

Appendix 4.7.2 Good practice guide

Handout for members

This guide only covers the essential points of good practice to be shown towards adults at risk. You should also read BSAC'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 interact in an open environment in view of others.
- Avoid spending any significant time interacting 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, email 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.

BSAC Code of Conduct (adults at risk)

It is BSAC policy that all participants, instructors, officials, 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, instructors, officials and volunteers.
- Abide by the rules at all times.
- 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 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.
- 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.

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 adults at risk.
- Be an excellent role model and display consistently high standards of behaviour and appearance.
- Do not drink alcohol or smoke when working directly with adults at risk.
- Communicate clearly with participants and carers.
- Be aware of any relevant medical information.
- Follow BSAC guidelines and policies.
- Holders of BSAC qualifications must also comply with BSAC Code of Ethics and Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform your CWO or the person in charge of the activity.