse (see page 4).

### **Concerns**

Anyone who is concerned about the welfare of an adult, either outside the sport or within the Club, should inform a Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the attached procedures (see page 7).

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 50.

## **Appendix A - Good Practice Guide**

### **A Handout for Instructors, Coaches and Volunteers**

This guide only covers the essential points of good practice when working with adults at risk. You should also read the 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 activity & training programmes to be within the ability of the individual
- If you need to help someone with a wetsuit, buoyancy aid, etc., or provide other 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 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. In such situations it is important to ensure that anyone present is sensitive to the individual and undertakes personal care tasks with the utmost discretion.

## **Appendix B – What is abuse?**

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

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

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

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

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

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

**Sexual abuse** - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjections to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

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

**Financial or material abuse** - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. People with learning disabilities or dementia are particularly vulnerable to this type of abuse. An example might be encouraging someone to book and pay for training courses that are inappropriate for their level of ability, or to purchase sailing clothing or equipment they don't need.

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

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

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

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

**Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Not included in the Care Act 2014 guidance but also relevant:

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

**Mate Crime** – a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual'. Mate Crime is carried out by someone the adult knows. There have been a number of serious cases relating to people with a learning disability who were seriously harmed by people who purported to be their friends.

## **Recognising abuse**

Patterns of abuse vary and include:

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

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

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

### **If you are concerned -**

If there are concerns about abuse taking place in the person's home, talking to their carers might put them at greater risk. If you cannot talk to the carers, consult your organisation's designated Welfare Officer or the person in charge. It is this person's responsibility to make the decision to contact Adult Social Care Services. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

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

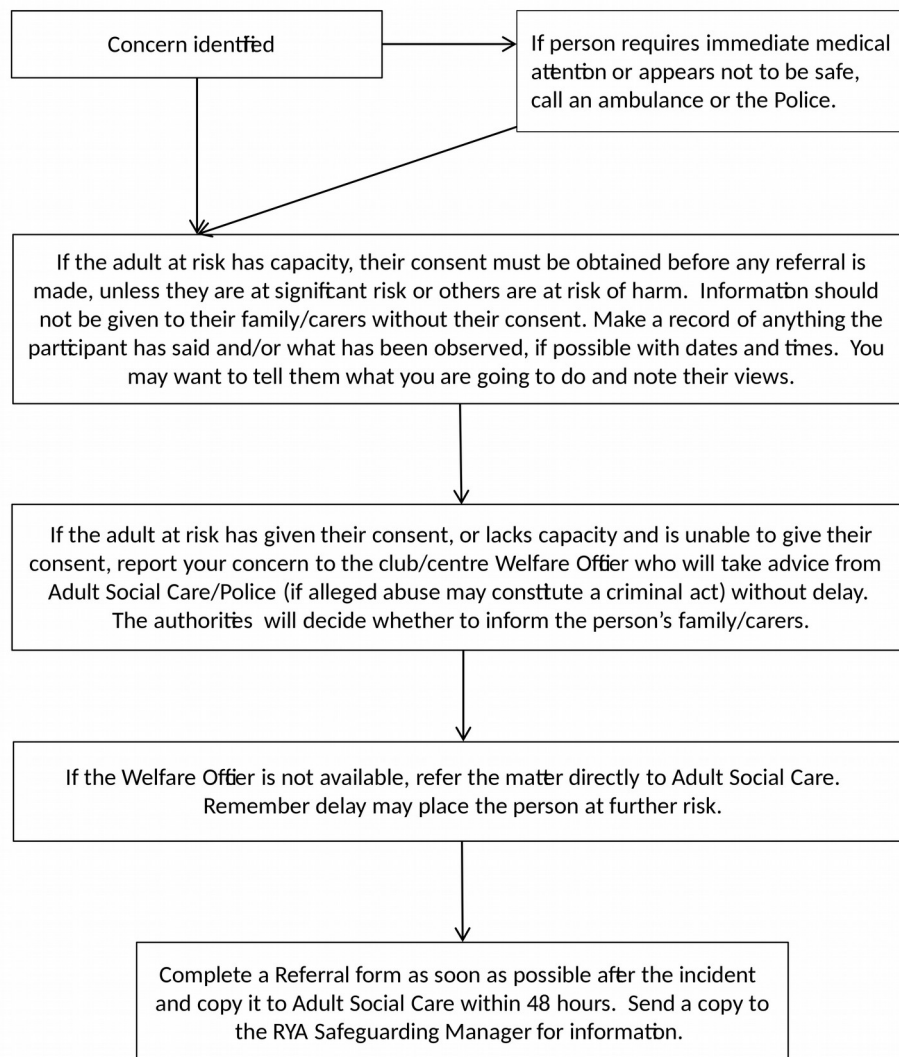
The following six principles inform the way in which professionals and other staff in care and support services and other public services work with adults:

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

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

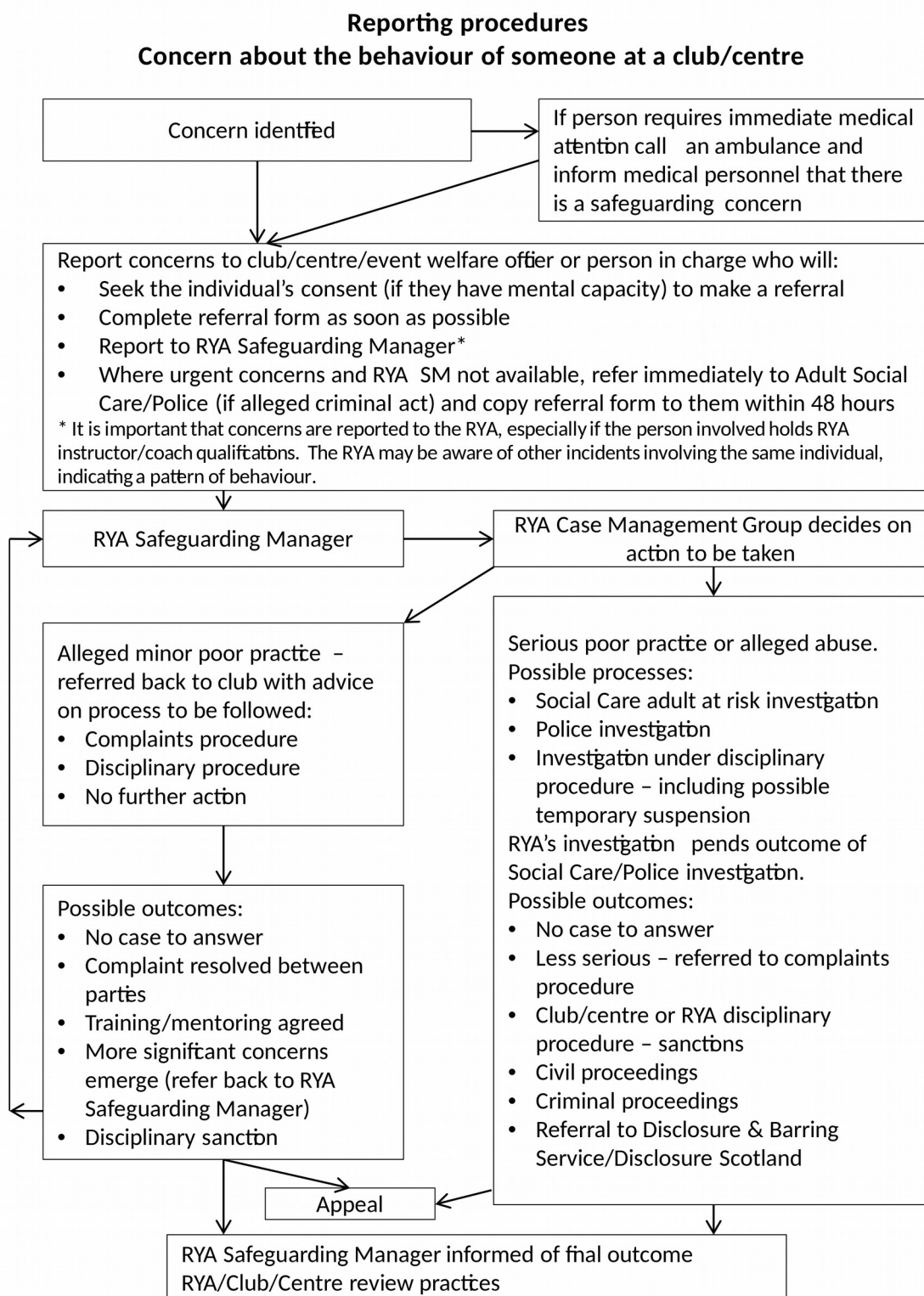
## Flowchart 1 –

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



source – RYA Safeguarding Adults Guidelines Apr 2017

Flowchart 2 –



source – RYA Safeguarding Guidelines Apr 2017



## Useful Contacts

Updated Jan 2018

### **Royal Yachting Association (RYA)**

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

### **Social Care Services**

South Eastern Health & Social Care Trust :  
- contact the Adult Protection Gateway Service on 028 9250 1227  
out-of-hours 028 9504 9999

### **The Ann Craft Trust**

The Ann Craft Trust supports organisations in the statutory, independent and voluntary sectors across the UK to protect disabled children and adults at risk. They provide a range of resources and training to help sports organisations to develop best practice in safeguarding adults at risk.  
Tel: 0115 9515 400

Website: [www.anncrafttrust.org/resources](http://www.anncrafttrust.org/resources)

### **Disclosure and Barring Service (DBS - formerly CRB) – RYA is Registered Body**

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

### **AccessNI – RYA is Registered Body**

Website: <https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>