

Advice and Procedures



NEW FOREST KAYAK AND CANOE CLUB

Safeguarding adults

Signed:	Justin Davis (chair) and
Last committee review date:	Oct 2nd 2023 (Justin Davis, Annie Hallam, Vicky Burden, Rob Salmon, Robert Wright, Ya Huang, Mark Shakespeare)
Next Review due:	oct 2024

Key points

If an adult makes a **disclosure of abuse** to you, follow the directions below and share the information with the **club welfare officer** or **club chair**. This will include keeping a written record.

There is a **key difference** between our responsibilities as a club for **safeguarding adults** and **safeguarding children**:

- 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* (see detail below)

The following important principles and advice are taken from the British canoeing documents

Safeguarding adults – directions for action

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

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 [website](#) 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.

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

- 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;