

NCC/SAP/001

Norwich Canoe Club-Safeguarding Adults Policy February 2017

Norwich Canoe Club is committed to ensuring that everyone taking part in canoeing is able to do so protected and kept safe from abuse or neglect while they are with coaches, volunteers and/ or staff irrespective of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. As with children and young people, all adults have the right to live free from abuse or neglect.

All coaches and clubs should have a clear understanding of operating within an appropriate code of ethics, aware of their duty of care and how this relates to their position in providing activities and being responsible for others.

DUTY OF CARE

In an activity such as canoeing, safety and keeping people safe is all about risk assessment and minimising the risks involved at all levels of participation. While Safeguarding is the responsibility of all of us, in organised activity we have a heightened duty of care and as such we should be aware that the principal risks extend to the quality of control exercised by those in charge. Coaches, officials or administrators should all take 'reasonable' steps to safeguard those directly taking part in activities and at any time they may be deemed responsible for those in their charge - in vehicles, during journeys to and from the activity, during events, team training events and camps etc.

A good definition of 'duty of care' is:

“The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organisation is responsible.”

Safeguarding Adults includes:

- Protecting their rights to live in safety, free from abuse and neglect.
- People and organisations working together to prevent the risk of abuse or neglect, and to stop them from happening.
- Making sure people's wellbeing is promoted, taking their views, wishes, feelings and beliefs into account.

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Safeguarding duties apply to an Adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or at risk of, abuse or neglect; and
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Norwich Canoe Club recognise that there are some people who may be at increased risk of abuse or neglect and therefore potentially more vulnerable than others. This can be due to a number of factors ranging from; health or social care needs; to specific circumstances at a particular time. These factors can continue over any period of time and may be intermittent, temporary or permanent and based on the individual's circumstances as well as the level of information and support available to them. There are some people who will target those who they consider to be more vulnerable than others in order to abuse/ exploit them. It is important to be extra vigilant if you think someone could be at greater risk or in a situation which could increase their vulnerability.

RESPONDING TO DISCLOSURE OF ABUSE

If an adult indicates that they are being abused, or information is received which gives rise to concern, the person receiving the information should:

- Stay Calm
- Listen carefully to what is said, allowing the adult to continue at their own pace, and take it seriously.
- Explain that it is likely the information will have to be shared with others- do not promise to keep secrets.
- Keep questions to a minimum, only ask questions if you need to identify/ clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Ask them what they would like to happen next.
- Explain what you would like to do next and ask if they are happy for you to share the information in order for you to help them.
- Record in writing what was said using the adult's own words as soon as possible. Do not interpret.

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Do not:

- Dismiss the concern.
- Panic or allow shock or distaste to show.
- Probe for more information than is offered.
- Make promises that can not be kept.
- Conduct an investigation of the case.
- Make negative comments about the alleged perpetrator.

DIFFERENCES IN REPORTING CONCERNS RELATING TO ADULTS

Where there is a concern that a child has been abused, there is a duty of care to report that concern and for it to be followed up without the need to gain consent from the child or guardian.

When reporting a concern about an adult the following key points must be taken into account:

- Consent from the adult must be granted before reporting any concerns (except for the exceptions listed below).
- Must respect the decision of the adult.
- Must assume an adult has capacity unless proven otherwise

REPORTING A CONCERN

- If the adult is in immediate risk of significant harm, call the police or Local Safeguarding Adults Board without delay.
- If consent is granted for you to refer the information received, contact the Local Safeguarding Adults Board with the details of the concern.

<http://www.norfolksafeguardingadultsboard.info>

Telephone 0344 8008020

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RECORD KEEPING

If you have been made aware of/ or have a concern, keep a record of what you have been told/ what your concerns are, in as much detail as possible in case it is needed in the future.

- You should make notes/ report as soon as possible after you have been told about/ become aware of a concern;
- If you are being told about the concern by someone else, explain that you are taking notes so that you can be accurate in your recording;
- Try to remember what the person said, using their own words and phrases where possible.
- In your written report factual information should be clearly separated from expression of opinion.
- Sign, date and time your report; (along with who you passed the information to and when/ details of your concern).
- Ensure you keep a copy for yourself.
- Be aware that your report may be required later as part of legal action; disciplinary procedure or litigation claim;
- In all recording, proper consideration must be given to the requirements of current data protection legislation;

Signed by the NCC Community Coach.....Date

Tim Scott

Signed Chairperson.....Date

Kerry Duff

Review Date February 2020