



# **Rye Harbour Sailability Safeguarding Policy and Procedures**

**Minimising risk. Good practice guidelines to ensure the safety of adults at risk and children at all times both on and off the water.**

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# **Rye Harbour Sailability Safeguarding Policy and Procedures**

## **Policy Statement**

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

For the purposes of this Policy an Adult at Risk is defined by the Care Act 2014 which applies to people 18 or over who are in need of support, regardless of whether they are receiving it and because of these needs are unable to protect themselves against abuse or neglect. A person with a physical disability, whether from birth or acquired through injury, illness or advancing age; or who is blind or visually impaired; or who is deaf or hearing impaired; or who has learning disabilities, or who for some reason may not have the capacity to make independent decisions or assess risk; or who is on the autistic spectrum; or who is experiencing mental illness.

Safeguarding Guidelines for children and young people are covered by Child Protection Guidelines which are different from the Safeguarding Guidelines for Adults at Risk. As defined by the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child and regarded as vulnerable.

Rye Harbour Sailability is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. We recognise that the safety, welfare and needs of the child are paramount and that all children, 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.

Rye Harbour Sailability takes all reasonable steps, by providing volunteers with appropriate procedures and training, it offers a safe environment for all participants. Everyone will be treated with dignity and respect.

All volunteers, temporary and full members of Rye Harbour Sailability should be aware of the policy.

## **Rye Harbour Sailability Welfare Officer**

The Welfare Officer is Anna Knight  
Phone 01233 758307, Mobile 07753650752 email [aknight283@me.com](mailto:aknight283@me.com)

## **Good practice**

It is the responsibility of all instructors, volunteers, temporary and full members to behave in a way that helps develop a culture where adults at risk and their carers, and children, parents and others feel able to raise concerns, knowing that they will be taken seriously and will not make the situation worse for themselves or others.

All volunteers and members of Rye Harbour Sailability who are given clear roles and responsibilities should;

- read the Policy and Procedures document
- read the Good Practice Guidelines - Handout for Instructors and volunteers - common sense guidelines for minimising risk
- Guidelines on recognising abuse (Appendix A and B) and agree to abide by the Code of Conduct.

Changing rooms and showers allow participants to shower and dress in reasonable privacy in male, female and disabled changing facilities. If it is essential or in an emergency they will be accompanied by an adult of the opposite sex. Adults are requested not to enter the showers and changing rooms at times when children are changing. If this is unavoidable it is advised that they are accompanied by another adult. Parents should be made aware that adult volunteers and members of Rye Harbour Sailability and/or members of the public may be in the changing rooms.

Rye Harbour Sailability will seek written consent from parents/carers before taking photos or video of a child at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the organisation publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to Rye Harbour Sailability's Welfare Officer.

## **Concerns**

Anyone who is concerned about the welfare of an adult or child either outside the sport or within Rye Harbour Sailability should inform the Welfare Officer immediately in strict confidence. The Welfare Officer will follow the attached Safeguarding Procedures (Flowcharts 1 and 2).

Any Volunteer or member of Rye Harbour Sailability failing to comply with the Safeguarding Policy and any relevant Code of Conduct may be subject to disciplinary action.

All members of Rye Harbour Sailability and volunteers should be aware of this Policy.

# Rye Harbour Sailability Procedures

## Volunteers' Roles, Responsibilities and Training

### Safeguarding Officers

The role of Safeguarding Officer will be split between Policy and Administration, and Point of Contact.

The Point of Contact Safeguarding Officer will be called the Welfare Officer and has responsibility for implementing the policy in respect of vulnerable adults and children, and adults at risk. Everyone should know who it is and how to contact them.

### Welfare Officer Responsibilities and Role Description

1. Inform the RYA Safeguarding Manager when appointed
2. Advise the committee on safeguarding issues
3. Ensure that all relevant volunteers are aware of and follow policies including implementing safe recruitment procedures
4. Maintain contact details for local Social Care Services and Police
5. Be the first point of contact for any concerns or allegations, ensuring that confidentiality is maintained
6. Decide on appropriate action to be taken, in line with Rye Harbour Sailability's procedures and in consultation with the person in charge
7. Keep the RYA informed as necessary, following the reporting procedures and RYA Flow Charts 1 and 2

The Welfare Officer should have relevant knowledge, and experience and be perceived as being approachable and have a child-centred approach. They don't need to be an expert on child protection – that is the role of Children's Services and the Police. The Welfare Officer should be able to exercise discretion when dealing with sensitive and confidential matters and have received safeguarding training, or be willing to undertake training for this role. For example, completing the RYA on-line course Safe+Fun, and the RYA on-line module for Club Welfare Officers.

Contact the RYA's Safeguarding and Equality Manager Jackie Reid, tel. 023 8060 4104, e-mail [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk) to enrol.

### Policy and Administration Safeguarding Officer Role description

- Write the Policy and Procedures in line with the RYA's and approved by the committee,
- Keep it up to date
- Ensure a copy of the Policy and Procedures including the attachments and handouts are available to volunteers and members
- Will have the following skills and experience
- An organised approach to administration and record keeping
- A good understanding of how Rye Harbour Sailability works, not necessarily actively participating in activities
- IT skills

## **Volunteers Roles and Training**

1. All volunteer skippers preferably will have an RYA sailing qualification with tidal experience, however experienced skippers are acceptable providing a senior instructor is available to oversee all sailing events.
2. Experienced sailors may crew, until by common sense and with the agreement of the committee, they are signed off as competent to skipper a dinghy.
3. All shoreside volunteers must ensure that they and participants wear buoyancy aids when they are on the slipway or anywhere else where common sense would say they are on or near the water.
4. All volunteers are encouraged to learn from each other and the participants when working with adults with disabilities, complete Disability Awareness training and the RYA on-line safeguarding awareness course Safe+Fun. Other training available eg The Ann Craft Trust is a charity that champions the rights of disabled people and pushes forward the UK's understanding of safeguarding. They offer training on Safeguarding Adults in Sport designed for different roles and levels of responsibility. For more information see <https://www.anncrafttrust.org/safeguarding-adults-sport-activity/level-2>
5. All volunteers are encouraged to visit other venues where people with disabilities regularly sail

## **Working with Adults at Risk and children who have a disability - Awareness**

Rye Harbour Sailability should ensure that all staff or volunteers working with children have undertaken training appropriate to their role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development.

For example, the RYA has a number of Tutors accredited by UK Coaching to deliver a three-hour basic awareness workshop 'Safeguarding and Protecting Children' to RYA clubs and centres in England. Rye Harbour Sailability should consider running a workshop. The contact is Jackie Reid on 023 8060 4104.

Places at open multi-sport 'Safeguarding and Protecting Children' workshops in England can be booked via UK Coaching – see <http://www.ukcoaching.org/workshops/workshop-search>

## **Safe recruitment of volunteers**

Volunteers are not currently asked to provide references. The Welfare Officer and volunteers who are regularly in close contact with Adults at Risk and children are asked for a Disclosure and Barring Service (DBS) certificate. Rye Harbour Sailability does not run activities where the same volunteer regularly trains, supervises or is in charge of the same adult or child, or is solely in charge of any adult or child.

If in future Rye Harbour Sailability activities, the role of an instructor and/or volunteer will bring them into one-to-one regular contact with a child or adult at risk, or if the one person becomes the sole instructor or volunteer with authority over one child or one adult at risk, the Welfare Officer and that instructor and/or volunteer, will in future be asked to apply for an Enhanced Criminal Records Disclosure. This will be reviewed regularly.

## **Good practice guidelines to ensure the safety and welfare of adults at risk and children at all times, both on and off the water.**

All volunteers and members of Rye Harbour Sailability should follow the attached Good Practice Guidelines - common sense guidelines for minimising risk with Adults at Risk and children

The work that Rye Harbour Sailability does should promote good practice to minimise situations where people are working unobserved or could take advantage of their position of trust. Good practice protects everyone – participants, volunteers and staff.

### **Handling concerns, reports or allegations**

Adults at risk, children and young people should be able to enjoy sailing and to be treated with respect. If you hear something that makes you worried about the way a participant is being treated:-

Always:

- stay calm – ensure that the adult/child is safe and feels safe
- show and tell the adult/child 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 adult/child wants
- be honest, explain that you will have to tell someone else to help stop the alleged abuse
- make a record of what the adult/child has said as soon as possible after the event, using their own words
- follow your organisation's safeguarding/child protection 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/child and gain support for yourself.

Always report it. It can never be ignored

### **Recording and handling information**

Encourage them to tell you in their own words what has happened. Convey sympathy and understanding eg 'what you are saying is important' 'It's good that you've told me what's worrying you', 'take as much time as you need' 'I will help you as best I can' 'I can understand why you're upset'

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, because of a physical condition or does not have the mental capacity, ask them if they would like someone there to assist or interpret, but do not assume that they want their regular carer present.

### **Mental capacity and consent**

Mental capacity refers to the ability to make a decision at a particular time. The term 'lacks capacity' means that a person is unable to make a particular decision or take a particular action for themselves at a particular point in time – although they may still be able to express an opinion or preference or take a less complex decision.

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.

### **What to do with the information**

1. Write down the facts. that you heard or saw, not what you think or assume. This information may be passed to statutory authorities so it important that this disclosure is recorded and dealt with appropriately
2. As soon as possible pass the information to your Welfare Officer with the consent of the adult at risk/child if possible
3. If they are not available and what you have heard is serious enough to think that the adult/child is in imminent danger, dial 999 or contact Social Care (see contact details below)

**All information must be treated as confidential and only shared with those who need to know.**

### **Local contact details for Child and Adult Social Care**

Adult Social Care 0345 60 80 191

8am-8pm 7 days a week

[adultsocialcare.eastsussex.gov.uk](mailto:adultsocialcare.eastsussex.gov.uk)

Mobile SMS Text 07797 878111

**If person is in immediate danger call 999**

Child Protection - Single Point of Advice

Mon-Thurs 8.30 am-5pm Fri 8.30-4.30

01323 464 222

[0-19.SPOA@eastsussex.gov.uk](mailto:0-19.SPOA@eastsussex.gov.uk)

or [0-19.SPOA@eastsussex.gcsx.gov.uk](mailto:0-19.SPOA@eastsussex.gcsx.gov.uk)

Out of hours Social Care Children's Services

01273 335905/6

Out of hours Social Care Adult Services

01323 636399

Child Protection Plans 01323 466606

## **Code of Conduct**

It is the policy of Rye Harbour Sailability that all volunteers, participants and their parents/carers, show respect for and understanding of each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the organisation. The aim is enjoyment for all participants.

**Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated.**

### **Participants**

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club/organisation or its members

### **Carers**

- Accept that adult participants have a right to take risks and to take decisions about their welfare, unless they lack the capacity to do so as defined by the Mental Health Act 2005
- Support the participant's involvement and help them enjoy their sport
- Help the participant to recognise good performance, not just results
- Never force the participant to take part in sport
- Never punish or belittle the participant for losing or making mistakes
- Encourage and guide the participant to accept responsibility for their own conduct and performance
- Respect and support the instructor/coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that the participant wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for the participant's safety and conduct in and around the clubhouse/event venue

In the case of a person who lacks the capacity to take responsibility for their own welfare, Rye Harbour Sailability may require a carer or designated adult to be on site. It must be made clear at what point responsibility transfers from the instructor, volunteer or organiser to that person.

## **Instructors and Volunteers**

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young or vulnerable people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working
- Communicate clearly with participants and carers
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform your organisation's Welfare Officer or the person in charge of the activity.

### **First aid**

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

All volunteers and members of Rye Harbour Sailability should follow the Good Practice Handout for Instructors and Volunteers – see Appendix D

## Appendix A – What is child abuse?

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:

- hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds 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, or another child) 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 (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power and position of trust over young people.

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

**Child sexual exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (eg. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

**Extremism** goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities on the basis of race, faith or denomination; justify discrimination eg. towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

**Bullying** (not included in 'Working Together' but probably more common in a sport situation than some of the other forms of abuse described above)

Bullying (including online bullying, for example via text or social media) 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 is often 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 physical reasons – being overweight or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture.

Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- sexual comments, suggestions or behaviour
- unwanted physical contact.

The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.

## **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 or actions
- a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (eg. 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. If you have noticed a

change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

**If you are concerned**

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

## Appendix B – What is abuse?

Revised April 2018

(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**

Revised April 2017

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**

Revised April 2017

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

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

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

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

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

## Appendix C - What is Mental Capacity

Under the Mental Capacity Act 2005<sup>1</sup> a person lacks capacity to make a decision if they have an 'impairment of or disturbance in the function of their mind or brain' (either temporary or permanent), and as a result they cannot do **one or more** of the following:

- Understand the information relating to this particular decision (including its benefits and risks)
- Retain the information for long enough to make this decision
- Weigh up the information involved in making this decision
- Communicate their decision in any way.

The Act also says that:

- A person is not to be treated as unable to make a decision unless all practical steps to help him/her to do so have been taken without success.
- A person is not to be treated as unable to make a decision merely because he/she makes an unwise decision.
- An act carried out or decision made, for or on behalf of a person who lacks capacity must be undertaken, or made, in their best interests.
- Before the act is carried out, or the decision is made, regard must be paid to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action.

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<sup>1</sup> England and Wales only. In Scotland the relevant legislation is the Adults with Incapacity (Scotland) Act 2000 (currently under review) and in Northern Ireland the Mental Capacity Act Northern Ireland 2016.

## Appendix D

### Safeguarding Good Practice

#### Handout for Instructors and Volunteers - common sense guidelines for minimising risk with adults at risk and children

This guide only covers the essential points of good practice when working with adults at risk and children. You should also read the organisation's Safeguarding Policy and Procedures which are available for reference at all times.

1. Always communicate clearly, in whatever way best suits the individual, and check their understanding and expectations.
  2. Work in full view of others and avoid spending any significant time alone with adults at risk or children
  3. Do not, unless it is totally unavoidable, take an Adult at Risk or child in your car alone, however short the journey. Always make sure that an adult at risk has the capacity to decide to accept a lift
  4. Never, as part of a Sailability activity, take an Adult at Risk or child to your home. Their parent, carer or someone in charge of Rye Harbour Sailability must know and agree if it's unavoidable
  5. Design training programmes that are within the ability of the individual adult or child
  6. Giving help with wetsuits and lifejackets or if you need to supply physical assistance or support always do in view of others. If a child is struggling, get them to ask a friend if at all possible. If you do have to help a child, make sure you are in full view of others, preferably another adult
  7. 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.
- Never engage in rough, physical or sexually provocative games, and never allow or engage in inappropriate touching of any form
  - Never use provocative language, never make sexually suggestive comments even in fun. Never allow children to use inappropriate language unchallenged, or use such language yourself when with children
  - Never do things of a personal nature that an Adult at Risk or child can do for themselves. Clearly in cases where the individual hasn't the capacity to consent, carers should be fully informed. In an emergency try to get their consent but if that is impossible, inform carers making sure that everyone involved acts with sensitivity and discretion.

#### Mental Capacity

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. Or to help an Adult at Risk who has a physical or learning disability. These tasks should only be carried out with the full understanding and consent of both the Adult at Risk/child where possible, and their parents/carers. In an emergency situation which requires this type of help, if the adult at Risk lacks the capacity to give consent carers should be fully informed. In the case of a child, parents/carers should be informed as soon as possible. In such situations it

is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

## **Abuse**

Be aware that adults and children with disabilities or from different ethnic backgrounds, or low esteem or mental health problems can be more vulnerable to abuse and find it more difficult to express their concerns. For example:

- a disabled adult or child who relies on a carer to help them get changed may worry that they won't be able to sail any more if they report the carer
- a deaf adult or child may not be able to express themselves or speak confidentially if they need an interpreter
- an adult or child who has experienced racism may find it difficult to trust an adult from a different ethnic background
- Adults and children with low self-esteem or mental health problems can be more vulnerable to bullying or abuse, as can gay, lesbian, bisexual or transgender young people, or any adult or child who has a characteristic that marks them out in others' eyes as 'different'.

**Appendix A** - What is child abuse?

**Appendix B** - What is abuse?

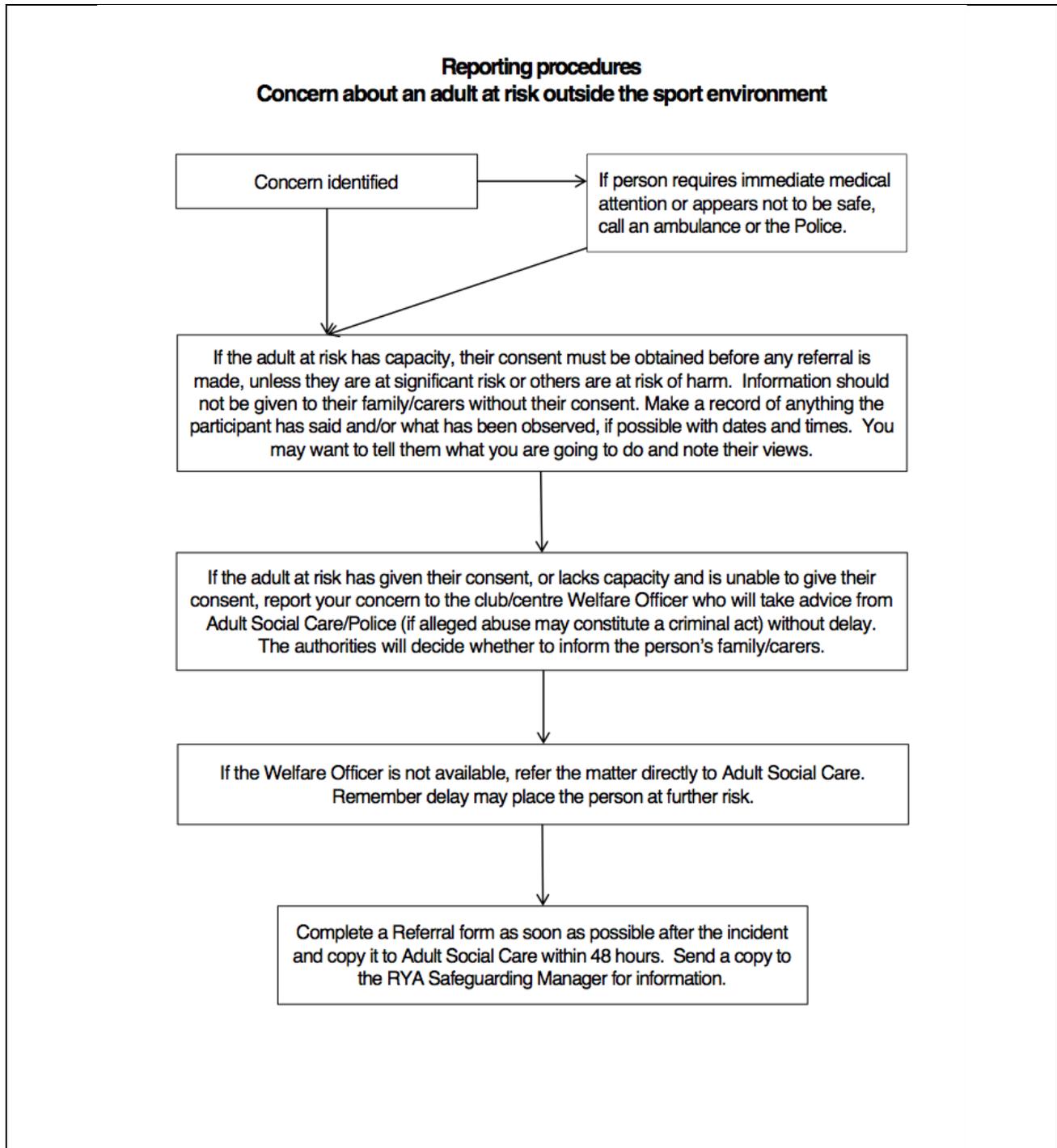
**Appendix C** - What is Mental Capacity

**ALWAYS ACT ON AN ALLEGATION MADE BY AN ADULT AT RISK OR CHILD**

## Appendix E Rye Harbour Sailability Reporting Procedures

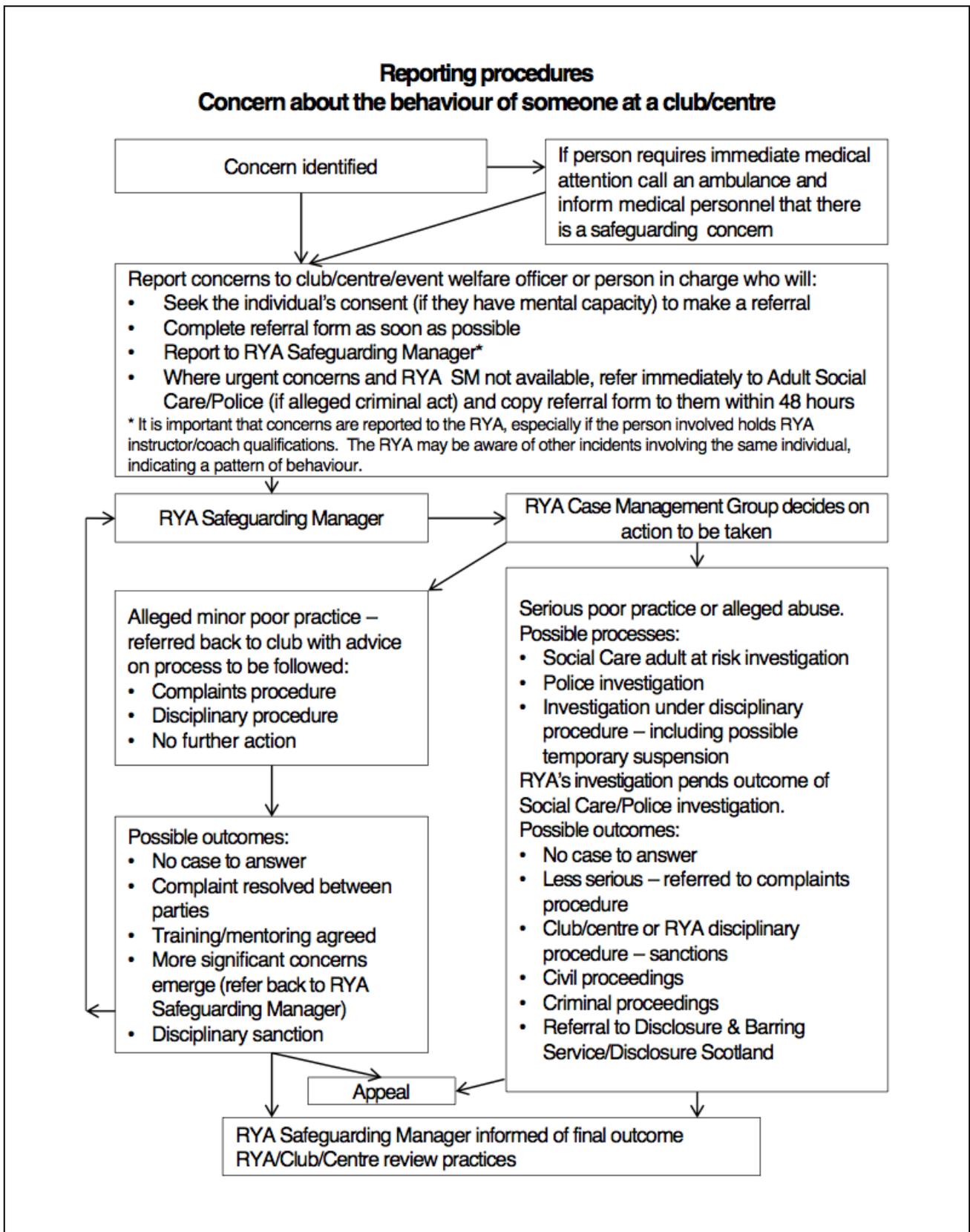
If you are uncertain what to do at any stage, contact the RYA's Safeguarding and Equality Manager Jackie Reid on 023 8060 4104 or Adult Social Care 0345 60 80 191. If the person is at immediate risk, call 999.

Flowchart 1



## Appendix F

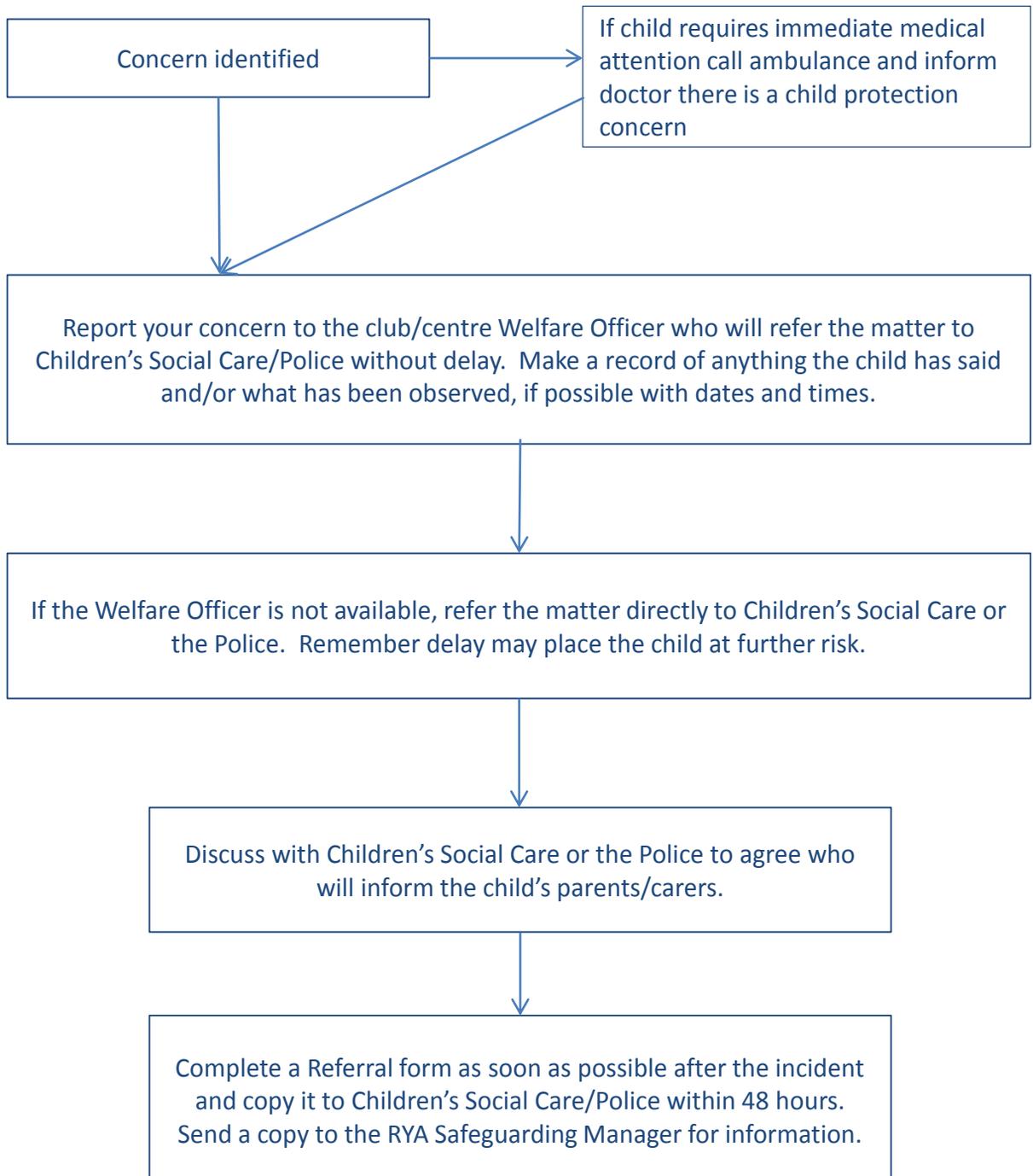
### Behaviour reporting procedure - Flowchart 2



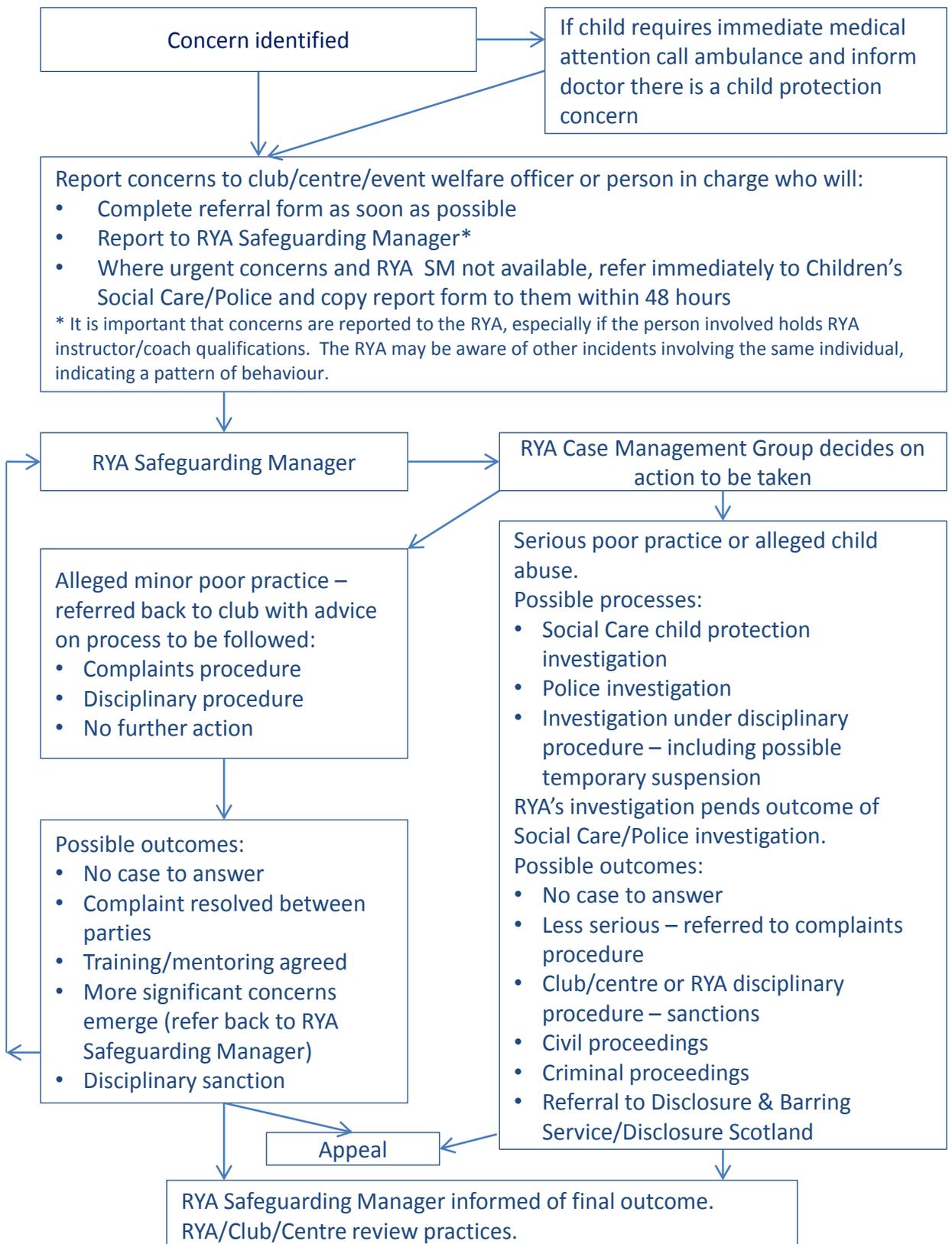
## Reporting Procedures

If you are uncertain what to do at any stage, contact the RYA's Safeguarding Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

### 1. Concern about a child outside the sport environment



## 2. Concern about the behaviour of someone at a club/centre



**Appendix G**  
**Rye Harbour Sailability Safeguarding referral form**

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age (if known) of adult at risk involved	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken by Rye Sailability (continue on separate page if necessary)	
If Adult Social Care or Police contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number and e-mail address	
Signature of person completing form	
Date and time form completed	
Name of Rye Sailability Safeguarding Officer or person in charge (if different from above)	
Contact telephone number and e-mail address	

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.



Sailability Enabling people with disabilities to experience the fun and freedom of sailing

## Rye Harbour Sailability (RHS) Booking Form

### MAIN PARTICIPANT CONTACT DETAILS

Name	
Address	
Home phone no.	
Day phone no.	
Mobile no.	
Email address:	

### ABOUT YOU & Others from the same address

Age

Name		Age
Name		

Do you or others with you have any previous boating experience or qualifications?	
Do you have any medical conditions or physical or mental impairments that may affect your ability to take part in the Taster Sailing Event? <i>(e.g. epilepsy, giddy spells, pregnancy, asthma, angina or other heart conditions, nervous disorders, sea sickness, injuries, allergies, medication requirements, hearing impairment, disability)</i>	
Can you or others with you all swim 25 metres?	
Are you aged between 14-25 years? If yes please state your age.	
Please indicate on which day you would like to sail (if applicable)	
Telephone number (in case of emergency)	
Please use this box to give us any additional information you would like us to be aware of :	



Sailability Enabling people with disabilities to experience the fun and freedom of sailing

## Rye Harbour Sailability (RHS) Booking Form

### BOOKING TERMS

#### RISK STATEMENT

It must be recognised that sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the Taster Sailing Event, you agree and acknowledge that:

- (i) You are aware of the inherent element of risk involved in the sport of sailing and you accept responsibility exposing yourself to such inherent risk whilst taking part in the Taster Sailing Event;
- (ii) You will comply at all times with the instructions of the Taster Sailing Organiser and/or skipper of the boat particularly with regard to instructions for boarding and leaving the boat and/or launching and recovery (as relevant), using the equipment on the boat and handling sails, wearing of buoyancy aids, lifejackets, helmets and the wearing of suitable clothing in particular footwear for the conditions;
- (iii) You accept responsibility for any injury, damage or loss to the extent caused by your own negligence;
- (iv) You will not participate in the Taster Sailing event whilst your ability to take part is impaired by alcohol, drugs or whilst otherwise unfit to participate;
- (v) The provision of supervision by the Taster Sailing Organiser is limited to such assistance, as can be practically provided in the circumstances.
- (vi) You are aware of any specific risks drawn to your attention by the event organiser.
- (vii) You understand that the Taster Sailing event is intended to give participants a chance to experience sailing. You will be offered the chance to take part in the activities under the guidance of a representative of the Taster Sailing Organiser who has been assessed by the organiser as competent and sufficiently experienced to supervise your experience.

These representatives may not be qualified instructors. The Taster Sailing event is not intended to provide tuition or instruction.

The Organiser very much hopes that you will enjoy the Taster Sailing Event and will be able to advise you on how to obtain tuition and instruction should you wish to take your experience to the next stage.

#### CANCELLATION

You understand that the Taster Sailing Organiser may cancel or postpone the Taster Sailing event at any stage in the event of bad weather, equipment failure or otherwise.

#### MISCONDUCT

You understand that the Taster Sailing Organiser or the skipper of the vessel may exclude anyone who refuses to comply with these Booking Terms or who misconducts themselves in any way or who causes damage or annoyance to other persons to leave the event/vessel at a suitable opportunity.

#### DATA PROTECTION

The information given by you on this form will be used by us to process your attendance at the Taster Sailing Event. We would like to include your name and address on our mailing list. We shall not share your information with third parties

If **you want** to receive our newsletters and details of our promotions please tick here

#### PHOTOGRAPHY

We may take photographs and video footage of the Taster Sailing event for use by us in connection with the promotion of us and our activities.

If you **agree** to the use of these images please tick here

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#### CONSENT

I confirm that I have read and fully understand the above Booking Terms and have briefed the others named on the booking form to ensure that we will all comply with them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### PARENTAL/GUARDIAN CONSENT (if under 18)

I agree that \_\_\_\_\_ may take part in the Taster Sailing event. I confirm that I have read through the above conditions with him/her and that she/he understands and agrees with them.

I also confirm that he/she takes part in the Taster Sailing event with my full agreement and that the information in this form is correct and complete in all respects. I will be responsible for my child throughout the event and will be available at the event venue OR I appoint the person named below, who has agreed to act in loco parentis. He/she shall be responsible for my dependent throughout the event. He/she will be available at the event venue.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Once completed please send this form to:

Caroline Wylson, 1 Harbour Barn, Winchelsea Beach, East Sussex, TN36 4LR

Or email the completed form to [carolinewylson@btinternet.com](mailto:carolinewylson@btinternet.com)

Event location; Rye Harbour Sailing Club, The Point, Rye Harbour, East Sussex, TN31 7TU



Sailability Enabling people with disabilities to experience the fun and freedom of sailing

# Rye Harbour Sailability (RHS) Booking Form

## ADDITIONAL INFORMATION THAT YOU MAY FIND USEFUL

### SUITABLE CLOTHING

You will need to bring some warm clothing because it can often be colder in the river or out at sea than ashore.

You might like to bring a sunhat, sunglasses (with strings to keep them safe) and sunscreen to protect yourself from the sun, the strength of which can be magnified when out on the river because of the reflection from the water.

Bring a waterproof top that will not be spoiled by salt water, a warm top or fleece and a spare set of clothes to change into. Avoid wearing denim jeans or cotton.

You will need to wear trainers and have a spare pair with you and a towel. You will need to walk in about 15cm (6 inches) of water on the slipway before getting into the boat.

Finally, you might like to bring a waterproof pair of gloves.

The club will provide buoyancy aids, lifejackets and helmets.

Please note, taster sails are be limited to one free session with a further 2 sessions costings £10.

Membership of RHSC is then required before you can sail again. The fee of £10 will be deducted from your membership fee.

If you have a disability and have any other medical information that the organiser needs to know because it may affect your ability to take part, please provide details below;

I confirm that I have given the organiser the medical information listed on this page (if any) for the purposes of participation in this event. I understand that this information will only be used for that purpose and will be retained for as long as necessary to comply with the organisers legal obligations.

Signed.....Date.....

### Additional Data Protection - Photography

If you are taking part in the Try Sailing event as a family, your family members, aged 18 and over, should indicate their consent to the use of their image separately

Family Member.....

Family Member.....

Family Member.....

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