

NEWPORT BOAT CLUB/
CLWB CYCHOD TREFDRAETH

Parrog
Newport/Trefdraeth
Pembrokeshire
SA42 0RP

SAFEGUARDING POLICY AND PROCEDURES FOR ADULTS

Policy reviewed and rewritten December 2022

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Policy Statement

This policy refers to anyone aged 18 or over who may be defined by the Care Act 2014 (In Wales, the relevant legislation is the Social Services and Well-being (Wales) Act 2014). as an 'Adult at Risk', who is in need of care or support, and who because of those needs is unable to safeguard themselves at all times.

Newport Boat 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.

Newport Boat 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 Safeguarding Officer: Ema Commons: 01239 820503,
manager@newportboatclub.co.uk

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 Safeguarding 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 attached (see appendix 4). Those working with adults at risk should be aware of the guidance on recognising abuse (see Appendix 1).

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 Safeguarding Officer will follow the attached procedures (see RYA Flowcharts 1 and 2 appendices 2 & 3). 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 23 (c-h).

Responsibility and Monitoring

The Management Committee and CAM will be responsible for ensuring the implementation and monitoring of this assessment and policy.

The Management Committee will review this policy at regular intervals of no more than two years, (or when legislation changes deem it necessary).

APPENDICES:

APPENDIX 1: Who could be regarded as an 'adult at risk' or 'vulnerable adult'?

Revised Jan 2019

In recent years there has been a shift away from using the term 'vulnerable', which can be perceived as a disempowering term, to describe adults who are potentially at risk of harm or abuse (for more information on types of abuse, see Appendix A).

The term 'Adult at Risk' as defined by the Care Act 2014 applies to people aged 18 or over who are in need of care or support, regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

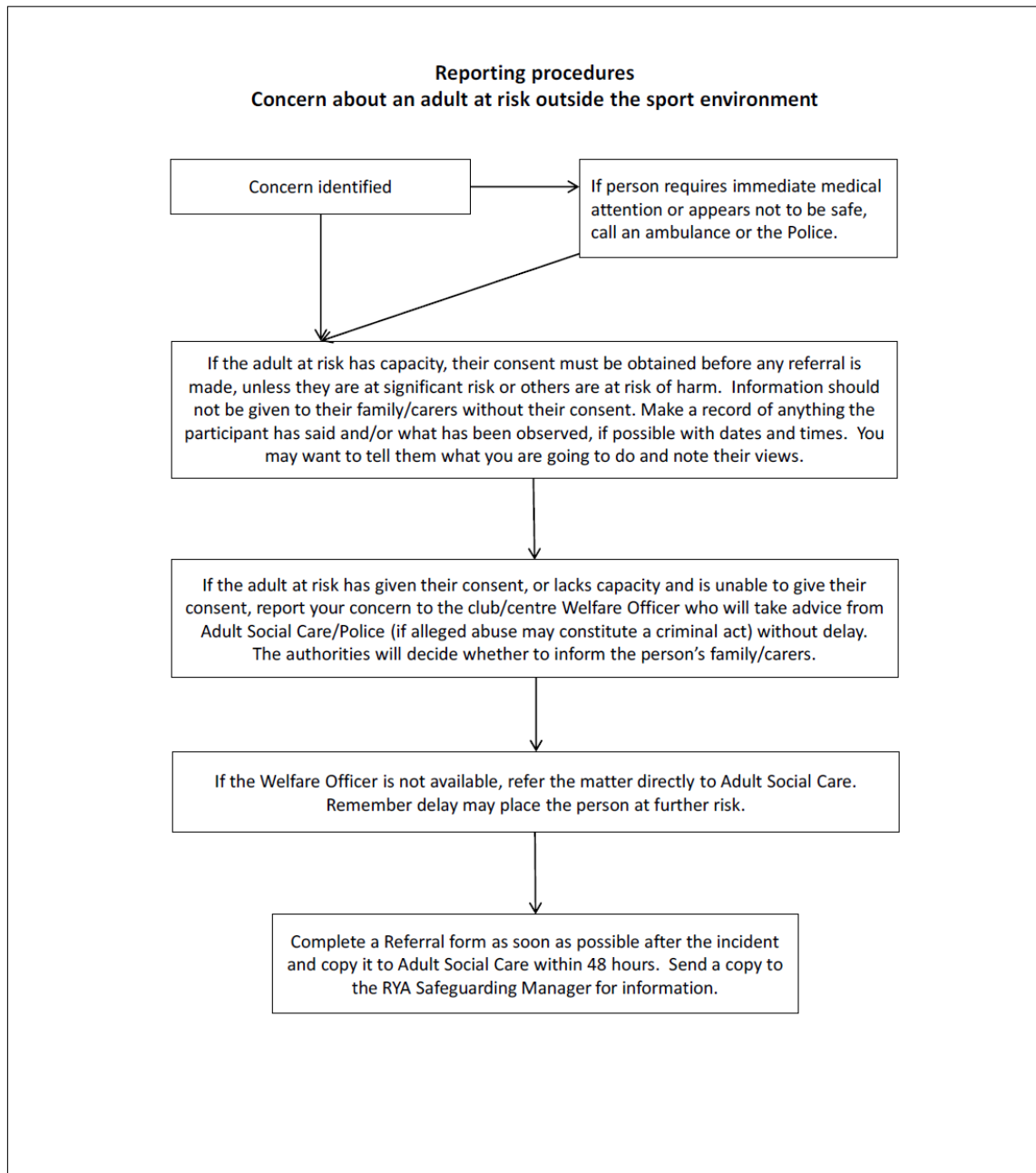
There are also adults who are at risk due to a specific circumstance they may find themselves in, for example: domestic abuse, forced marriage, sexual or commercial or financial exploitation. Adults at risk may include individuals who are vulnerable as a consequence of their role as a carer.

All of us could be regarded as being at risk or vulnerable at certain times in our lives, for example when undergoing medical treatment or experiencing a period of mental ill-health. Equally, not all people with a disability would identify themselves as being vulnerable or at risk at all times.

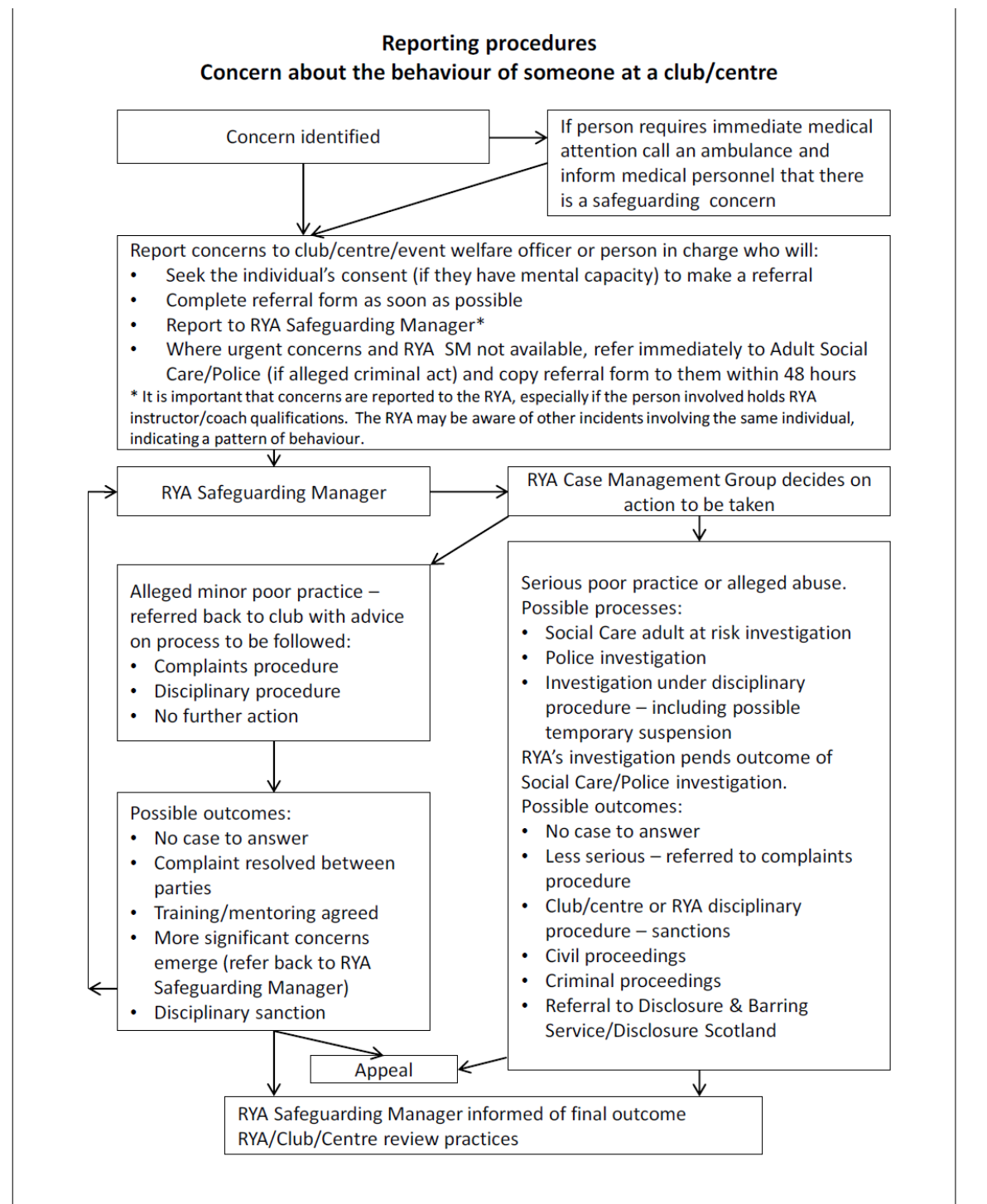
In a sailing and boating context, clubs and centres may work with:

- 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 (see Mental Capacity below) to make independent decisions or to assess risk
- people who are on the autism/Asperger spectrum
- people who are experiencing mental illness.

APPENDIX 2:
RYA Flowchart 1



APPENDIX 3 RYA Flowchart 2:



APPENDIX 4 – Good Practice Guide Revised April 2018

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 adults at risk in isolation
- Do not take an adult at risk alone in a car, however short the journey, unless you are certain that the individual has the capacity to decide to accept a lift
- Do not take an adult at risk to your home as part of your organisation's activity
- Where any of these is unavoidable, ensure that it only occurs with the full knowledge and consent of someone in charge of the organisation or the person's carers
- Design training programmes that are within the ability of the individual
- If you need to help someone with a wetsuit or buoyancy aid or provide physical assistance or support, make sure you are in full view of others
- Take great care with communications via mobile phone, e-mail or social media that might be misunderstood or shared inappropriately. In general, only send group communications about organisational matters using these methods. If it's essential to send an individual message to a person who has a learning disability or other impairment that might affect their understanding, copy it to their carer.

You should never:

- engage in rough, physical or sexually provocative games or activities
- allow or engage in inappropriate touching of any form
- use inappropriate language
- make sexually suggestive comments, even in fun
- fail to respond to an allegation made by an adult at risk; always act
- do things of a personal nature that the person can do for themselves.

It may sometimes be necessary to do things of a personal nature to help someone with a physical or learning disability. These tasks should only be carried out with the full understanding and consent of both the individual (where possible) and their carers. In an emergency situation which requires this type of help, if the individual lacks the capacity to give consent, carers should be fully informed. In such situations it is important to ensure that anyone present is sensitive to the individual and undertakes personal care tasks with the utmost discretion.

APPENDIX 5: RYA adapted Club Code of Conduct March 2015

It is the policy of (Newport Boat 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.

APPENDIX 6: Useful Contacts Revised Jan 2019

Royal Yachting Association

Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: safeguarding@rya.org.uk

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

RYA Cymru Wales

Pete Muskett

Tel: 01248 670814 Mob: 07824 990694

E-mail: pete.muskett@ryacymruwales.org.uk

Website: www.ryacymruwales.org.uk

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).

Ann Craft Trust

The Ann Craft Trust (ACT) supports organisations in the statutory, independent and voluntary sectors across the UK to protect disabled children and adults at risk. 'Safeguarding Adults in Sport and Physical Activity' is a programme supported by Sport England to help sports organisations to develop best practice in safeguarding adults at risk. They provide a range of resources and training.

Tel: 0115 951 5400

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

Adapted from: RYA Sample Club/Sailability Group Safeguarding Policy and Procedures, Revised Feb 2020

The RYA's full Safeguarding Adults Guidelines available at: <https://www.rya.org.uk/about-us/policies/safeguarding/safeguarding-policies-procedures-and-guidelines>

Adapted & written by Niki South Commodore December 2022

Reviewed by Ema Commons Club Administration Manager

This policy should be reviewed at regular intervals of no more than three years, (or when legislation changes deem it necessary).