



# **Shotwick Lake Sailing**

# **Safeguarding Adults Policy**

**August 2023**

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## 1 Introduction

These guidelines have been produced by the RYA and Shotwick Lake Sailing to help your organisation to enable all adults, especially those who could be defined as 'at risk' or 'vulnerable', to enjoy the sports of sailing, windsurfing and power boating in all their forms, in a safe environment.

## 2. Policy Statement

Shotwick Lake Sailing is committed to safeguarding adults at risk taking part in its activities from physical, sexual, psychological, bullying, emotional harm, 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.

Shotwick Lake Sailing takes all reasonable steps to ensure that, by providing staff and volunteers with appropriate procedures and training, it offers a safe environment for all participants. Everyone will be treated with dignity and respect.

All members and volunteers should be aware of the policy.

### Staff and Volunteers

All Club staff and volunteers whose role brings them into regular contact with vulnerable adults may be asked to provide references. The Club Welfare Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

Copies of DBS forms or Enhanced Certificates will not be retained by the Club once the necessary checks have been made by the appointed Officer

### Good Practice

All members of the Club should follow the good practice guidelines and agree to abide by the Club Code of Conduct and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with vulnerable adults should be aware of the guidance on recognising abuse.

### Concerns

Anyone who is concerned about a welfare of an adult, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the attached procedures (*see Flowcharts 1 and 2*).

Any member of the Club failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action under Club Rule `19

### 3 Designated Welfare Officer

The designated individual has specific responsibility for implementing the policy, and acts as the point of contact to receive information and advice from the RYA.

The designated person's general terms of reference include:

- Maintaining an up-to-date policy and procedures, compatible with the RYA's.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advising the management committee on safeguarding and child protection issues.
- Maintaining contact details for local Adult Care Services and Police.

If there is a concern, the designated person would:

- Be the first point of contact for any concerns or allegations from adults at risk, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with Shotwick Lake Sailing procedures and in conjunction with the person in charge (Commodore, Principal etc).
- Keep the RYA informed as necessary.

<p><b>Shotwick Lake Sailing designated person</b> Karen Snee <a href="mailto:welfare@shotwicksailing.org">welfare@shotwicksailing.org</a> 07968247657</p>
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<p><b>RYA designated person</b></p>
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<p>RYA Safeguarding and Equality Manager, tel. 023 8060 4104, RYA Safeguarding Officer, tel. 023 8060 4226, e-mail <a href="mailto:safeguarding@rya.org.uk">safeguarding@rya.org.uk</a></p>
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<p><b>RYA Cymru Wales</b></p>
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<p><b>Pete musket</b> Tel: 01248 670814 Mob: 07824 990694 E-mail: <a href="mailto:pete.muskett@ryacymruwales.org.uk">pete.muskett@ryacymruwales.org.uk</a></p>
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### Confidentiality and data storage

All personal information should be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect adults at risk. When data is no longer relevant it should be destroyed securely, e.g., by shredding.

## **4 Good Practice Guidelines**

### **Culture**

It is important to develop a culture within Shotwick Lake Sailing where adults at risk, their carers and others feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.

### **Minimising risk**

Plan the work of Shotwick Lake Sailing and promote good practice to minimise situations where adults 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 Shotwick Lake Sailing:

- 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, and are aware of Shotwick Lake Sailing safeguarding policy and procedures and are issued with guidelines on:

- following good practice *and*
- recognising signs of abuse (*see Appendix A*).

RYA Coaches and Instructors are expected to comply with the RYA Codes and Conduct (*available from the RYA website*).

## **Individual responsibility and club liability**

Shotwick Lake Sailing have a duty of care to their members and will endeavour to 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 club/centre/organisation may require a carer or designated adult to be on site. It will be made clear at what point responsibility transfers from the instructor, coach or organiser to that person.

## **Changing rooms and showers**

SLS have one female and one male changing room with showers and one additional temporary changing area which can be unlocked when required.

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 aids 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.

## 5. Code of Conduct

It is the policy of Shotwick Lake Sailing that all participants, coaches, instructors, officials, parents 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 club/class. 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/class 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 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 others
- Communicate clearly with carers and participants
- 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 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 Shotwick Lake Sailing Welfare Officer or the person in charge of the activity.



## Appendix A – What is Abuse?

(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.

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. 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.

**Radicalisation** - the aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

### **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.

## **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 in England and Wales 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.

Local authorities in England act in accordance with the principles set out in the guide 'Making Safeguarding Personal' 2014. Adult safeguarding should be person led and outcome focussed. The person should be engaged in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control, as well as improving quality of life, well-being and safety.

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.

## Appendix B- Handling Concerns, Reports or Allegations

**This section is primarily for Shotwick Lake Sailing designated Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns**

(see flowcharts)

A complaint, concern or allegation may come from a number of sources: the adult at risk, their carers, someone else within your organisation. It may involve the behaviour of one of your volunteers or employees, or something that has happened to the person outside the sport. Vulnerable people may confide in someone they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. It can be difficult to distinguish poor practice, whether intentional or accidental, from abuse. If you are concerned that an adult at risk may be being abused, it is NOT your responsibility to decide whether it is poor practice or abuse, or to investigate further, BUT it is your responsibility to act on your concerns. For guidance on recognising abuse, see Appendix A.

If there is an allegation or concern about an adult at risk who has capacity **their consent must be obtained** before any referral is made, unless others are also at risk of harm. No information should be given to the adult's family or carers without their consent.

If the adult does not have capacity and is unable to give consent, a referral may be made and their family or carers informed, provided that they are involved in the individual's life and are not implicated in the allegation.

### Handling an allegation from an adult at risk

Always:

- stay calm – ensure that the person is safe and feels safe
- show and tell the person that you are taking what he/she says seriously
- reassure the person and stress that he/she is not to blame
- be careful about physical contact, it may not be what the person wants
- be honest, explain that you will have to tell someone else to help stop the alleged abuse
- make a record of what the person has said as soon as possible after the event, using their own words
- follow your organisation's safeguarding procedures.

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. you won't tell anyone)
- ask leading questions (see 'Recording and handling information' below)
- take sole responsibility – consult someone else (ideally the designated Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the adult at risk and gain support for yourself.

You may be upset about what the person has said, or you may worry about the consequences of your actions. However, one thing is certain – you cannot ignore it. 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.

## **Recording and handling information**

If you suspect that an adult at risk may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Adult Social Care who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation.

A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the person to explain things in their own words. An example would be asking 'did X hit you?' instead of 'how did you get that bruise?'. Use open questions such as 'what happened next?'. Only ask questions to confirm that you need to refer the matter to someone else. If the person has difficulty communicating, ask them if they would like someone there to assist or interpret, but do not assume that they want their regular carer present.

Listen to and keep a record of anything the person tells you or that you have observed and, with their consent where possible, pass the information on to the statutory authorities (see Sample Document 7 for Referral Form). Take care to distinguish between fact, observation, allegation and opinion. It is important that the information is accurate.

**All information must be treated as confidential and only shared with those who need to know.** If the allegation or suspicion concerns someone within your club or centre, only the person's carers, the organisation's Welfare Officer, the person in charge of the organisation (unless any of them are the subject of the allegation), the relevant authorities and the RYA Safeguarding Manager should be informed. If the alleged abuse took place outside the sport, Adult Social Care will decide who else needs to be informed. It should not be discussed by anyone within the organisation other than those who received or initiated the allegation and, if different, the person in charge.

## **Procedures**

It is essential to have clear and agreed procedures to follow. These include:

- procedures to be followed by anyone concerned about an adult's welfare, either outside the sport or within your organisation (*see flowcharts below*)
- a disciplinary procedure (which may be included in a staff handbook or contract, depending on the nature of the organisation) setting out the process to be followed if an allegation or complaint is made about an employee
- a procedure for handling a complaint about a member or volunteer

## **Statutory Authorities**

If your club or centre is contacted by the Local Authority or Police concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to contact the RYA Safeguarding and Equality Manager as soon as possible for guidance and

support. Co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct.

### **Handling the media**

If there is an incident at your premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members or employees, do not give any response until you have had an opportunity to check the facts and seek advice. You may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

### **Insurance**

If there is a serious allegation involving harm caused to a child or adult at risk, either at your premises or as a result of taking part in your activities, the person in charge should consider notifying your insurers in case there is a subsequent claim against the organisation.

### **Data retention**

Confidential information must be processed, stored and destroyed in accordance with your organisation's Data Privacy Policy and Data Protection legislation. Records containing personal information should be: adequate, relevant and not excessive for the purpose(s) for which they are held; accurate and up to date; and only kept for as long as is necessary. They should be reviewed on a regular basis. If a person is removed from your organisation for a safeguarding reason, you need to consider whether you should retain essential details of the reasons for the action taken, and who will have access to that file in the future, in case the former member tries to re-join at a later date, or a further allegation is made about them.

### **Charity Commission**

If your organisation is a Registered Charity, the Charity Commission requires Trustees to report serious incidents. A serious incident is an adverse event, whether actual or alleged, which results in or risks significant: loss of your charity's money or assets, damage to your charity's property, or harm to your charity's work, beneficiaries or reputation. This includes serious safeguarding issues.

### **Reference to the Disclosure and Barring Service or Disclosure Scotland**

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or vulnerable adults in England and Wales and in Northern Ireland. Disclosure Scotland fulfils this function in Scotland. If you permanently dismiss or remove someone from regulated activity/work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, you have a duty to refer them to the DBS or Disclosure Scotland, as appropriate. *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, see the relevant website or contact the RYA Safeguarding and Equality Manager.

### **Reporting Procedures**

If you are uncertain what to do at any stage, contact the RYA's Safeguarding Manager on 023 8001 2796 or your local authority Adult Social Care department.

Flintshire -The Duty Social Worker, Duty and Assessment Team, Social Services for Children. 01352 701000

Out of hours Duty Social Worker on: 0345 053 3116.

## Useful Contacts

North Wales Police

[Advice about child abuse | North Wales Police](#)

### **Royal Yachting Association**

Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8001 2796

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**

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/>

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](http://www.elderabuse.org.uk)

### **Dementia UK**

Tel: 0800 888 6678

Website: [www.dementiauk.org](http://www.dementiauk.org)

### **Mencap Direct**

Tel: 0808 808 1111

E-mail: [help@mencap.org.uk](mailto:help@mencap.org.uk)

Website: [www.mencap.org.uk](http://www.mencap.org.uk)

### **MIND – mental health charity**

Tel: 0300 123 3393

Text: 86463

E-mail: [info@mind.org.uk](mailto:info@mind.org.uk)

Website: [www.mind.org.uk](http://www.mind.org.uk)

**National Autistic Society** Tel:

0808 800 4104

Website: [www.autism.org.uk](http://www.autism.org.uk)

**SCOPE – disability equality charity (England and Wales)** Tel: 0808

800 3333

E-mail: [helpline@scope.org.uk](mailto:helpline@scope.org.uk)

Website: [www.scope.org.uk](http://www.scope.org.uk)

**Victim Support** Tel: 0808

168 9111 [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

**Disclosure and Barring Service (DBS) – RYA is Registered Body**

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

**AccessNI – RYA is Registered Body**

Website: [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni)

**Volunteer Scotland Disclosure Services – RYA is Enrolled Body**

Website: <https://www.volunteerscotland.net/for-organisations/disclosure-services/>

**Disclosure Scotland (for referrals)**

<https://www.mygov.scot/pvg-referrals/>

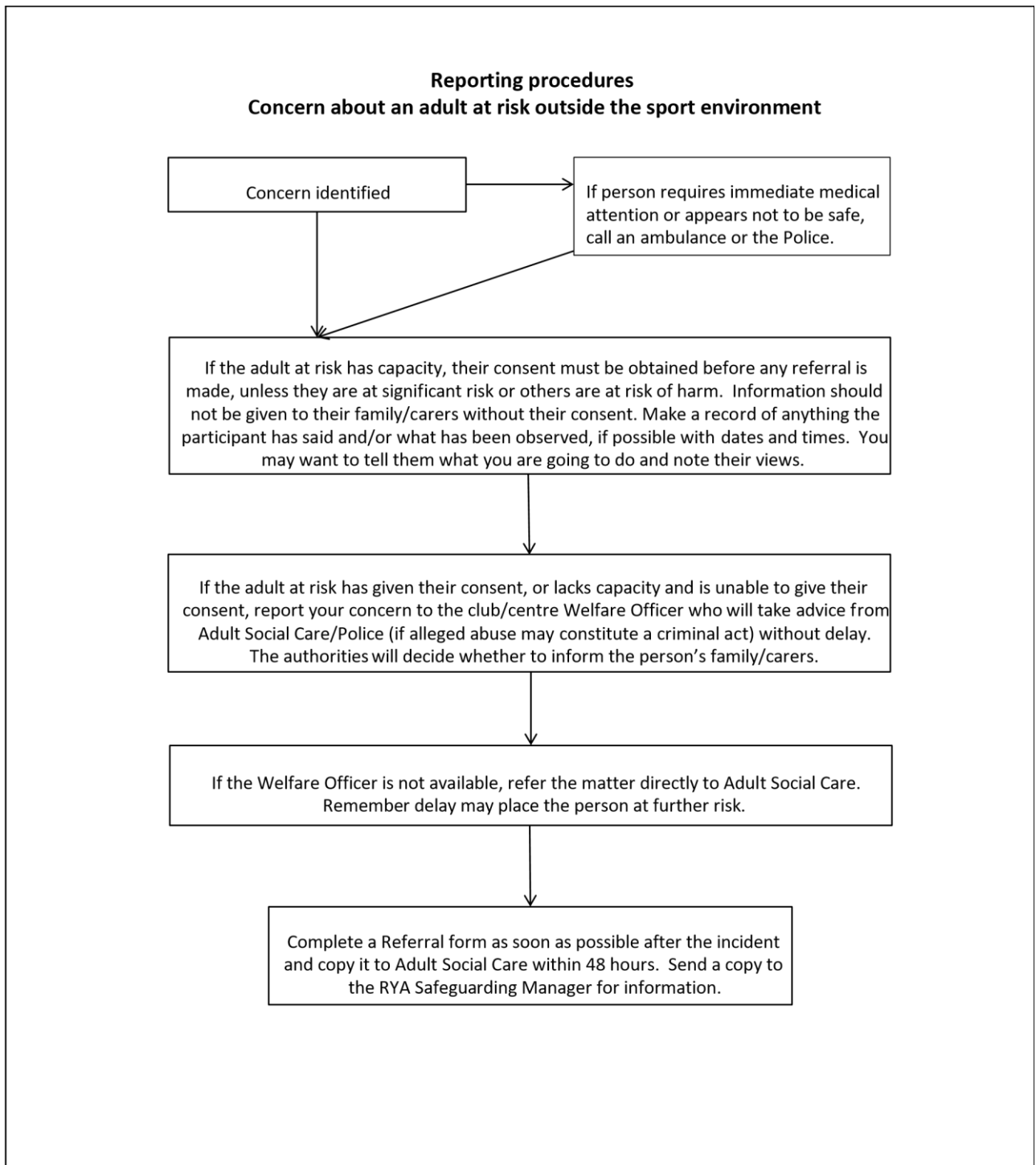
**UK Coaching**

Provide training on coaching people with disabilities

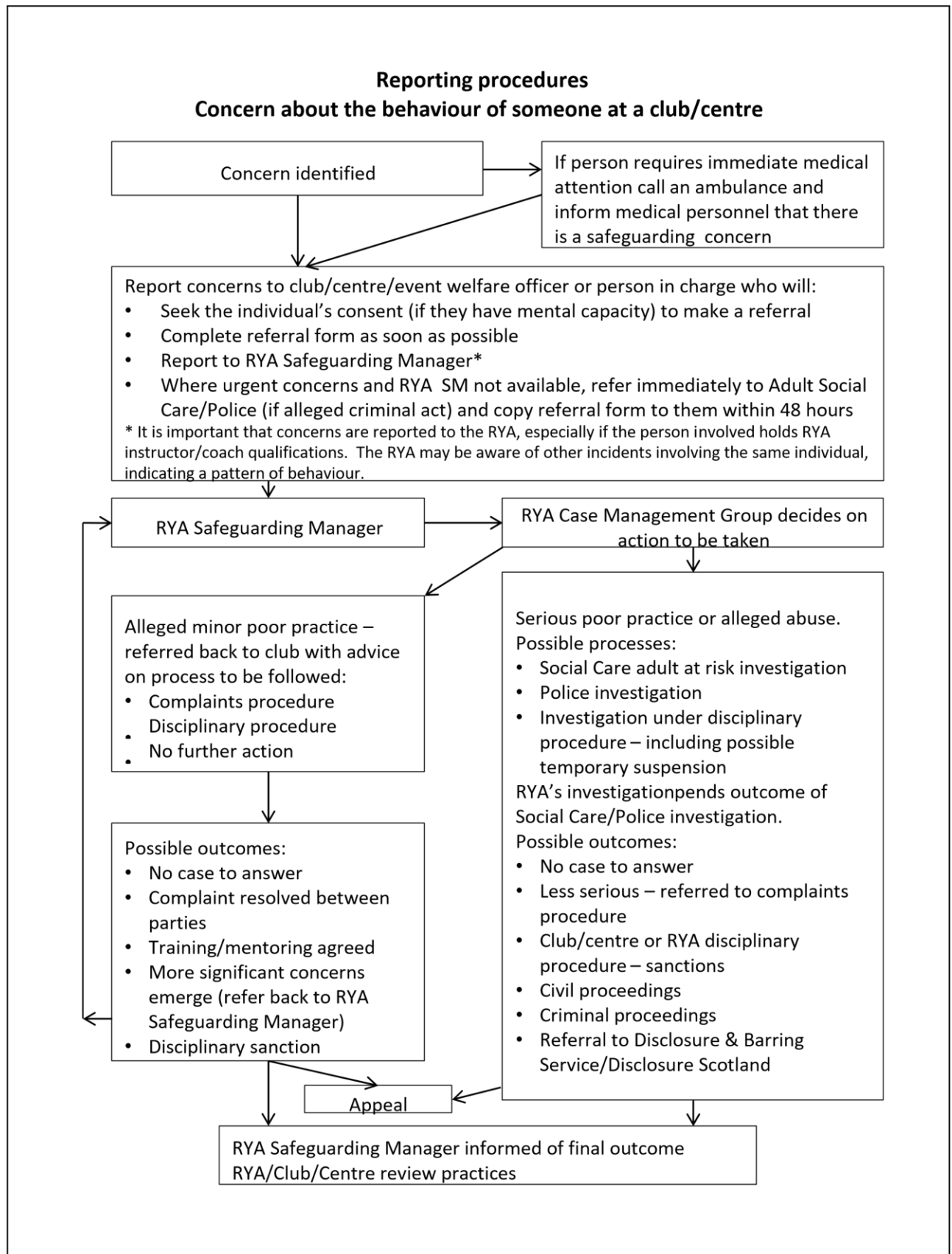
Website: [www.ukcoaching.org](http://www.ukcoaching.org)



Flowchart 1



Flowchart 2



# Appendix C: Shotwick Lake Sailing Anti-Bullying Policy

## 1. Introduction

It is the Policy of Shotwick Lake Sailing to safeguard persons taking part in boating from physical, sexual and emotional harm. Shotwick Lake Sailing consider bullying of any kind unacceptable.

This document sets out what the RYA and Shotwick Lake Sailing mean by bullying, how you can recognise it and what to do about it if you think it might be happening.

## 2. Objectives

The objective of this Policy is to prevent bullying occurring, but if it does, to provide a mechanism where it can be quickly brought to the attention of nominated individuals who can investigate the situation and work with both the victim and the bully in order to resolve the problem.

## 3. What is bullying?

**Bullying is the use of aggression with the intention of hurting another person.**

The three key bullying behaviours are:

- 1) It does not just happen once; it is ongoing over time.
- 2) It is deliberate and intentional- it is not accidentally hurting someone.
- 3) It is unfair/there is an unequal power balance (imbalance of power). The person/people doing the bullying is/are stronger, or there are more of them, or they have 'influence' (higher status or power).

### **Bullying can be:**

- Emotional - being unfriendly, excluding, tormenting (e.g., hiding possessions gear or equipment, threatening gestures)
- Physical -pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic- because of, or focusing on the issue of sexuality
- Verbal -name-calling, sarcasm, spreading rumours, teasing

### **Why is it important to Respond to Bullying?**

Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.

Bullying is often a call for help by the person showing bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often symptomatic of other issues which they may need help with. Therefore, promptly informing an appropriate person about these behaviours helps everyone.

## 4. Signs and Symptoms of bullying

A person's behaviour may be indicative that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a person: -

- Is frightened of being left alone with other persons
- Changes their usual routine.
- Suddenly doesn't wish to attend training or events.
- Becomes withdrawn, anxious or lacking in confidence.
- Starts stammering.
- Has cuts or bruises that cannot adequately be explained.
- Attempts or threatens suicide.
- Attempts or threatens to run away.
- Cries themselves to sleep or has nightmares.
- Feels ill in the mornings.
- Begins to perform poorly without good reason.
- Comes home with clothes torn or belongings damaged.
- Has possessions suddenly start go missing.
- Asks for money or starts stealing money (e.g., to give to the bully)
- Continually 'loses' money.
- Become aggressive, disruptive or unreasonable.
- Is bullying other persons or siblings.
- Stops eating.
- Is frightened to say what is wrong.
- Gives improbable excuses or reasons for any of the above.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

## **5. Procedures**

If anyone suspects that bullying is taking place it is expected of them that they inform an appropriate person. This can be a Carer, Coach, Welfare Officer

This person will then follow the procedure laid down in Shotwick Lake Sailing safeguarding Adults Policy and Guidelines.

Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.

Being found to know of bullying without reporting it is a disciplinary offence.

## **6. Outcomes**

All interviews will be conducted under Best Practice Guidelines, which includes all the vulnerable adult being accompanied by a carer or responsible adult.

The person who is bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise.

It may be recommended that the person seek the help of Professional Health Counsellors to deal with their behaviour.

Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or squads, might be necessary.

After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

All incidents will be reported to the Shotwick Lake Sailing Welfare Officer and kept on record to monitor any future reports.

## **7. Prevention**

This Policy has been adopted by Shotwick Lake Sailing.

Shotwick Lake Sailing will highlight the effects and consequences of bullying with coaches, instructors and club members

The Anti-Bullying Policy will be available for members and users of Shotwick Lake Sailing to view

## Safeguarding Referral form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of adult involved	
Nature of incident, complaint or separate if Allegation (continue on separate page if necessary).	
Action taken (continue on separate page if necessary)	
If Police or Adult Social Care Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's welfare officer or person in charge (if different from above)	
Contact telephone number	

**This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding and Equality Manager, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk) and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**

**Version Information**

<b>Revision</b>	<b>Date of Issue</b>	<b>Changes</b>	<b>Approved by</b>	<b>Date</b>