

Code of conduct for adult members- safeguarding

LEEDS CANOE CLUB

Leeds Canoe Club is fully committed to safeguarding and promoting the well-being of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with *the Welfare Officer, Chairperson or any other member of the Committee*.

As a member of *Leeds Canoe Club*, you are expected to abide by the following adult code of practice:



All members must adhere to club policies and respect officials and their decisions.



All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.



Take care of all property belonging to the club or club members.



Members must wear appropriate kit as set out in the kit list available on the Club's website, and have available a change of clothing for the end of the session.



Members must pay any fees for membership or events promptly.



Never condone the use of prohibitive substances.

Bullying of any sort will not be tolerated.

INTRODUCTION TO SAFEGUARDING ADULTS

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. (Care Quality Commission 2015) It relates to the need to protect those in vulnerable circumstances who may be at risk of abuse or neglect, due to the actions, or lack of action, of another person(s). There is now a legal framework in place for safeguarding adults.

The Care Act 2014, which took effect from April 2015, sets out the framework to be followed by all those with a responsibility for safeguarding adults. As part of the Act, every Local Authority is required to set up a Safeguarding Adults Board (SAB) and must make enquiries, or ask others to make enquiries on their behalf, about any adult in their area, who they are concerned is, or is at risk of being abused or neglected in order to assess their care and support needs and consider if further action is required. Where it is deemed that further action should be taken, where appropriate, this will be person-led and outcome-focused, taking account of the views, wishes, feelings and beliefs of the individual; supporting them to maintain control over their lives and in making informed choices (making Safeguarding Personal). For some situations it may be more relevant to refer to the British Canoeing Bullying and Harassment Policy. WHO NEEDS SAFEGUARDING? The term 'Adults at Risk' has been generally accepted as the new term for 'Vulnerable Adults' and is defined within The Care Act 2014 as detailed below. 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. As the definition of an Adult at Risk could include any adult given their circumstances at a particular time, British Canoeing will refer to 'Safeguarding Adults' for the purpose of this policy

The Care Act outlines six key principles that underpin all adult safeguarding work: ● 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.

Anyone may carry out abuse or neglect including: ● Spouses/ partners or other family members ● Neighbours or local residents ● Friends or acquaintances ● People who deliberately exploit adults they perceive as vulnerable ● Paid staff or professionals ● Volunteers ● Strangers Often the perpetrator is known to the adult and may be in a position of trust and power.

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 (see

Record Keeping page 7). Do not: ● Dismiss the concern. ● Panic or allow shock or distaste to show. ● Probe for more information than is offered. ● Make promises that cannot 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* The adult must be involved in any discussion and decision making process about their welfare (if they have capacity) and be given the opportunity to make their own choices, whether or not you consider these to be wise- ultimately an adult may choose not to act at all to protect themselves, and only in certain circumstances should their wish be overridden. The exceptions that override the decision of the person are when: 1) An adult is assessed not to have the 'capacity' to make their own decision (See below for more details on capacity). 2) When there is an overriding public duty to intervene due to others who may be at risk. 3) Where not acting would put the person at further risk of harm. If an adult is reluctant for you to report the concern and the above do not apply, explain the reasons why it may be in their best interests (and others) if the matter is referred. Ensure that they understand all the options available and empower them to make an informed decision.

THE MENTAL CAPACITY ACT 2005 It is not for you as an individual to make a decision about whether an adult lacks capacity; however it is useful to understand the notion of capacity and ensure you follow the principles set out within the Act. Definition 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. The term 'lacks capacity' means a person cannot make a specific decision or take a particular action for themselves at a particular point in time, even if they are able to make other decisions. For example, they may be able to make small decisions about everyday matters such as what to wear for a sports activity, or what a healthy sports diet would be, but they may lack capacity to make more complex decisions about financial matters. It may be the case that a person, who lacks capacity to make a decision at a certain time due to illness or an accident, may be able to make that decision at a later date. The key principles of the Mental Capacity Act 2005 are: ● A person must be assumed to have capacity unless it is established that they lack capacity. ● 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 with minimal restriction to their freedom and rights as possible.

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 your Home Nation Safeguarding Officer and/ or Local Safeguarding Adults Board* with the details of the concern. ● If consent is not granted but you still have concerns, contact your Home Nation Safeguarding Officer who will be able to offer advice on what action should be taken. Wherever possible you should always explain and involve the adult concerned with what you plan to do and why. *If you report a concern to your Local Authority Safeguarding Adults Board or Police you are also required to contact your Home Nation Safeguarding Officer to advise them of your concern and whom you have reported it to. A standard reporting form for this purpose is available from your Home Nation website.

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. It can also be a way of tracking a sequence of events which could suggest a pattern of abuse over time. A Reporting Concern Form is available to download from your Home Nation website.

Definitions-

Abuse is about the misuse of power and control that one person has over another. Abuse may consist of a single act or repeated acts. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance. It is generally acknowledged that there are five main types of abuse in relation to Children (Physical, Sexual, Emotional, Bullying and Neglect). Categories of abuse relating to Adults encompass the following broader definitions, but are not limited to: Physical Abuse Including assault, hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

Domestic Violence Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence. 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 could not consent 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, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks. 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. Modern slavery Encompasses slavery, human trafficking; forced labour and domestic servitude. Discriminatory abuse Including harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion. Organisational abuse (previously known as institutional abuse) Neglect and poor care practice within an institution or specific care setting such as 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. Neglect and acts of omission Last Updated 29/05/18Page 9 P6 - British Canoeing Safeguarding Adults Policy 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. Self- neglect This covers a wide range of behaviour neglecting to care for personnel hygiene.

Concerns - should be raised with welfare officer so action can be taken and disciplinary. Welfare@leedscanoecub.com

Further information-

<https://www.britishcanoeing.org.uk/uploads/documents/Safeguarding/P6-British-Canoeing-Safeguarding-Adults-Policy-2905188.docx.pdf>

<https://www.britishcanoeing.org.uk/uploads/documents/P2-British-Canoeing-Safeguarding-Whistleblowing-Policy-January-2023.pdf>

<https://www.britishcanoeing.org.uk/uploads/documents/P3-British-Canoeing-Anti-Bullying-Policy-160316.pdf>

Last reviewed march 23

By Duncan – Welfare officer

<https://www.britishcanoeing.org.uk/uploads/documents/British-Canoeing-Safeguarding-Procedure-updated-08.04.2019.pdf>