

Adult Buddyguard

BSAC Adult Safeguarding Policy and Procedures



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Foreword

The British Sub Aqua Club (BSAC) is committed to creating and maintaining a safe and positive environment to safeguard any adults at risk involved in the sports of diving and snorkelling in accordance with UK legislation.

The BSAC Adult Safeguarding Policy and Procedures apply to all individuals involved in the BSAC. This policy and procedures document outlines what safeguarding adults at risk is and what to do if you have a concern.

BSAC acknowledges that we are required to fulfil our duty of care, which means that we must do everything that can be reasonably expected of us to help safeguard and protect people from harm, and to act when we suspect that someone is being harmed, or is at risk of harm.

We want all who participate in our sports to find it fun and enjoyable. All adults have the right to be treated equally, and we aim to ensure that this always happens (see other BSAC policies covering equality, diversity etc.) We all have the responsibility to protect adults from any harm. This policy sets out how we as an organisation seek to protect the safety of adults at risk. It is expected that every member will have an awareness of this policy and that all diving and snorkelling Clubs will follow the policy and its guidance. If you have any doubts or queries in regards to the application of the policy you should contact the BSAC Safeguarding Officer at BSAC HQ.

From Dr Deborah Kitson, January 2020 – CEO of the Ann Craft Trust

The Ann Craft Trust (ACT) is pleased to endorse the British Sub-Aqua Club's updated Adult Safeguarding Policy and Procedures.

These should give confidence to everyone involved with the sport, including staff, volunteers, carers and parents/guardians that it takes seriously its responsibility to provide a safe and enjoyable environment to all adult participants.

ACT looks forward to supporting BSAC and working with BSAC to achieve the Safeguarding Adults Framework Standards in the future.

Introduction

This policy and procedures document, titled **Adult Buddyguard**, outlines what adult safeguarding is and what to do if you have a concern. The safeguarding of children and young people policy for those under the age of 18 is covered in a separate document titled **Buddy Guard**.

Adult Buddyguard is the British Sub Aqua Club's (BSAC) Adult Safeguarding Policy and Procedures. Adult Buddyguard has been written in line with the current safeguarding legalisation and guidance.

In this document 'Club' will be used to refer as appropriate to BSAC or a Branch of BSAC or a BSAC Centre.

Adult Buddyguard highlights that no one person in our Clubs is solely responsible for the safeguarding of our adult members. That responsibility lies with all those involved in our sport at all levels.

Adult Buddyguard has been written to provide information for all our Club officers, instructors, volunteers, members, carers and others. The Club Welfare Officer (CWO) will be the initial contact to which a concern should be raised and discussed. The CWO will have the support of the BSAC Safeguarding Officer as well as relevant outside agencies. The CWO will encourage and assist the Club in implementing the policies and procedures within **Adult Buddyguard**.

BSAC will encourage and support partner organisations, including Clubs, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practices as set out within **Adult Buddyguard**.

Clubs should adopt and implement **Adult Buddyguard** which replaces all prior adult safeguarding/protecting and safeguarding documents of BSAC.

Section 4 comprises of appendices, each of which sets out policy, guidance or forms for a Club and a CWO to use in developing the Club's Adult Safeguarding policy. Clubs may add to these documents, in order to meet a particular need, or may use them without amendment.

The key commitments of this policy are:

- To create an environment in which individual differences and the contributions of all members are recognised and valued.
- To safeguard adults at risk.
- To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
- To assure adults at risk, and their carers where relevant, are safe and have the appropriate support when taking part in BSAC activities.
- To raise awareness amongst all members, staff and others, so that they know what to do when raising a concern about an adult.
- To protect Club officers, instructors, volunteers, members, carers and others by giving them practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers.
- To protect Clubs, by showing that you have taken 'all reasonable steps' to provide a safe environment.

Clubs are therefore strongly advised to take the following steps:

- **Adopt a policy statement** that defines the organisation's commitment to providing a safe environment.
- **Produce a simple code of practice and procedures** governing how the organisation runs. This should cover:
 - The safe recruitment of staff or members who will be in contact with adults at risk. This would include instructors, club officers, dive managers, assistant dive managers etc.
 - Good practice guidelines to ensure the safety and safeguarding of adults at risk at all times.
 - Handling concerns, reports or allegations.

Clubs can take as a starting point the basic sample documents in Section 4 and add the sections of these Guidelines that are relevant to them. Everyone in each Club should be aware of the policy and have access to the supporting procedures. Those working with adults at risk must be familiar with the procedures.

This document will be reviewed and updated as required and any relevant changes in legislation, policy or procedure will be incorporated as and when required.

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Section 1

1.1 Policy statement and commitment by BSAC and Clubs

1.2 Key definitions

1.3 Acknowledgements

1.1 Policy statement and commitment by BSAC and Clubs

It is the belief of BSAC that all adult members of our Clubs have a right to stay safe, have fun and to learn and develop the skills of our sport. To achieve this, BSAC are committed to the wellbeing of all adults who take part in sub-aqua and snorkelling activities.

BSAC is committed to providing for the wellbeing of adults through the development of policies, procedures and guidance, making relevant training available to volunteers and paid employees whose role requires it, and by developing a positive culture in all our Clubs.

A guidance framework is set up for Clubs to follow to achieve the required standard of care that adults have a right to expect.

BSAC is committed to working in partnership with the Police and other agencies to enable them to carry out their statutory duties to investigate concerns and protect all adults from harm. In order to achieve this BSAC will develop and adhere to such policies and procedures as are required to meet this commitment and through the professional links with other organisations.

1.2 Key definitions

To assist in working through and understanding this policy a number of Key Definitions need to be explained:

Abuse

Abuse is a violation of an individual's human and civil rights by another person or persons.

Adult

An adult is anyone aged 18 or over.

Adults at risk

Adults at risk describes people aged 18 or over who are in need of care and support, regardless of whether this is being received by them, and because of those needs these persons are unable to protect themselves against abuse or neglect.

Adult Safeguarding

Adult Safeguarding is protecting a person's right to live in safety, free from abuse and neglect.

An adult in need of care and support

An adult in need of care and support is determined by a range of factors including personal characteristics, factors associated with their situation or environment and social factors.

Naturally, a person's disability or frailty does not mean that they will inevitably experience harm or abuse. In the context of Adult Safeguarding, the likelihood of an adult in need of care and support experiencing harm or abuse should be determined by considering a range of social, environmental and clinical factors, not merely because they may be defined by one or more of the above descriptors. In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

BSAC Safeguarding Officer

The BSAC Safeguarding Officer (BSAC SO) is an officer appointed by BSAC who has overall authority for adult safeguarding matters.

Capacity

Capacity refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (Mental Capacity Act 2005).

Club

Club refers as appropriate to BSAC, or a Branch of BSAC, or a BSAC Centre.

Club Welfare Officer (CWO)

The Club Welfare Officer (CWO) will be the person who leads safeguarding of adults within a BSAC Club and will be the initial contact to which a concern should be raised and discussed.

1.3 Acknowledgements

BSAC has drawn on the work of other organisations in the development of Adult Buddyguard and would like to both acknowledge and thank them for their kind permission to use and adapt their material:

- Royal Yachting Association
- The Ann Craft Trust

Section 2

2.1 Introduction

2.2 Duty of care to BSAC adult members

2.3 Adult safeguarding principles

2.4 Making safeguarding personal

2.5 Wellbeing principle

2.6 Legislation

2.7 Role description of the Club Welfare Officer in relation to adults

2.8 Confidentiality and information sharing

2.1 Introduction

Section 2 is written to assist Club officers, instructors, volunteers, members, carers and others to meet their duty of care to safeguard all adults in their Club. Club officers have the responsibility to develop and maintain good safeguarding policies and procedures. The Club Welfare Officer (CWO) is the lead designated person in the Club who will help guide and assist the Club in developing safeguarding policies but is not solely responsible for safeguarding in the Club. That responsibility lies with all the adults; be they Club officers, instructors, volunteers, members, carers or others.

BSAC requires all Clubs to adopt the following section on the duty of care which supersedes all previous safeguarding policies. All those who interact directly with adults in the Club should ensure they are acquainted with the policies, procedures and guidance so they can identify concerns and are aware of what actions to take.

The Club should make the policy known to all involved in the Club and make them aware they can access the Adult Safeguarding Policy on the BSAC website.

2.2 Duty of care to BSAC adult members

All members of BSAC have a duty of care to anyone they interact with. BSAC policies are aimed at ensuring specific aspects of interaction are conducted in an appropriate manner and are covered within:

- BSAC Governing Documents

- Club Bye Laws
- BSAC Policy Documents
- Diving Guidance
- Diver Training
- The BSAC Website.

In addition to the above broad responsibilities, certain groups are considered in law to be more 'at risk' and consequently are protected by BSAC Safeguarding policies:

- Buddy Guard – for under 18s
- Adult Buddyguard – for adults over 18 who may be 'at risk' due to their specific needs

All those who interact directly with adults at risk in the Club have a duty of care to safeguard adults in their Club. The CWO does not have sole responsibility for safeguarding and promoting the safeguarding of adults in a BSAC Club. That responsibility lies with all adults associated with the Club.

The CWO does have specific responsibilities in respect of Adult Safeguarding and to ensure that all concerns raised are dealt with appropriately. Safeguarding of adults is to be put at the heart of all Club activities and that the duty of care towards adults is paramount. The CWO takes the lead in the Club in Adult Safeguarding and is the person to whom others can go for advice and guidance on safeguarding issues. The CWO can in turn seek advice and support from the BSAC Safeguarding Officer and statutory agencies. A list of useful contacts is in **Appendix 4.5**.

Clubs should embed safeguarding into their practice to minimise and prevent actual harm and stop foreseeable harm arising. To demonstrate a Club is meeting a duty of care they must have in place policies and procedures to prevent, identify and action incidents of poor practice and harm to adults in the Club. This document contains clear guidelines, policies and procedures to assist Clubs in meeting that duty of care.

Action a Club must take to meet its duty of care:

- The adoption of Adult Buddyguard in full and explicitly:
 - Promoting a safe environment as paramount.
 - Identifying failures to safeguard and take action to address those failures.
 - Promoting Adult Buddyguard to all Officers, instructors, adult members, carers and others in the Club.

- Adopting BSAC's whistleblowing policy.
- Having a CWO in post who is appropriately trained.
- Providing a non-discriminatory environment.

2.3 Adult safeguarding principles

The guidance given in this policy and procedures is based on the following principles:

- All adults have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment. In accordance with the Equality Act 2010 nine characteristics are protected. These are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- Under the same Act all adults have the right to be protected from discrimination. The BSAC Equality and Diversity Policy gives further details and can be found at **bsac.com/equality**
- The rights, dignity and worth of all adults shall always be respected.
- BSAC recognises that ability and disability can change over time, such that some adults may be additionally prone to abuse, for example those who have a dependency on others or have different communication needs.
- BSAC recognises that a disabled adult may or may not identify themselves or be identified as an adult at risk.
- We all have a shared responsibility to ensure the safety and well-being of all adults at risk and will act appropriately and report concerns whether these concerns arise within BSAC; for example, inappropriate behaviour of an instructor, or in the wider community.
- All allegations will be taken seriously and responded to quickly in line with BSAC Adult Safeguarding Policy and Procedures.
- BSAC recognises the role and responsibilities of the statutory agencies in Adult Safeguarding and is committed to complying with the procedures of the Local Adult Safeguarding Boards.

The Care Act 2014 sets out the following principles that should underpin safeguarding of adults:

- **Empowerment** - People being supported and encouraged to make their own decisions and informed consent.

“I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens.”

- **Prevention** – It is better to take action before harm occurs.
“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help.”
- **Proportionality** – The least intrusive response appropriate to the risk presented.
“I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed.”
- **Protection** – Support and representation for those in greatest need.
“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want.”
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me.”
- **Accountability** – Accountability and transparency in delivering safeguarding.
“I understand the role of everyone involved in my life and so do they.”

2.4 Making safeguarding personal

‘Making Safeguarding Personal’ means that Adult Safeguarding should be person led and outcome focussed. It engages the person 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.

Wherever possible discuss safeguarding concerns with the adult to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

2.5 Wellbeing principle

The concept of wellbeing is threaded throughout the Care Act and it is one that is relevant to Adult Safeguarding in sport and activity. Wellbeing is different for each of us however the Act sets out broad categories that contribute to our sense

of wellbeing. By keeping these themes in mind, we can all ensure that adult participants can take part in diving and snorkelling fully.

- Personal dignity (including treatment of the individual with respect).
- Physical and mental health and emotional wellbeing.
- Protection from abuse and neglect.
- Control by the individual over their day-to-day life (including over care and support provided and the way they are provided).
- Participation in work, education, training or recreation.
- Accommodation considerations during dive trips.
- The individual's contribution to society.

2.6 Legislation

The practices and procedures within this policy are based on the principles contained within UK legislation and Government Guidance and have been developed to complement the Adult Safeguarding Boards policy and procedures.

2.7 Role description of the Club Welfare Officer (CWO) in relation to adults

Everyone in BSAC has a responsibility to safeguard and protect adults (and where relevant young people). The role of a CWO in relation to adults is primarily to promote good practice within your Club, to be a named point of contact for students, carers, instructors and volunteers and to understand the BSAC reporting procedures in case a concern is raised.

The information below outlines the role, and skills and knowledge to look for in a CWO in relation to adults.

Role

- Be the first point of contact for Club officers, instructors, volunteers, members, carers and others where concerns about adult safeguarding, poor practice or abuse are identified.
- Implement the Club's reporting and recording procedures.
- Promote the Club's best practice guidance/code of ethics and behaviour within the Club.
- Assist the Club to fulfil its responsibilities to safeguard adults.

- Assist volunteers in keeping their safeguarding certificates and qualifications up to date.
- Advise and attend as required Club's management committee.
- Ensure confidentiality is maintained.
- Promote anti-discriminatory practice.
- Be the first point of contact with the BSAC Safeguarding Officer.

Experience and knowledge

- Hold an enhanced DBS check before commencement of the CWO role.
- Be knowledgeable of and work to the BSAC "Adult Buddyguard" safeguarding policy.
- Have a working knowledge of the BSAC and Club's role and responsibilities to safeguarding of members.
- Have basic knowledge of roles and responsibilities of local statutory agencies.
- Know and work to the boundaries of the CWO role.
- Have an awareness of equality issues.
- Have an awareness of core legislation, government guidance and national framework for adult protection.

Skills

- Approachable
- Basic administration
- Basic advice and support provision
- Communication
- Maintaining records
- Ability to promote organisation's policy, procedures and resources
- Interpersonal

2.8 Confidentiality and information sharing

The government guidance document on "Information Sharing Advice for Safeguarding Practitioners" outlines seven golden rules:

- 1.** Remember that the General Data Protection Regulation (GDPR) and Data Protection Act 2018 and human rights law are not



barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.

2. Be open and honest with the individual (and/or their family or carer where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

The control and management of information about an individual who may be classified as an adult at risk must be considered. For example, placing a specific 'flag' or 'marker' on their membership details to that effect would be highly inappropriate.

Section 3

3.1 Introduction

3.2 Safe recruitment

3.3 What to do if you have a concern or someone raises a concern with you

3.4 How to respond to concerns

3.5 Adult safeguarding flowchart for use in clubs

3.6 BSAC adult safeguarding referral form

3.7 Handling the media

3.1 Introduction

This section provides practical advice as to what action to take should concerns regarding adults be raised. The steps are as clear and concise as possible to cover every eventuality and all persons dealing with concerns are to follow these steps.

3.2 Safe recruitment

The majority of people who want to work or volunteer within sport are well motivated and without them, sports Clubs and organisations could not operate. Unfortunately, some individuals will try to use sports organisations to gain access to adults at risk and children for inappropriate motives. Having safe recruitment and selection procedures in place will help deter and screen out unsuitable individuals from your Club.

Effective recruitment and selection procedures benefit everyone. They ensure that:

- Staff and volunteers will have clearly defined roles and responsibilities, which will have a positive impact on adults and children.
- Parents and carers will be assured that all possible measures are being taken to ensure only suitable people will be recruited to work with people for whom they hold responsibility.
- Organisations will reduce the risk to their reputation.

3.3 What to do if you have a concern or someone raises a concern with you

- It is not your responsibility to decide whether or not an adult has been abused. It is however everyone's responsibility to respond to and report concerns.
- If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- If you have concerns and/or you are told about possible or alleged abuse, poor practice or wider safeguarding issues you must report this to the CWO in the first instance. However, if the CWO is implicated, then report it directly to the BSAC Safeguarding Officer.
- Should the BSAC Safeguarding Officer be implicated then report it directly to the BSAC CEO.
- When raising your concerns with the CWO, remember **Making Safeguarding Personal**. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult you will be passing on your concern.
- It is important when considering your concerns that you also ensure that keep the person informed about any decisions and action taken about them and always consider their needs and wishes.

3.4 How to respond to concerns

- Make a note of your concerns.
- Remember **Making Safeguarding Personal**. 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.
- Complete a BSAC Adult Safeguarding Referral Form in **Appendix 4.6** and submit to the BSAC Safeguarding Officer or the CWO.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

- Be mindful of the need to be confidential at all times, this information must only be shared with the BSAC Safeguarding Officer or the CWO and others on a need to know basis.
- If the matter is urgent and relates to the immediate safety of an adult at risk then contact the emergency services immediately.

3.5 Adult safeguarding flowchart for use in clubs

An adult safeguarding flowchart for use in clubs to assist a person with concerns is in **Appendix 4.4**.

3.6 BSAC adult safeguarding referral form

An adult safeguarding referral form is in **Appendix 4.6**.

3.7 Handling the media

If there is an incident which attracts media interest and you are contacted by the media, do not give any response until you have had an opportunity to check the facts and seek advice. You should contact BSAC HQ on **+44 (0) 151 350 6200** for professional advice on handling the media.

Section 4: Appendices

4.1 Introduction

4.2 BSAC Whistleblowing policy

4.3 Definitions and indications of abuse (Care Act 2014)

4.4 Adult safeguarding flowchart for use in clubs

4.5 Useful contacts

4.6 BSAC adult safeguarding referral form

4.7 Sample documents

Appendix 4.1 Introduction

Section 4 comprises of appendices, each of which sets out policy, guidance or forms for a Club and a CWO to use in developing the Club's Adult Safeguarding policy. Clubs may add to these documents, in order to meet a particular need, or may use them without amendment.

It is important the CWO makes themselves aware of all the documents in Section 4 and makes Club officers, instructors, volunteers, members, carers and others aware that the policies and guidance documents are in place and can be accessed online at the BSAC website.

Should an Adult Safeguarding concern arise, the current BSAC Adult Safeguarding Referral Form in **Appendix 4.6** *must* be downloaded, completed and sent to the BSAC Safeguarding Officer.

Appendix 4.2 BSAC Whistleblowing policy

Individuals must feel confident when raising concerns about the safety and welfare of adults involved in a BSAC Club. Therefore, BSAC has a whistleblowing policy. Should individuals have concerns they should refer to the BSAC Whistleblowing Policy, which can be found at **bsac.com/whistleblowing**.

Appendix 4.3 Definitions and indicators of abuse (Care Act 2014)

Types of Abuse and Neglect

There are different types and patterns of abuse and neglect and different circumstances in which they may take place. The Care Act 2014 identifies the following as an illustrative guide and is not intended to be exhaustive list as to the sort of behaviour which could give rise to a safeguarding concern.

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.

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

Domestic Abuse and coercive control – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. It can occur between any family members.

Discriminatory Abuse – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

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.

Physical Abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual Abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection 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.

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.

Neglect – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Emotional or Psychological Abuse – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Not included in the Care Act 2014 but also relevant:

Cyber Bullying – cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage – forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.

Mate Crime – a 'mate crime' as defined by the Safety Net Project as '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 and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

Radicalisation – the aim of radicalisation is to attract people to



their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the club who a person comes into contact with. Or club members, workers, volunteers or others may suspect that a person is being abused or neglected outside of the club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their participation. you may notice that a participant has been missing from training sessions and is not responding to reminders from members or instructors.
- Someone losing or gaining weight / an unkempt appearance. this could be a person whose appearance becomes unkempt, does not wear suitable clothing and equipment and suffers a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to others who they greet with a smile.
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you/another person they are being abused – *i.e.* a disclosure.
- Harassing of a club member because they are or are perceived to have protected characteristics.
- Not meeting the needs of the participant, *e.g.* this could be training anomalies.
- An instructor intentionally striking a student.
- This could be a fellow member who sends unwanted sexually explicit text messages to a learning disabled adult.
- This could be a member threatening another member with physical harm and persistently blaming them for poor outcomes.

Good practice, poor practice and abuse

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

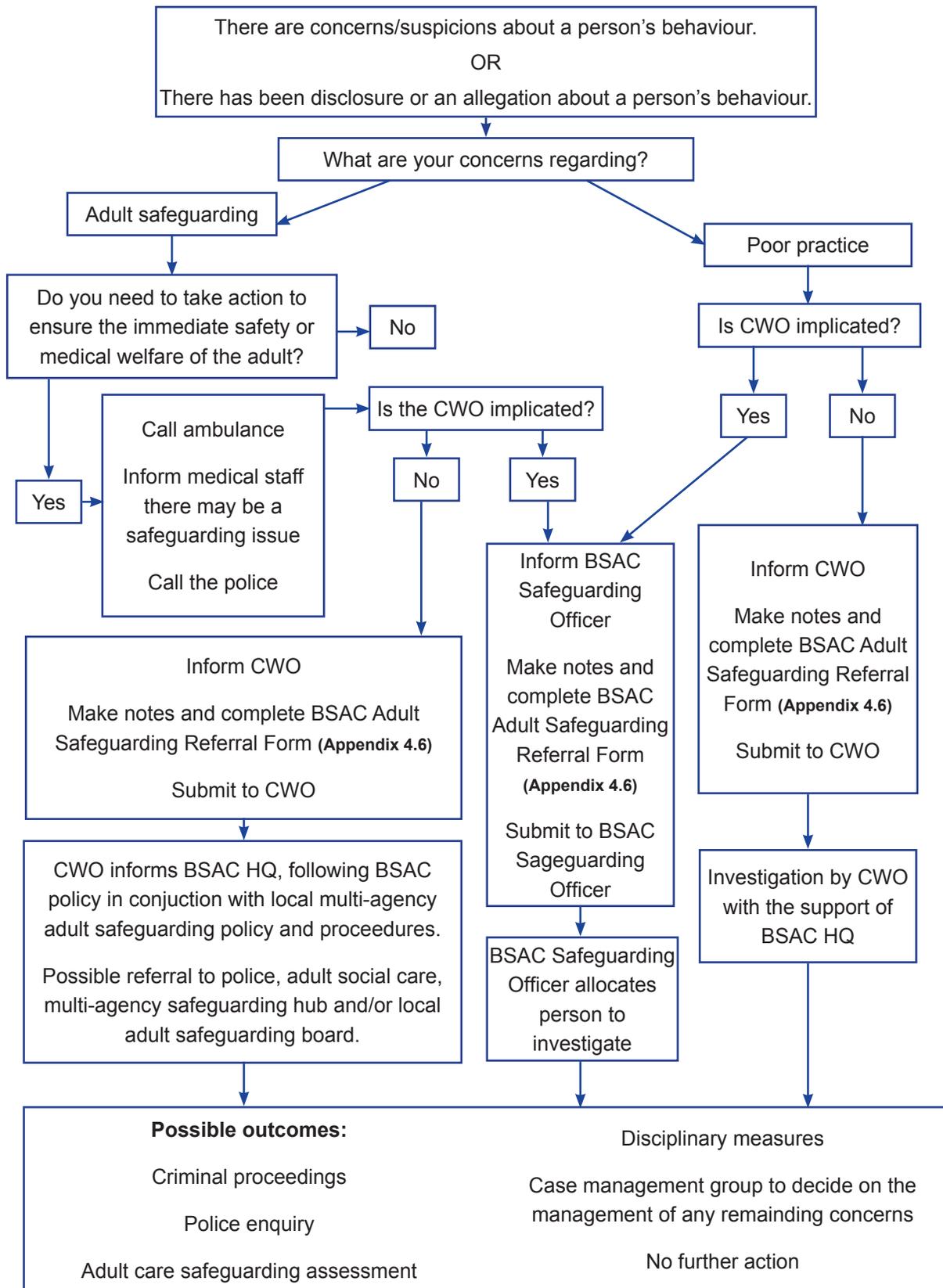
It is not the responsibility of any individual involved in BSAC to make judgements regarding whether or not abuse is taking place, however, all BSAC members have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

The Club should:

- Aim to make the experience of BSAC fun and enjoyable.
- Promote fairness and playing by the rules and Safe Diving policy.
- Not tolerate the use of prohibited or illegal substances.

Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

Appendix 4.4 Adult safeguarding flowchart for use in clubs



Appendix 4.5 Useful Contacts

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 9515 400

Website: 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**
0808 808 8141 | elderabuse.org.uk
- **Dementia UK**
0800 888 6678 | dementiauk.org
- **Mencap Direct**
0808 808 1111 | help@mencap.org.uk | mencap.org.uk
- **MIND** – mental health charity
0300 123 3393 | info@mind.org.uk | mind.org.uk
- **National Autistic Society**
0808 800 4104 | autism.org.uk
- **Victim Support**
0808 168 9111 | victimsupport.org.uk
- **Stonewall** – LGBTQIAP+ Advice
0800 050 2020 | stonewall.org.uk

- **Disclosure and Barring Service (DBS)** – BSAC is Registered Body
gov.uk/government/organisations/disclosure-and-barring-service
- **Volunteer Scotland Disclosure Services** – is Enrolled Body
volunteerscotland.net/disclosure-services
- **Disclosure Scotland** (for referrals)
mygov.scot/pvg-referrals
- **UK Coaching** - provide training on coaching people with disabilities
ukcoaching.org

Appendix 4.6 BSAC adult safeguarding referral form

Date and time of incident	
Name and position of person about whom the report, complaint or allegation is made	
Name and age (if known) of adult at risk involved	
Name of club or organisation	
Nature of incident, complaint or allegation <i>(continue on separate page if necessary)</i>	
Who has been contacted?	
What are the wishes of the adult at risk?	
Action taken by organisation <i>(continue on separate page if necessary)</i>	
<i>If adult social care or police have been contacted:</i> Name, position and contact number of person(s) handling case	
Name, organisation and position of person completing form	
Contact number and email address of person completing form	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's welfare officer or person in charge <i>(if different from above)</i>	
Contact number and email address of organisation's welfare officer or person in charge	

Appendix 4.7 Sample documents

Appendix 4.7.1 Self-declaration form

Appendix 4.7.2 Good practice guide

Appendix 4.7.3 Booking terms

Appendix 4.7.4 Medical information and impairments

Appendix 4.7.5 BSAC Adult Safeguarding Policy Statement

Appendix 4.7.1 Self-declaration form

Private and confidential Self-declaration form for roles involving contact with adults at risk

BSAC is committed to safeguarding adults at risk taking part in its activities from physical, sexual, psychological, emotional or financial harm or neglect. As part of our adult safeguarding policy, we require applicants for posts involving contact with adults at risk to complete this self-declaration form.

If your role will involve regular or frequent contact with or responsibility for adults at risk you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant (*Scotland: to be a member of the Protecting Vulnerable Groups Scheme*). Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance.

Name

1. Have you ever been known or are currently known to any adult services department as being an actual or potential risk to adults at risk?

YES / NO (*delete as appropriate*)

If yes, please supply details.

2. Have you ever been or are currently the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards adults at risk?

YES / NO (*delete as appropriate*)

If yes, please supply details.

Declaration

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment.

If required, I agree to provide a valid Criminal Records Disclosure (*Scotland: PVG Scheme Membership certificate*).

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards adults at risk.

I understand that the information contained in this form and in the disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard adults at risk.

Signed Date

Note: if the applicant is under 18 years old, this form should be counter-signed by a parent or guardian.

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.

Appendix 4.7.3 Booking terms

1. Risk statement

It must be recognised that snorkelling and scuba diving are by their nature unpredictable sports and therefore inherently involve an element of risk. By taking part in the Event, you agree and acknowledge that:

- i. You are aware of the inherent element of risk involved in the sport and you accept responsibility exposing yourself to such inherent risk whilst taking part in the Event;
- ii. You will comply at all times with the instructions of the Event Co-ordinator particularly with regard to safety;
- 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 Event if your ability to participate is impaired by alcohol, drugs or if you are otherwise unfit to participate;
- v. You will inform the Event Co-ordinator if there have been any changes to the information provided on this form at the time of the Event;
- vi. You are aware of any specific risks drawn to your attention by the Event Co-ordinator.

2. Cancellation

You understand that the Event Co-ordinator may cancel or postpone the Event at any stage in the event of bad weather, equipment failure or otherwise.

3. Misconduct

You understand that the Event Co-ordinator may exclude anyone from a particular session and evict anyone from the premises who refuses to comply with these Booking Terms, or who misconducts themselves in any way, or who causes damage or annoyance to other persons.

4. Data protection

The Organiser has a Data Privacy Policy which can be found at *[insert online location]*
Your data will be stored and used in accordance with that policy.

The information you provide in this form will be used to facilitate your participation in the Event and to contact you. The Organiser would also like to include your contact details on a mailing list in order to make you aware of membership opportunities and future events.

If you would like to be included on this mailing list please tick here

If you wish to withdraw your agreement at any time, please contact *[insert contact details]*

Appendix 4.7.4 Medical information and impairments form

Private and confidential Medical information and impairments

For full guidance on collecting personal medical information, in relation to compliance with the General Data Protection Regulations (GDPR), please see our Data Protection Policy

Name

If you have declared that you have a medical conditions or physical/mental impairment that the organiser needs to be aware of because it may affect your ability to take part in the event, please provide details below.

Special category data

I confirm that I have given the organiser the medical information listed on this page (if any) for the purposes of my participation in the 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 organiser’s legal obligations.

I AGREE / I DO NOT AGREE *(delete as appropriate)*

Signed Date

Note: if the applicant is under 18 years old, this form should be counter-signed by a parent or guardian.



Appendix 4.7.5 BSAC Adult Safeguarding Policy Statement

Club name is committed to a Club environment in which all adults participating in its activities have a safe and positive experience.

The Club will adopt and implement BSAC's Adult Safeguarding Policy in full:

- It recognises that all adults participating in the Club (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in scuba diving and snorkelling in a safe environment and be protected from harm.
- It will ensure that those individuals who work with adults in the Club, whether paid or voluntary, provide a positive, safe and enjoyable experience.
- It will appoint a Club Welfare Officer (CWO) with the necessary skills and training as outlined by BSAC who will take the lead in dealing with all safeguarding matters raised within the Club.
- It will ensure that the Club Welfare Officer's name and contact details are known to all staff, Club members and carers of members.
- The Club Welfare Officer will be available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with BSAC policy.
- It will ensure all those persons who work with adults in the Club have undertaken the appropriate training and relevant level of DBS check, and adhere to the required practices for safeguarding adults as outlined in BSAC policy.
- It will ensure that all individuals who will be working or will work with adults in the Club have been recruited in accordance with the BSAC Safe Recruitment Policy.
- It will ensure that all individuals who work with adults in the Club have the appropriate training and codes of conduct and good practice to follow in line with the guidance in BSAC policy.
- It will provide all Club members, and parents of members, with the opportunity to raise concerns in a safe and confidential manner, should they have a concern about welfare.
- It will ensure that all adult safeguarding matters are dealt with appropriately in accordance with the guidance for reporting and action in the BSAC Adult Safeguarding Policy.
- It will ensure that confidentiality is maintained appropriately and in line with the best interest of the adult.
- It will ensure all papers relating to adult safeguarding matters are held in a safe and secure manner.

Club Welfare Officer (CWO) signature

Dated:

Club Chair signature

Dated: