



Safeguarding Policy & Procedure

2023

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1. Policy Statement

All-Aboard Watersports (AAW) carries out activities which bring our employees and people working on behalf of our organisation into regular supervised contact with children and/or vulnerable adults.

This policy is part of a set of related policies that aims to create and maintain the safest possible environment for the children and vulnerable adults with whom we deal, as well as for our staff. All reasonable steps will be taken to prevent all parties from harm and discrimination.

The overall aim of this policy is to provide clear direction for employees, workers (including subcontractors), volunteers, participants and site visitors about expected behaviour in dealing with safeguarding issues, ensuring concerns and referrals are handled sensitively and professionally in supporting children and vulnerable adults. We also ensure parents and carers are aware of our policies and procedures.

Definitions:

Staff:

A staff member is any paid employed individual by All-Aboard, Volunteer, Trustee or third-party individuals working on AAW premises e.g. WESPORT, RYA

Visitor: A visitor is an independent contractor or individual who will on-site for a short time.

Child:

A child (Children Acts 1989 and 2004 respectively) is anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children Act 1989.

Vulnerable adult:

"A vulnerable adult is a person aged 18 years or over who may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect him or herself against significant harm or exploitation;" *No Secrets (DH/Home Office 2000)*

The ADASS National Framework of Standards (2005) argues against the use of the word "vulnerable" and suggested that local safeguarding adults' procedures should apply to "every adult who is or may be eligible for community care services".

The Safeguarding Vulnerable Groups Act (2006) uses the term "vulnerable adult" in a much wider context to apply to people using certain types of services or residing (even temporarily) in certain types of places.

Therefore, consider that a "vulnerable adult" is a person aged 18 years or over who is:

- In residential accommodation provided connections with care or nursing or receiving care or nursing at home
- Receiving health care
- In lawful custody or under the supervision of a probation officer
- Receiving a welfare service of a prescribed description or direct payments from a social services authority
- Receiving services, or taking part in activities, aimed at people with disabilities or special needs because of his/her age or state of health.

It may be a person who is unable to take care of themselves, or unable to protect themselves against significant harm or exploitation. They may be elderly or frail, have learning disabilities, suffer from mental health illness, have a physical disability, be a substance misuser, be homeless or in an abusive relationship.

AAW is committed to safeguarding children and vulnerable adults taking part in its activities from physical, sexual or emotional harm, neglect or bullying and other forms of abuse. We recognise that the safety, welfare and needs of the child or vulnerable adult are paramount and that all children and vulnerable adults, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

AAW takes all reasonable steps to ensure that, through appropriate procedures and training, children and vulnerable adults participating in activities organised by AAW do so in a safe and enjoyable environment.

AAW actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children and vulnerable adults can have fun and develop their skills and confidence.
- Run organised training, activities and events to the highest possible safety standards.
- Treat all children and vulnerable adults with respect and celebrate their achievements.
- Promote knowledge of who is in the Safeguarding Team

AAW:

- Recognises that safeguarding children is the responsibility of everyone, not just those who work with children and vulnerable adults.
- Recognises that all children and vulnerable adults have an equal right to protection from all sorts of abuse, harassment and discrimination and should be listened to if they express any concerns.
- Carefully recruits and selects all AAW employees, contractors and volunteers in roles involving close contact with children and vulnerable adults and provides them with appropriate information or training.
- Responds swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual abuse.
- Regularly reviews safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes.
- Communicates changes and shares good practices with training centres, clubs and class associations.

We also recognise that all children and vulnerable adults should have access to all policies so they feel safe and able to raise concerns and complaints. Our staff and Designated Safeguarding Officers (DSO) are well-trained and experienced in reassuring, listening to and dealing with issues and complaints from children and vulnerable adults.

AAW's Designated Safeguarding Officer should be notified of all relevant concerns, allegations or complaints.

This policy will be reviewed by the AAW Designated Safeguarding Officer annually and by the AAW Board at least every four years.

Signed:

Safeguarding Trustee: _____

Centre Manager: _____

Designated Safeguarding Officer: _____

2. Designated Safeguarding Officer / Safeguarding Team

AAW's Designated Safeguarding Officer (DSO) is:

Blaire Hannan – Volunteer & Outreach Coordinator

volunteering@allboardwatersports.co.uk

Work Tel: 0117 929 0801

Work Mobile: 07712661068

AAW Safeguarding Officer is:

Glyn Norris – Seasonal Instructor

glynnorris0@gmail.com

Mobile: 07432 278013

AAW's Safeguarding Trustee is:

Gill Hannan

gillhannan@icloud.com

Mobile: 07805 712 021

Centre Manager is:

Dominic Betts

centremanager@allboardwatersports.co.uk

Work Tel: 0117 929 0801

Work Mobile: 07943222651

The DSO's role description includes:

- Maintaining up-to-date policy and procedures, compatible with the RYA's (and other NGB's).
- Ensuring that staff are made aware of safeguarding procedures and relevant safe are aware of how to adopt and follow safer recruitment procedures.
- Make sure service users and their parents know who they can talk to and understand what action the organisation will take.
- Advising the management committee on safeguarding and child protection issues.
- Maintaining contact details for local Children's Services, Local Authority Designated Officers (LADOs), Local Authority Safeguarding Children and Vulnerable Adult Boards and other local agencies such as the Police.
- Ensure there are clear processes to record concerns or disclosures.
- Take a lead on responding to information that may constitute a child protection / vulnerable adult concern, by informing appropriate agencies and share relevant information in accordance with GDPR.

If there is a concern, the DSO would:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken in line with AAW's procedures and will notify the Trustee Board and Centre Manager accordingly.
- Keep the relevant NGB's and LADO informed as necessary (*see flowcharts in Appendix C*).

3. Staff

All AAW staff (except those third parties) whose role brings them into regular contact with young people and/or vulnerable adults will be asked to provide two references. For paid staff roles one of the references must be from their most recent employer. The DSO and those regularly instructing or supervising young

people or vulnerable adults will be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate. For full details please see AAW Safer Recruitment & Selection Policy.

4. Safer Recruitment

AAW will prevent people who pose a risk of harm from working with children or vulnerable adults by adhering to statutory responsibilities to check staff who work with children or vulnerable adults and ensure all staff are appropriately supervised as detailed in our Safer Recruitment and Selection Policy.

For all posts that require working with children and/or vulnerable adults our DSO or Safeguarding Trustee, trained in Safer Recruitment, will sit on the interview panel.

Our recruitment process will embed safeguarding at all stages from initial job applications to confirmation in post by ensuring:

- Job Adverts and Job Description refers to their responsibility for safeguarding
- Face-to-Face Interviews are undertaken (no appointments made without)
- Safeguarding scenarios and questions form a key part of the interview process
- Take up a minimum of 2 references (both verbal and/or written)
- Pre-employment requirement for original qualification certificates, self-disclosure form while waiting for a Standard or Enhanced DBS check (as applicable), Prohibition Order checks, further checks on people who have lived or worked outside the UK e.g. No Criminal Record Checks and Certificates of Good Character and checks on the right to work in the UK.

Those who are involved in work situations where they have sustained or prolonged unsupervised access to children or vulnerable adults are exempt from the Rehabilitation of Offenders legislation. This means that prospective employees, self-employed contractors and volunteers must declare all criminal convictions, however long ago; and these will be taken into account when deciding on their suitability for working with children or vulnerable adults.

No one will be permitted to undertake a role which involves regular contact with children or vulnerable adults without an enhanced satisfactory Disclosure and Barring Service (DBS) check and other checks as detailed above unless directly supervised by a Staff member who holds an Enhanced DBS Check with a Barring List Check.

It is AAW policy to renew DBS checks every three years for individuals not registered with the DBS Update Service, and annually for those who are registered with the Update Service.

5. Staff Support & Training

Abuse is clearly devastating for a child or vulnerable adult and will cause stress and anxiety for families and for staff. We recognise that working with children and vulnerable adults can sometimes be stressful and potentially traumatic and we support staff by providing an opportunity to talk through anxieties with their DSO who will organise regular check-in and create a well-being plan if required, with the individual with support from the Mental Health First Aider (i.e. buddy system, refer to support groups, NSPCC helpline etc).

Staff training is not only crucial in protecting children and vulnerable adults but also helps make them aware of how their own behaviour can protect themselves against allegations.

All new staff are required to:

- Read and accept this Safeguarding Policy & Procedure as part of our induction process,

- Receive online safeguarding training (RYA Safe & Fun course) and attend internal safeguarding refresher training every 2-3 years.

Staff should also be made aware in training that some children / vulnerable adults can have additional vulnerabilities (e.g., a non-English speaking child or participant who is Deaf would find disclosure hard without an interpreter).

Our DSO will have undertaken a 2-day NSPCC safeguarding training course and regular refresher training every 2 years. In addition, to NSPCC training and any specific training via local safeguarding boards, our DSO will ensure all staff are made aware of any changes in safeguarding policies and procedures.

In the event of an allegation, we will support the member of staff involved through line management advice and signposting to their National Governing Bodies. The DSO will provide advice and information leaflets from Bristol City Council and will be allocated as the point of contact to update them.

6. Good Practice

All AAW staff should follow AAW's Code of Conduct (see Appendix E) and agree to abide by AAW's Good Practice guidelines for children and vulnerable adults. It is the responsibility of all staff to be aware of the safeguarding policies and procedures and how to recognise abuse (Appendix A & B) and handle it appropriately (see Section 8. Concerns).

Photographs and videos of our charitable work are sometimes taken for publicity purposes, coaching purposes and/or at a funder's request but we always seek prior consent from adults to take any image of their children and their permission to do so is recorded on Booking Live, Upshot or AAW's Photo / Video Consent form (Appendix G). When permission is given, we still do not use children/ vulnerable adults' names or other personal information (i.e. school, address) against any image, unless explicit consent is given.

AAW do not use any technology to communicate with participants who are children or vulnerable adults. This is to avoid any risk of cyberbullying and/or sexting occurring. Some social network sites, chatrooms and websites are a clear source of inappropriate material and we do not allow that on our premises.

Any communication that does occur with an individual under the age of 18 years old (i.e., a volunteer or work experience student) will have a parent or guardian corresponded into every email unless written consent is given for permission for independent correspondence and/or for them to be added to the Volunteer WhatsApp Groups. If any inappropriate messaging or bullying is found across any communication method, this will be dealt with seriously and in accordance with AAWs Safeguarding and anti-bullying policy.

AAW reserves the right to require that children do not have access to phones with cameras during sessions, and no cameras are permitted in the changing areas. Should the adult or child need to contact each other during the session, this should be done through the Centre Manager / Instructor.

AAW will adopt positive and inclusive language across all forms of communication and publicity. No staff should allow inappropriate language to occur unchallenged unless it is a result of a medical condition (i.e., Tourette's). In this situation, they will do their best to limit exposure to children.

All our staff will:

- Use VHF Radios and only use their mobile when out of range for safety reasons.
- Contact participants through AAW business mobiles or the office phone, not their personal mobile.
- Ensure that participants do not take photos or videos of any participants who do not belong to their friends or family group.

- Ensure that any photographs and videos are only taken of those who have given consent or consent is given on behalf of the child or vulnerable adult; and that content will immediately be deleted from any personal device, once given to AAW after the session.
- Report any inappropriate use of images to the Centre Manager or DSO
- Ensure that adults will not enter the showers or changing rooms at times when children are changing. They will be invited to change in the Harbour Master changing rooms.
- Avoid spending any significant time working with children or vulnerable adults alone, and out of view of co-workers.
- Wear their ID badge and/or uniform to highlight they are a staff member and therefore a safe individual to go to.
- Will always respond to an allegation appropriately (never delay)
- Support children and vulnerable adults with wetsuits with minimal contact and only if they have an Enhanced DBS check with a Barring List Check and are in the presence of another staff member; if a friend or family member is not available to do so.
- Make it clear when they take on loco parental responsibility, particularly if a parent is present during a session.

All staff will not:

- Use any form of corporal punishment under any circumstances.
- Take any participant alone in a car, however short the journey.
- In unique circumstances (i.e., external trip or extenuating family circumstances) then written consent from the parent/guardian must be provided beforehand and at least two staff members with an Enhanced DBS check with a Barring List Check must be present.
- Do not take any participant to your home
- Design sessions that are not within the ability of the individual and will not force children or vulnerable adults to participate, or belittle them for their mistakes. Instructors are responsible for highlighting participants' improvements and valuing their performance and sportsmanship conduct, not just results.
- make any unnecessary physical contact and will only do so with consent.
- Engage in rough, physical or sexually provocative games or make sexually suggestive comments to any participant or other staff member
- Allow adults to change in the changing rooms when occupied by children. Adults can use the Harbour Master's changing rooms and vulnerable adults can use the shower room or toilet. In an emergency, 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.

AAW will always promote the awareness that any child or vulnerable adult who requires support to perform tasks of a personal nature, should be accompanied by their parent or carer. AAW does not expect staff to be involved in this activity and actively discourages it. However, in unique emergent circumstances or when their carer requires support, consent will be obtained by the vulnerable adult/child and parents/carers before help is given. The staff member must have an Enhanced DBS with a Barring List Check and be the same-sex of the child/vulnerable adult. They will not be left alone with children/vulnerable adults during this activity.

Office Staff will ensure visitors sign-in to the 'Sign-in' book and are given a 'Visitors' badge, receive a short safety and safeguarding brief and they will be monitored by staff during their visit.

7. Early Help

Many children and vulnerable adults face disadvantages which affect their development, future health and

ability to reach their full potential. “Early Help” (aka Early intervention), involves providing support at any stage of the child’s/ vulnerable adult’s life to prevent further issues from developing. It can offer support to individuals or the entire family, but the main objective is to improve outcomes for the child/vulnerable adult by reducing risk factors and increasing protective factors.

Protective factors include; developing strong social and emotional skills, a strong support network, good parental mental health, income support/advice, and good community services.

Statutory advice highlights the importance of Early Intervention (Department of Education, 2018) and research has shown it to; protect children/vulnerable adults from further harm, reduce the need for a referral to Child Protection Services and improve long-term outcomes even into adulthood (e.g., improved relationships, mental health, performance at school, family/personal circumstances) (Hayes et al, 2015, EIF,2021). Therefore, providing timely support by recognising who requires an early help referral and when is crucial.

AAW recognises the importance of Early Help and will introduce Early help into training and promote awareness amongst staff to inform the DSO if they have a concern about a child’s or vulnerable adult’s personal circumstances which could develop into a safeguarding concern and that the family could benefit from an early help referral.

Recognising need

Staff should be alert to the potential need for Early help for a child/vulnerable adult who:

- Is disabled or has specific additional needs
- Is a Young Carer or in the Care System
- Is showing signs of or being drawn into disruptive, anti-social or criminal behaviour including being bullied or bullying, gang involvement or association with organised crime groups
- Frequently missing/goes missing from care, home or school
- Is at risk of being radicalised, being groomed, or subject to modern slavery, trafficking or exploitation (occurs across all ages, genders and nationalities, though exploitation is more prevalent amongst the most vulnerable in society and within minority or socially excluded groups)
- Has poor general health including mental health issues (i.e. anxiety/depression)
- Is experiencing difficulties at home (i.e. Substance misuse, adult mental health, health issues, financial issues, domestic abuse etc.)
- Has a broken relationship with parents and is unusually independent
- Has a parent/carer/family member in custody

(Department of Education 2018)

If a concern is raised the DSO will ensure it is recorded on the Cause of Concern Sheet (Appendix D) and will make a referral or seek advice from the Early Help Team, as appropriate. The Early Help team will be specific to the child’s/vulnerable adult home address (see Appendix F).

8. Concerns

Complaints, concerns or allegations can come from a number of sources; the child, parents, staff or someone within or outside the organisation. It can involve the behaviour of a staff member or someone outside the organisation where something has happened to the child/ vulnerable adult outside the sport (i.e., at home or school). AAW recognises that children and vulnerable adults will confide in adults they trust and in a place they feel at ease, thus will make every effort to promote a safe and open environment.

Anyone who is concerned about a participant's welfare, either outside or within AAW, should inform the DSO immediately, in strict confidence. The DSO will follow the attached procedures (see Flowcharts 1 and 2 in Appendix C). It is the DSO's overall responsibility to ensure any concerns have been reported to the Police or the Children/ Adult Social Services. However, staff should not hesitate to call the Police if the child or vulnerable adult is in immediate danger. Consent should also be given to inform statutory services if an adult has capacity disclosure abuse.

If an AAW staff member suspects abuse in the home they should be aware that talking to the family/carers/guardians can make it worse for them. It is NOT the staff's responsibility to decide if abuse is taking place, BUT it is their responsibility to act on their concerns.

Anyone failing to comply with AAW's Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action.

Should there be uncertainty on how to handle concerns, advice can be sourced from the NSPCC free 24-hour helpline (**0808 800 5000**) or First Response (**0117 903 6444**) for concerns referring to children or contact the National Governing Body's Safeguarding Team or Care Direct (**0117 922 2700**) for concerns referring to vulnerable adults.

Handling an allegation/disclosure

Always:

- Stay calm – ensure that they are safe and feel safe
- Show and tell the person you are taking them seriously
- Reassure them and stress that they are not to blame
- Be careful about physical contact - it may not be what they want
- Listen and show acceptance of what they are saying – don't react in horror
- Remove distractions and give full attention
- Make a record on the disclosure/cause of concern sheet (as appropriate) and inform the DSO at the earliest convenience. Record exactly what was said, including time, date, location, and who was present. Record facts, not opinions.
- Consider if medical attention is required.
- Follow AAW procedures

Never:

- Rush into actions that may be inappropriate
- Make promises you cannot keep - be honest you will need to tell someone to stop the alleged abuse
- Ask leading questions, instead ask them to explain in their own words and use open-ended phrases i.e. "what happened next?"
- Take sole responsibility – consult someone else (ideally the DSO or the person in charge) so that you can begin to protect the child / vulnerable adult and gain support for yourself.

If an allegation against the DSO occurs, they will immediately step down from that role until the investigation has been completed and the Safeguarding Trustee or Centre Manager will follow the procedure.

Recording and handling information

If AAW staff suspects any form of abuse or neglect, they should complete the Cause of Concern sheet (including for low-level concerns) and if disclosure of abuse occurs from the child/vulnerable adult the staff member must complete the Disclosure Form (Appendix D). The DSO should be informed at the earliest

availability, where they follow the safeguarding procedure. A record of conversations, meetings, or outcomes must be recorded, and all records must be stored under the Data Protection Law (2006).

All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within AAW, only the people informed will be:

- The child's/ vulnerable adult's parents/guardians/carers
- AAW's Safeguarding Team (the DSO and Safeguarding Trustee) and Centre Manager
- The relevant authorities (including Police, Child / Adult Social Services and Local Authority Designated Officer)
- The National Governing Body's Safeguarding Team

The individual to whom the allegation has been made against can be informed an allegation has been made but no details will be shared. If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers, teachers etc. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and AAW's Safeguarding Team.

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

Historical allegations

If someone raises a child/ vulnerable person protection concern relating to incidents that took place some time ago, follow the same procedures, even if the person about whom the allegation is being made is no longer active within your organisation. If the concern appears to relate to a criminal offence, the Police should be informed on **101**.

Allegations made against a staff member

The DSO must follow Flowchart 2 in Appendix C. However, in circumstances, where immediate is needed to protect the child / vulnerable adult or a criminal investigation is required, the Police and Child / Adult Social Services must be informed first, then the Local Authority Designated Officer (LADO). In less serious cases contact the LADO first, they will inform the Police or Social Service if believed necessary. The 'Safeguarding Form for LADO cases' must be completed to record the process. The National Governing Bodies (NGB) Safeguarding Team will be alerted that an allegation has been made.

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 AAW permanently dismisses or removes someone from regulated activity/work, or would have dismissed them if they had not resigned, retired, been made redundant, or changed roles because they have harmed a child/ vulnerable adult or placed them at risk of harm; we have a duty to refer them to the DBS. It is a criminal offence not to make such a referral.

In circumstances which are not clear advise on whether a referral is required, the DSO should visit <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#legal-duty-to-refer-the-two-conditions-that-must-be-met> or call the DBS Helpline – **0300 0200 190** for clear advice.

9. First Aid

All Office workers and Instructors will upkeep their First Aid Qualifications and volunteers will be trained after their probation period. All First Aiders will gain consent before providing treatment, unless the person is

unconscious, where they will assume consent to perform first aid. All first aid will be given with the utmost intent to preserve the patient's dignity and modesty. In the event that a child/vulnerable adult needs to be monitored the first aider will sit in the room with them with the door open.

AAW will have dry bags for medications, so medications (i.e. Inhaler, Epi-pen, GTN Spray) can be taken out on the safety boat with the instructor. They will never be stored in the First Aid boxes, instead will remain in the dry bag for the duration of the session and when not out on the water they will be locked in the Safeguarding office cabinet. Parents/ Guardians will sign a 'Medication Consent – Self-administration Form' (See appendix H) giving consent for their child to self-administer their prescribed medication. Under no circumstances will non-prescribed medications be prescribed to a child.

Participants who require emergency seizure medication will be accompanied by their carer on the session, who will be responsible for administering that drug. It will remain with the carer.

10. Handling the media

If there is an incident at AAW which attracts media interest, or if AAW is contacted by the media with an allegation concerning an AAW volunteer or employee, do not give any response. Any statement which is given will be cleared by the Trustee Board, LADO and or Statutory services. Relevant NGB's Communications department can be contacted for professional advice on handling the media.

Any external photographer or member of the press or media should wear identification that they are PRESS and an AAW Visitor badge at all times and should be fully briefed in advance on your expectations regarding his/her behaviour and the issues covered by these guidelines. They will be supervised by a staff member when on the premises.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children inflicting physical harm:

- By hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- Giving children alcohol or inappropriate drugs
- In sport, physical abuse might also occur when the nature and intensity of training exceed the capacity of the child's immature and growing body.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- Conveying to a child that they are worthless, unloved or inadequate
- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Imposing expectations which are beyond the child's age or developmental capability
- Overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction
- Allowing a child to see or hear the ill-treatment of another person
- Serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger
- The exploitation or corruption of children
- Emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.
- Some level of emotional abuse is involved in all types of maltreatment of a child.

Sexual abuse. Sexual abuse involves an individual (male or female, child or adult) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:

- Physical contact (eg. kissing, touching, masturbation, rape or oral sex)
- Involving children in looking at, or in the production of, sexual images
- Encouraging children to behave in sexually inappropriate ways or watch sexual activities
- Grooming a child in preparation for abuse (including via the internet)
- Sport situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely resulting in the serious impairment of the child's health or development. Neglect may involve a parent/ carer failing to:

- Provide adequate food, clothing and shelter
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision
- Ensure access to appropriate medical care or treatment
- Respond to a child's basic emotional needs

- Neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

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 often be another young 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 certain features or characteristics - being overweight, having a disability or belonging to a different race, faith or culture.

The acronym **STOP** – Several Times On Purpose - can help you to identify bullying behaviour. Please refer to AAW's Bullying Policy for further detail.

Grooming is when someone develops a relationship with a child over a period of time to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example, a family member, friend or professional. For more information on possible signs of grooming, see <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/> Sometimes the perpetrator grooms the entire family, building a relationship with the child's parents/carers so that they are allowed more access to the child than would normally be the case.

Similar behaviour could be used to radicalise young people and recruit them to a religious or political cause, and can sexually exploit a child.

Female Genital Mutilation (FGM) and Forced Marriage

Children who belong to certain cultures or religious groups can be at more risk for specific forms of abuse, such as FGM and Forced Marriage. To learn the specific risk factors and signs that FGM has occurred visit <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/female-genital-mutilation-fgm/>.

Forced Marriage is often planned in secret by family and religious leaders and is an abuse of human rights as the individual has no choice. Children and adults can be subject to this type of abuse. Arranged marriage is different as marriage occurs when the individuals are ready, legally of age and have the opinion to decline. Arranged marriage can lead to a Forced Marriage. Signs can include absence, a change in mood or behaviour, self-harm, failure to return from their country of origin or surveillance from their family.

Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- Sexually explicit language, actions or play
- Sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts)
- The child describes what appears to be an abusive act involving him/her
- A change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt)
- A general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- An unexpected reaction to normal physical contact
- Difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. Any concerns should be reported to the DSO immediately.

(Based on the statutory guidance supporting the implementation of the 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 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; or in a watersports context, failing to ensure that the person is adequately protected from the cold or sun or 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. Key signs include isolation, restricted or freedom of movement, reluctance to seek advice/help, unusual travel arrangements and good poor housing and physical health. For further information visit <https://www.unseen.org/about-modern-slavery/spot-the-signs/>.

Not included in the Care Act 2014 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.

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

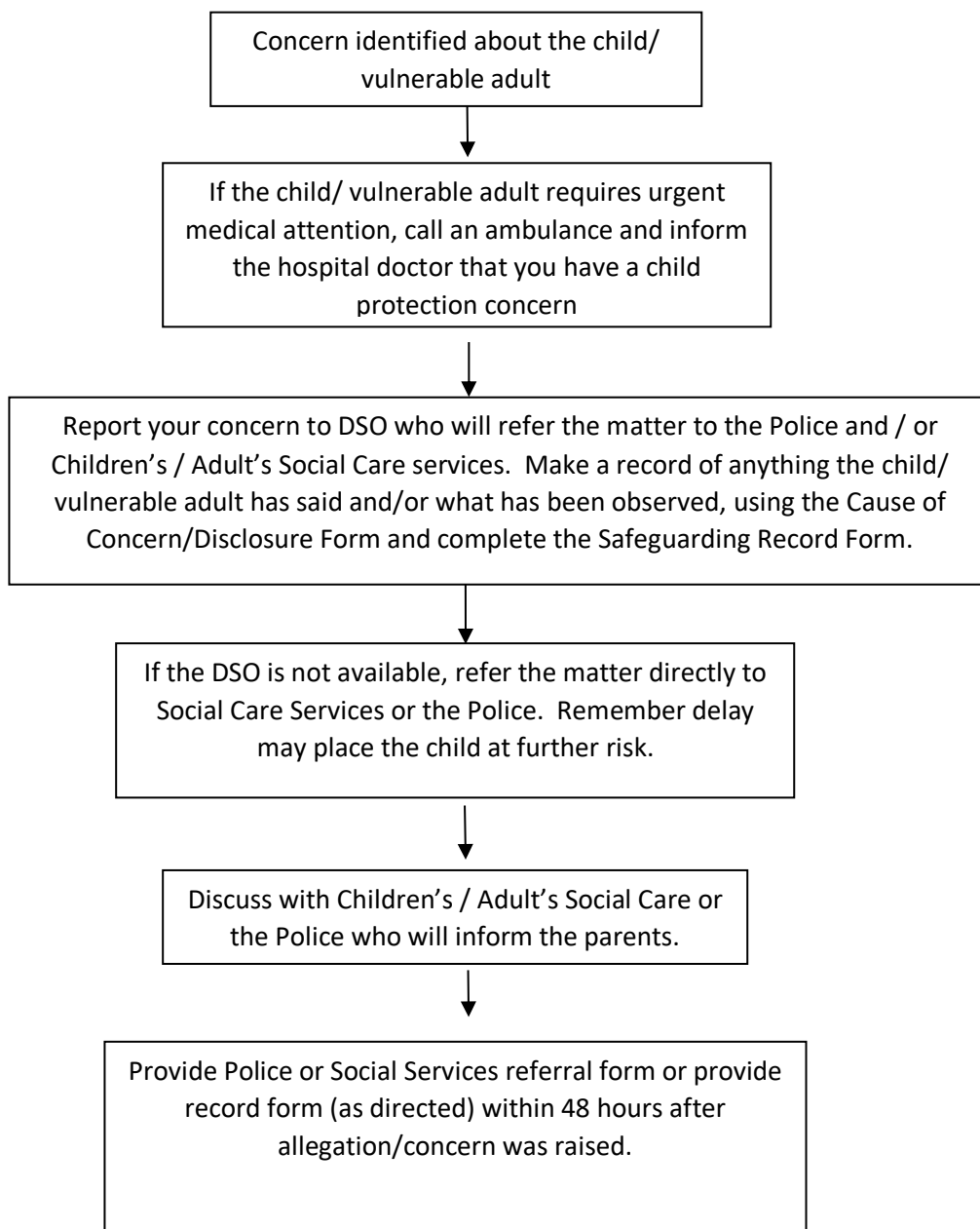
Patterns of abuse vary and include:

- 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; or
- 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:

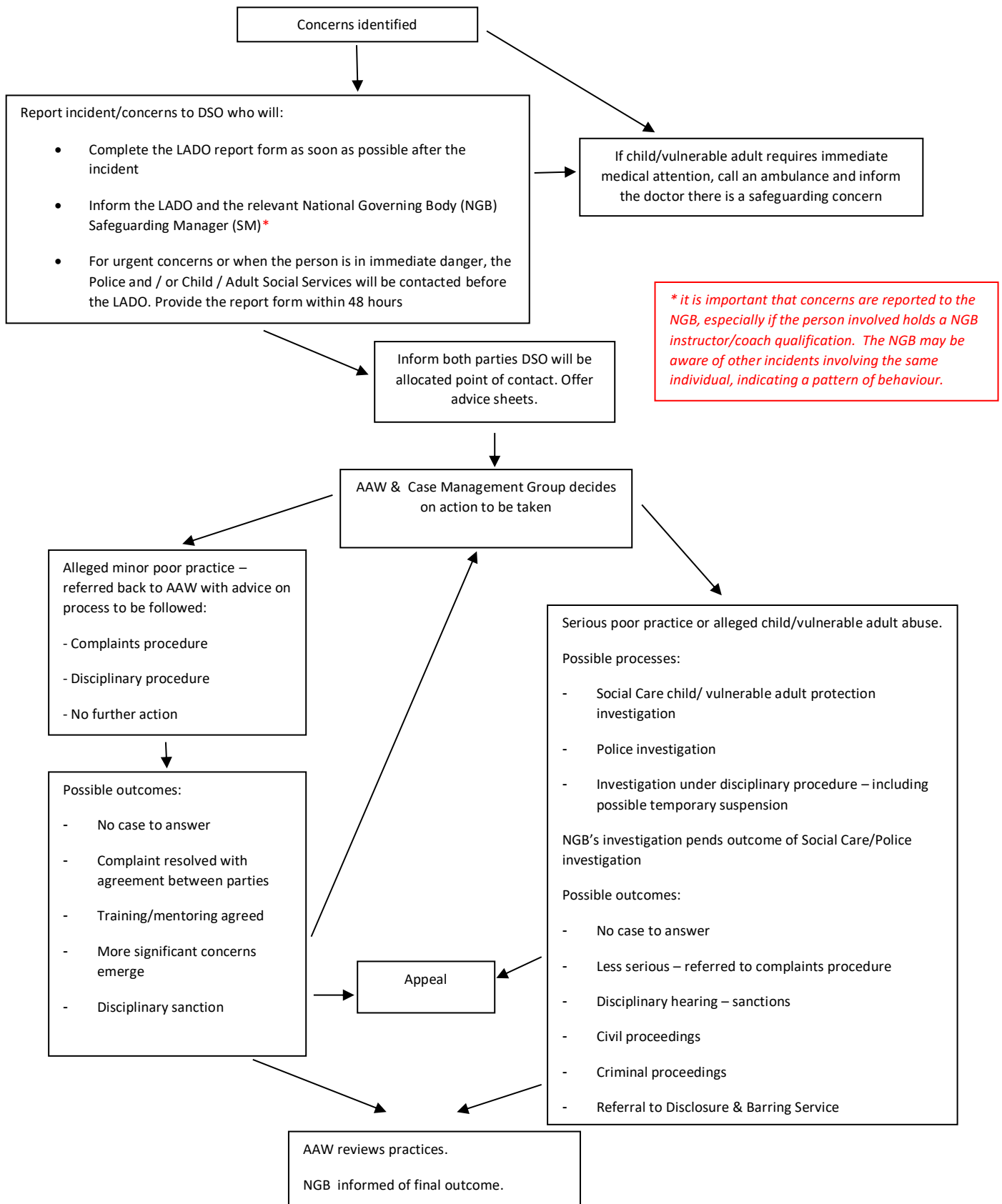
- Unexplained bruises or injuries – or lack of medical attention when an injury has occurred
- Someone losing or gaining weight, or an unkempt appearance
- A change in behaviour or confidence
- Self-harming
- A person’s belongings or money go missing
- The person is not attending, or no longer enjoying, 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.

Flowchart 1
Concern about a child / vulnerable adult outside the centre's environment



If you are uncertain what to do at any stage, contact the **NSPCC free 24-hour helpline (0808 800 5000)** or **First Response (0117 903 6444)** for concerns referring to children or contact **Care Direct (0117 922 2700)** for concerns referring to vulnerable adults.

Flowchart 2 Concern about the behaviour of someone at AAW



Safeguarding Referral / Record Form

Appendix D

Please complete this form immediately if you have any concerns over the safety or welfare of a child / young person.

Actions:

- Receive, reassure and react to the person at risk
- Record on form and refer to the DSO
- Reflect and seek support if required

Date and time of incident(s)	
Name and position / relationship of person about whom report, complaint or allegation is made	
Name and age of person at risk (state DOB)	
Name of school / club/ organisation (if relevant)	
Name and contact details of parents / guardian/ carers	
<p>Nature of incident, complaint or allegation</p> <p><i>(Continue on separate page if necessary)</i></p> <p><i>(Note if any extra documents have been provided and attached to case file i.e. disclosure form)</i></p>	
<p>Have there been previous concerns?</p> <p>Refer to previous reports if appropriate.</p> <p><i>(Continue on separate page if necessary)</i></p>	

<p>If Police are informed:</p> <p>*Name & number of Case Officer</p> <p>* The Crime Reference Number</p> <p>* Date / Time of report</p> <p>* Reported by whom</p>	
Date and Time referral to Children's / Adult's Social Services	
Name of contact at Child / Adult Social Care service and position	
Contact Number <i>(list working hours if appropriate)</i>	
Name, organisation / role of person who raised concern (i.e. parent)	
Contact telephone number E-mail address	
Name, position and organisation of person completing form	
Signature of person completing form	
Date and time form completed	
Name of AAW's DSO	
Contact telephone number E-mail address	

DSO informed at/..... hrs

Date/...../20.....

Signature

Centre Manager informed at/..... hrs

Date/...../20.....

Signature

Safeguarding Trustee informed at/..... hrs

Date/...../20.....

Signature

Mark 'Private and Confidential' when sending to the relevant statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

Action Taken Log

Log any referrals, actions, plans, conversations with Police or social service and outcomes etc.

<u>Date / Time</u>	<u>Detail</u>

Record Form for LADO cases

Please complete this form immediately if you have any concerns or any allegations have been made over the safety or welfare of a child / vulnerable adult as a result of an employee’s behaviour (*includes Trustees and volunteers*)

Actions:

- Receive, reassure and react to the person
- Record concern/allegation on form & refer to DSO to manage and inform Centre Manager
- Inform LADO - give advice sheets to both parties
- Report to DBS service if necessary.
- Complete log throughout investigation and outcome

Date and time of the incident	
Name and position of person subject to report, complaint or allegation	
Contact Number (Person subject to report/complaint/allegation)	
Name/s and age of individual/s at risk involved (If a whole group is involved, state Name of Group and attach list or register)	
Nature of incident, complaint or allegation <i>(Continue on separate page if necessary)</i> <i>(Note if any extra documents have been provided and attached to case file i.e. disclosure form)</i>	
Have there been any previous concerns	

<i>(Continue on separate page if necessary)</i>	
Date and time LADO Team were informed/contacted (if necessary)	
Name of LADO Officer	
Date LADO Referral form completed and submitted (if necessary)	
Name, organisation and position of person completing form	
Contact telephone number (Person completing form)	
Signature of person completing form	
Date and time form completed	
Name and position of DSO	
Contact telephone number (DSO)	

To be complemented by DSO

Outcome

Outcome on how to proceed following initial following allegation (tick one):

No further action after initial consideration		Internal Investigation		Criminal investigation	
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Reasoning if no further actions is decided:

Action Taken Log

Log any referrals, actions, plans, conversations with LADO / social service etc

<u>Date / Time</u>	<u>Details</u>

Investigation Outcome

Detail any suspension/employment termination, periods of mentoring or re-training, change of role, temporary/permanent removal from regulated activities etc. and why.

Record the outcome of the investigation - (Tick one of the categories below):

<p>Substantiated: <i>(Sufficient evidence to prove the allegation)</i></p>		<p>Malicious: <i>(Sufficient evidence to disprove the allegation – there has been a deliberate act to deceive)</i></p>	
<p>False: <i>(Sufficient evidence to disprove the allegation)</i></p>		<p>Unsubstantiated: <i>(Insufficient evidence to prove or disprove the allegation – does not imply guilt or innocence)</i></p>	
<p>Unfounded: <i>(No evidence or proper basis which supports the allegation made)</i></p>			

Detail Outcome and Reasoning:

Cause of Concern

Name of Child / Vulnerable Person:

Age:

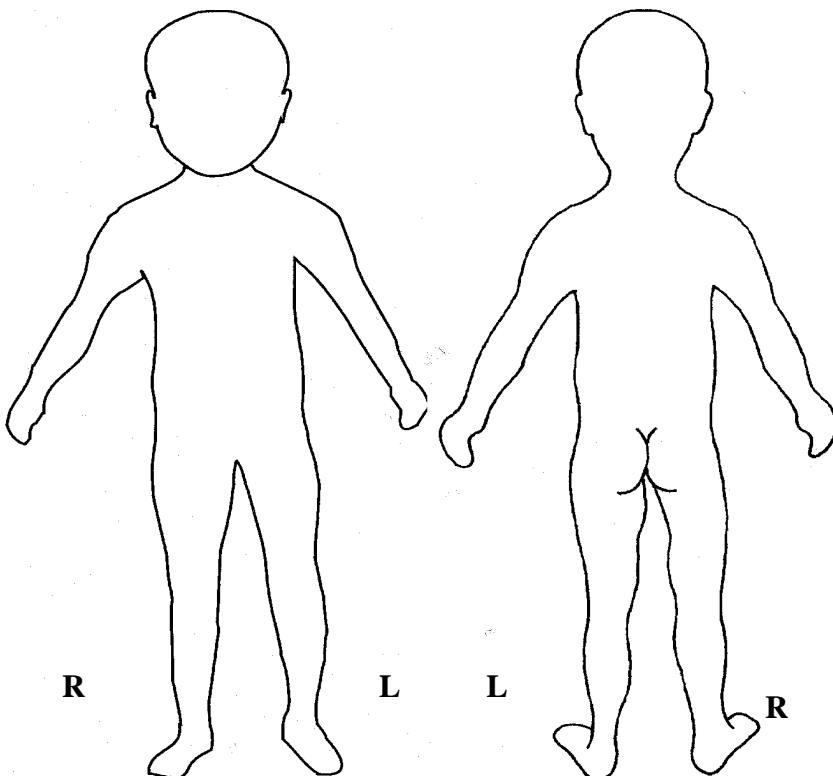
Session they are Attending:

Gender:

Date & Time of incident:

Details on the cause of concern: (Record factual details on the incident)

Observed bodily Injuries (Please mark the location of witnessed injuries on body). Describe above type/size/shape/ colour of injury, and if swelling, broken skin, hot to touch, pain, or a scab is present)



Was First Aid required:

Treatment given:

Given by:

Date/Time:

Name of Person reporting concern:

Position:

Date of Recording:

Time of Recording:

Reported to DSO on (Date/Time):

Signed:

Disclosure Record Form

Name of Child / Vulnerable Person:

Age:

Session they are Attending:

Gender:

Date of Disclosure:

Time of Disclosure:

Location of Disclosure:

Nature of Disclosure (i.e. abuse, neglect, grooming) :

Who was present at time of Disclosure:

- Type of Disclosure: Direct Disclosure: *(statement made by child about abuse happening to them)*
- Indirect Disclosure: *(one or more ambiguous statements which imply something is wrong)*
- Behavioural Disclosure: *(deliberate/inadvertent behaviour indicating something is wrong)*
- Non-verbal Disclosure: *(Writing letters, drawing pictures, acting out, trying to communicate non-verbally to let someone know that something is wrong).*

Details of Disclosure: *(State facts and exactly what was said)*

Name of person recording disclosure:

Address:

Telephone Number:

Email Address:

Signed:

Given to DSO / CM on (Date / Time):

Signed:

All-Aboard Code of Conduct

- All instructors / coaches are expected to have read and signed the governing bodies code of conduct / code of ethics:
 - RYA Instructors – [Code of Conduct](#)
 - RYA Coaches – [Code of Conduct](#)
 - British Canoeing – [Code of Ethics](#)
 - British Rowing – [Code of Conduct](#)
- If working with children under 18 years or vulnerable adults, have read and understood **All-Aboard's Safeguarding and Child Protection Policy**.
- Respect, the rights, dignity and worth of every person and treat them equally within the context of their activity.
- Treat everyone equally and offer the same standard of service no matter what their background, economic status, disability, gender, race, sexuality, religion, personal beliefs or other.
- Place the well-being and safety of the student above the development of performance or delivery of training.
- Tailor the session to the students' needs and abilities.
- Protect sensitive information and only disclose confidential information on a need-to-know basis by following our GDPR guidelines.
- Follow all guidelines laid down by the RYA and other governing bodies' specific training or coaching programmes.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Upkeep their relevant governing body qualifications as approved by their NGBs.

- 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.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the All-Aboard and their Governing bodies into disrepute.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Not teach or purport to provide courses or certification outside of the framework of a National Governing Bodies training centre.
- Must disclose any reason why they are not fit to perform their role or declare the support they may need.
- Notify All-Aboard and governing bodies immediately of any court-imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
- To not carry out training, examining or coaching activities whilst under the influence of alcohol or drugs; or smoke onsite.

Signed:

Date:

Useful Contacts

Appendix F

Bristol Based:

First Response Team – 01179 903 6444

Out of Hours – call Emergency Duty Number on 01454 615 165

Care Direct - 0117 922 2700

Early Help Team

North Bristol Help – 0117 352 14 99

South Bristol Help – 0117 903 77 70

East Central Help – 0117 941 58 86

Bristol LADO

Nicola Laird

Tel: 01179 037 795

Email: childprotection@bristol.gov.uk

Website: <https://bristolsafeguarding.org/>

NSPCC 24 hour free helpline

0808 800 5000

E-mail: help@nspcc.org.uk

Website: www.nspcc.org.uk

NSPCC: Child Protection in Sport Unit (CPSU) - England

Tel: 0116 234 7278/7217

Fax: 0116 234 0464

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

Childline 24 hour free helpline

0800 1111

Website: www.childline.org.uk

Royal Yachting Association Safeguarding & Equality Manager

Katie Loucaides

Tel: 02380 604 100 Ext 4104

Tel (Mob): 07834 546 489

Email: katie.loucaides@rya.org.uk

British Canoeing Safeguarding Lead

Urvasi Naidoo

Tel: 0115 8968842

Email: safeguarding@britishcanoeing.org.uk

British Rowing Lead Safeguarding Officer

Tel: 0208 237 6700

Email: lso@britishrowing.org

Sportscoach UK – provide safeguarding training

Tel: 0113 274 4802

Website: www.sportscoachuk.or

DBS helpline

Tel: 0300 0200 190

Social Services

The participant's address will determine which social service team is contacted. For participants who live outside of Bristol contact:

South Gloucestershire

Child Access & Response Team (*child protection and early help*) – **01454 866 000** (Mon-Fri, 9-5 pm)

Emergency Duty Team – (*Out-of-hours helpline for child/vulnerable adult concerns*) - **01454 868 007**

Adult Social Care Team (*for vulnerable adults*) - **01454 615 165** (Mon-Fri, 9-5 pm)

North Somerset

Child & Young People Team (*Child Protection & Early Help*) – **01275 888 808** (Mon-Fri, 9-5 pm)

Care Connect Adult Team (*for vulnerable adults*) – **01275 888 801** (Mon-Fri, 9-5 pm)

Emergency Duty Team - (*Out-of-hours helpline for child/vulnerable adult concerns*) - **01454 615 165**

Somerset

Children's Social Care Team (*Child Protection*) - **0300 123 2224** or childrens@somerset.gov.uk

Adult Social Care - (*for Vulnerable adults*) – **0300 123 2224** or adults@somerset.gov.uk

Emergency Duty Team - (*Out-of-hours helpline for child/vulnerable adult concerns*) – **0300 123 23 27**

Early Advice Team (*Referral & advice helpline*) – **01823 355 803**

Bath & North-East Somerset

Children & Families Intervention and Assessment Team – **01225 396 312 / 01225 396 313**

Disabled Children's Team – **01225 39 69 67** or ChildCare_Duty@bathnes.gov.uk

Adult Safeguarding Team (*for vulnerable adults*) – **01225 394 200** or safeguarding_Adults@bathnes.gov.uk

Early Help (*Referral/assessment*) – **01225 396 111** or ChildCare_Duty@bathnes.gov.uk

Gloucestershire

Child & Family 'Front Door' Team (*child protection*) – **01452 426 565** (Mon-Fri, 9-5 pm) or childrensheldesk@gloucestershire.gov.uk

Adult Safeguarding Team - **01452 426 868** or Socialcare.enq@gloucestershire.gov.uk

Emergency Duty Team - (*Out-of-hours helpline for child/vulnerable adult concerns*) – **01452 614 194**

Early Help Team (*Referral /advice helpline*) – **0145 232 80 71** or gloucesterearlyhelp@gloucestershire.gov.uk

Wiltshire

Integrated Front Door (Multi-agency Safeguarding Hub for children and Early Help Services) -

0300 456 01 08 (Mon - Fri, 8.45-5 pm) or mash@wiltshire.gov.uk

Adult Safeguarding Team (*for vulnerable adults*) – **0300 456 0111**

Emergency Duty Team - (*Out-of-hours helpline for child/vulnerable adult concerns*) - **0300 456 0100**

Swindon

Child Protection Team – (*Child Protection & Early Help*) – 01793 466 903 (Mon-Fri, 8.30 am – 4.00 pm)

Emergency Duty Team (*Out-of-hours helpline*) – **01793 436 699**

Adult Safeguarding Team (*for vulnerable adults*) – **01792 463 555** (Mon-Fri, 8.30 am – 4.30 pm) or
adultsafeguarding@swindon.gov.uk

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 new project, 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 9515 400

Website: www.anncrafttrust.org/safeguarding-adults-in-sport

The following is a small selection of charities that support people with different needs and disabilities. A more comprehensive list can be found in the Resource Pack on the Ann Craft Trust website.

Action on Elder Abuse helpline

Tel: 0808 808 8141

Website: www.elderabuse.org.uk

Dementia UK

Tel: 0800 888 6678

Website: www.dementiauk.org

Mencap Direct

Tel: 0808 808 1111

E-mail: help@mencap.org.uk

Website: www.mencap.org.uk

MIND – mental health charity

Tel: 0300 123 3393

Text: 86463

E-mail: info@mind.org.uk

Website: www.mind.org.uk

National Autistic Society

Tel: 020 7833 2299

Website: www.nas.org.uk

Victim Support

Tel: 0808 168 9111

www.victimsupport.com

Links on technological risks and how to ensure safety online (can be given to parents if appropriate)

www.nspcc.org.uk/shareaware

www.net-aware.org.uk

www.internetmatters.org

www.getsafeonline.org

Cyberbullying

www.thinkuknow.co.uk provides guidance for children and young people in different age groups.

All-Aboard' s Photo/Video Consent Form

<u>Name of Person in Photo</u>	<u>Date Taken</u>	<u>Name of person providing consent (i.e. name of parent)</u>	<u>Signed</u>

AAW Medication Consent Form – Self-Administration

Appendix H

Date:

Permitted Medications:

*Inhalers

*Epi-pens

* GTN spray

I consent that my child is able to administer their own medication as prescribed.

Participant Name	Type / Name of Medication	Parent / guardian name & Contact number	Child able to self-administer?	Parental / Guardian consent - Signature