

# CVLSC Safeguarding Policy (Adults at Risk)



## Policy Statement

CVLSC aims to enable everyone to enjoy the sport of sailing in a safe and welcoming environment.

CVLSC 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 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.

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

CVLSC recognises that safeguarding adults at risk is the responsibility of everyone, not just those who work directly with them. All members and volunteers should be aware of the policy.

## Club Welfare Officer

The Club Welfare Officer is:

Rob Mitchell	<a href="mailto:president@chewvalleysailing.org.uk">president@chewvalleysailing.org.uk</a>	01225 310989
(Helen Martin	<a href="mailto:commodore@chewvalleysailing.org.uk">commodore@chewvalleysailing.org.uk</a>	07711 160790)

## Volunteers

Volunteers in regular contact with adults at risk are members of the club, parents or members of CLADS. They may be asked to complete the “*CVLSC Self-Declaration Safeguarding Form*” in “*CVLSC Safeguarding Guidance and Procedures*”). The Club Welfare Officer and those regularly instructing, coaching or supervising adults at risk will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

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## Good Practice

All members of the Club should follow the Good Practice Guide for Instructors, Coaches and Volunteers (*page 3*) and agree to abide by the CVLSC Code of Conduct (*page 4*) and the RYA Racing Charter contained in the Racing Rules of Sailing.

Those working or volunteering with adults at risk should be aware of the guidance on recognising abuse (*see Appendix A of CVLSC Safeguarding Guidance and Procedures*).

Individuals leading coaching or training should read the full document (*RYA Safeguarding Guidance and Procedures*)

## Concerns

Anyone who is concerned about a young member's or participant's welfare, 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 procedures outlined in the *CVLSC Safeguarding Guidance and Procedures*

Any member of the Club failing to comply with the Safeguarding Policy or any relevant Codes of Conduct may be subject to disciplinary action under Club Rule 3.19.

**Please note CVLSC / CLADS specific Guidance and Procedures for safeguarding adults at risk are currently work in progress (May 2018). In the meantime, we are referring to the RYA Safeguarding Adults Policy and Guidelines**

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## Good Practice Guide for Instructors, Coaches and Volunteers

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

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

### **You should never:**

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

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

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## CVLSC Code of Conduct

It is the policy of CVLSC and CLADS that all participants, coaches, instructors, officials, parents/carers and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the organisation. The aim is for all participants to enjoy their sport and to improve performance.

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

### Participants

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

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## 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 young people
- Communicate clearly with parents 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 the club Welfare Officer or the person in charge of the activity.