

## **Safeguarding Vulnerable Adults Policy**

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## **1 Introduction**

Papercourt Sailing Club (PSC) has a Safeguarding Vulnerable Adults policy and procedure because it seeks:

- to safeguard vulnerable adults, both on and off the water, from physical, sexual or emotional harm.
- to assure vulnerable adults, and their carers where relevant, that they are safe when taking part in activities at PSC.
- to raise awareness amongst all members, volunteers or employees so that they know what to do if they are concerned about a vulnerable adult, whether the concern relates to their welfare at a PSC event or outside the sport
- to protect volunteers and staff by giving them some 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 safeguard the organisation, by showing that PSC has taken 'all reasonable steps' to provide a safe environment.

## **2 PSC Safeguarding Vulnerable Adults Policy Statement**

This policy applies to anyone aged 18 or over who as a physical or learning disability, mental, illness or other health or social care need which causes them to be dependent on others for physical care and assistance and/or who may have difficulty communicating their needs and wishes and who is unable to safeguard themselves at all times as a result.

**It is the policy of PSC to safeguard vulnerable adults taking part in boating from physical, sexual or emotional harm. PSC will take all reasonable steps to ensure that, through appropriate procedures and training, vulnerable adults participating in PSC activities do so in a safe environment. Everyone, irrespective of sex, age, disability, race, region or beliefs, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status, has a right to protection from discrimination and abuse.**

PSC actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where participants can have fun and develop their skills and confidence.
- Recognize that safeguarding vulnerable adults is the responsibility of everyone, not just those who work directly with them.
- Ensure that PSC organized training and events are run to RYA guidelines and standards.
- Be prepared to review its ways of working to incorporate best practice.

We will:

- Treat all participants with respect and celebrate their achievements.
- Carefully recruit and select all volunteers, contractors and employees
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual abuse.

This policy relates to all volunteers, contractors and employees who work with children or vulnerable adults in the course of their PSC duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the PSC Welfare Co-ordinator.

## **3 PSC Safeguarding Vulnerable Adults Policy and Procedures**

### **3.1 PSC Welfare Co-coordinator**

The PSC Welfare Co-ordinator is:

Sue Whitehill Email: [suewhitehill@hotmail.com](mailto:suewhitehill@hotmail.com) / 07905 864659

If the Welfare Co-ordinator is unavailable the matter may be referred to the PSC Commodore or another Main Committee member, and Jackie Reid, the RYA Welfare Coordinator, tel. 023 8060 4104, e-mail [jackie.reid@rya.org.uk](mailto:jackie.reid@rya.org.uk).

### **3.2 Recruitment of Volunteers, Contractors and Employees**

Volunteers, Instructors, Coaches and welfare officers who are involved with vulnerable adults will be asked to:

- Complete a self-declaration form
- Provide references (see form) where they have been members of the Club for less than two years or are unknown to PSC.

Forms will be required to be revalidated every 3 years if that person is to continue in their role.

### **3.3 Good Practice Guidelines**

All volunteers, contractors and employees should receive and follow the handout detailing **good practice guidelines** (see *Appendix D*) as well as the PSC Sailability code of conduct (see *Appendix E*)

### **3.4 Dealing with concerns that abuse may be taking place**

Anyone who is concerned about the welfare of a vulnerable adult, either outside the sport or within PSC, has a responsibility to act. The procedure to be followed, and guidance on carrying it out, is given in *Appendix C*. The PSC Welfare Co-ordinator should be informed immediately, in strict confidence. Any member of the club failing to comply with the safeguarding policy and any relevant codes of conduct, maybe subject to disciplinary action.

### **3.5 Changing rooms and showers**

We have separate male and female changing rooms and unisex disabled changing.

If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, it is advised that they are accompanied by another adult of the opposite sex.

### **3.6 Photography**

Participants taking part in activities at PSC will provide consent for non-commercial photography when signing up for the day's activity. There will be an opt-out option available.

### **3.7 Vulnerable adults who are unwell**

First aid is part of PSC's normal duty of care. Consent will normally be obtained if medication or medical treatment is required if the individual lacks the capacity to give consent and medication or medical treatment may be required in the absence of their carer.

### **3.8 Organising and hosting events**

Organisers of PSC events should seek to ensure that all involved in the organisation of the event comply with the PSC policies.

A copy of this policy will be kept in the galley for easy reference

### **3.9 Responsibilities of participants and carers**

Refer to PSC Saillability Code of Conduct (Appendix D)

### **3.10 Confidentiality**

All personal information should be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect vulnerable adults.

### **3.11 Compliance with the Policy**

Any member of PSC failing to comply with the Safeguarding Vulnerable Adults Policy And Procedures may be subject to disciplinary action under Papercourt Sailing Club's Rules and Byelaws leading to possible expulsion from the Club. During an investigation membership of PSC may be suspended.

## **Appendices**

Appendix A What is child abuse?

Appendix B Handling concerns, reports or allegations

Appendix C PSC guidelines on photography

Appendix D RYA Coach Code of Ethics and Conduct

Appendix E PSC Good Practice Guidelines

Appendix F Guidelines on terms of reference for the PSC Welfare Co-ordinator

Appendix G: FORMS

- PSC Photography consent form

- PSC Self-disclosure Form

- PSC Child Welfare References Request

- PSC Incident Report Form

## Appendix A What is a Vulnerable Adult?

An adult is normally defined as anyone aged 18 and over. All of us could be defined as 'vulnerable' at certain times, for example when undergoing medical treatment. From a safeguarding point of view, the term Vulnerable Adults applies to those who have health or social care needs (irrespective of whether or not those needs are being met by social care) and who are unable to safeguard themselves at all times as a result. There are also adults who are at risk due to a specific circumstance they may find themselves in, for example: domestic abuse, forced marriage, sexual or commercial or financial exploitation.

In a sailing context, clubs and centres may work with:

- people who have a physical disability, whether from birth or acquired through injury, illness or advancing age, ranging from those who can sail independently but need some assistance getting afloat, to those who depend on others for physical care and support
- people who are blind or visually impaired, who may need to be guided around the site and when getting on board and sail with sighted crew
- people who are deaf or hearing impaired, whose needs are largely connected to communication and inclusion
- people who have learning disabilities or who for some other reason (e.g. brain injury, dementia) may not have the capacity to make independent decisions or to assess risk.

Although many of the good practice guidelines and principles to be followed when safeguarding children also apply to adults, there is a key difference. In the case of a child, there is a clear duty to act if we suspect that the child has been harmed or is at risk of harm. In the case of an adult, **the starting assumption must always be that an adult has the capacity to make a decision and has the right to do so unless it can be established that they lack capacity.**

### Mental capacity

The term 'lacks capacity' means that a person cannot make a particular decision or take a particular action for themselves at a particular point in time – although they may still be able to express an opinion or preference or take a less complex decision. Under the Mental Capacity Act 2005:

- 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.
- Before the act is carried out, or the decision is made, regard must be paid to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action.

The decision on whether a person has capacity should be taken by their legal carers, based on a professional assessment and a risk assessment for the specific activity.

If there is an allegation or concern about a vulnerable adult who has capacity, **their consent must be obtained** before any referral is made, unless others are at risk of harm. No information should be given to the adult's family or carers without their consent.

## Papercourt Sailing Club Policies

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.



## Appendix B What is abuse?

(Based on the statutory Department of Health guidance 'No Secrets' March 2000)

The term 'abuse' can be subject to wide interpretation. The starting point is:

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

Abuse may consist of a single act or repeated acts. It can range from poor professional practice to pervasive ill-treatment. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

The main forms of abuse are:

**Physical abuse** including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions;

**Sexual abuse** including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting; sport situations which involve physical contact (e.g. supporting or guiding) could potentially create situations where sexual abuse may go unnoticed.

**Psychological abuse** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks;

**Financial or material abuse** including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;

**Neglect and acts of omission** 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; or in a sailing situation, failing to ensure that the person is adequately protected from the cold or sun.

**Discriminatory abuse** including racist or sexist abuse, abuse based on a person's disability, and other forms of harassment, slurs or similar treatment.

Vulnerable adults may be abused by a wide range of people including family members, professional staff, care workers, volunteers, other service users, neighbors, friends, and individuals who deliberately exploit vulnerable people. Abuse may occur when a vulnerable adult lives alone or with a relative, within nursing, residential or day care settings, hospitals and other places assumed to be safe, or in public places.

Some instances of abuse will constitute a criminal offence, for example assault, sexual assault and rape, fraud or other forms of financial exploitation and certain forms of discrimination. This type of abuse should be reported to the Police.

**If you are concerned**

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If there are concerns about abuse taking place in the person's home, talking to their carers might put them at greater risk. If you cannot talk to the carers, consult your organisation's designated Welfare Officer or the person in charge. It is this person's responsibility to make the decision to contact Adult Social Care Services. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

Social care professionals involved in taking decisions about vulnerable adults must take all of the circumstances into account and act in the individual's best interests. You are not expected to be able to take such decisions.

### **Statutory guidance**

Adult Social Care Services operate according to the principles set out in the statutory guidance 'No Secrets'. These principles include:

- Actively promote the empowerment and well-being of vulnerable adults
- Act in a way which support the rights of the individual to lead an independent life based on self determination and personal choice
- Recognise that the right to self determination can involve risk and ensure that such risk is recognised and understood by all concerned, and minimised wherever possible
- Ensure that when the right to an independent lifestyle and choice is at risk the individual concerned receives appropriate help.

## **Appendix C Handling concerns, reports or allegations**

A complaint, concern or allegation may come from a number of sources: the vulnerable person, their carers, or someone else. It may involve the behavior of a PSC volunteer or contractor, or something that has happened to the person outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a vulnerable adult may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, see Appendix A.

### **Handling an allegation from a vulnerable adult**

#### **Always:**

- stay calm – ensure that the person is safe and feels safe
- show and tell the person that you are taking what he/she says seriously
- reassure that person and stress that he/she is not to blame
- be careful about physical contact, it may not be what the person wants
- be honest, explain that you will have to tell someone else to help stop the alleged abuse
- make a record of what the person has said as soon as possible after the event [Use the PSC incident report form, Appendix G]
- take the action identified in the PSC welfare procedures management flowchart overleaf

#### **Never:**

- rush into actions that may be inappropriate
- make promises you cannot keep (e.g. you won't tell anyone)
- ask more questions than are necessary for you to be sure that you need to act
- Take sole responsibility – consult someone else (ideally the PSC Welfare Co-ordinator or the person in charge or someone you can trust) so that you can begin to safeguard the person and gain support for yourself.

You may be upset about what the person has said or you may worry about the consequences of your actions. However, one thing is certain – you cannot ignore it. Professionals involved in taking decisions about vulnerable adults must take all of the circumstances into account and act in the individual's best interests. You are not expected to be able to take such decisions.

If you suspect that a vulnerable adult may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Adult Social Care who have trained experts to handle such cases. Do not start asking leading questions, which may jeopardise any formal investigation.

A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the person to explain things in their own words.

An example would be asking 'did X hit you?' instead of 'how did you get that bruise?'. Use open questions such as 'what happened next?'. Only ask questions to confirm that you need to refer the matter to someone else. If the person has difficulty communicating, ask them if they would like someone there to assist or interpret, but do not assume that they want their regular carer present.

### **Recording and handling information**

If you suspect that a vulnerable adult may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Social Services or the Police who have trained experts to handle such cases. Do not start asking questions, which may jeopardise any formal investigation. Listen to and keep a record of anything the vulnerable adult tells you or that you have observed and pass the information on to the statutory authorities

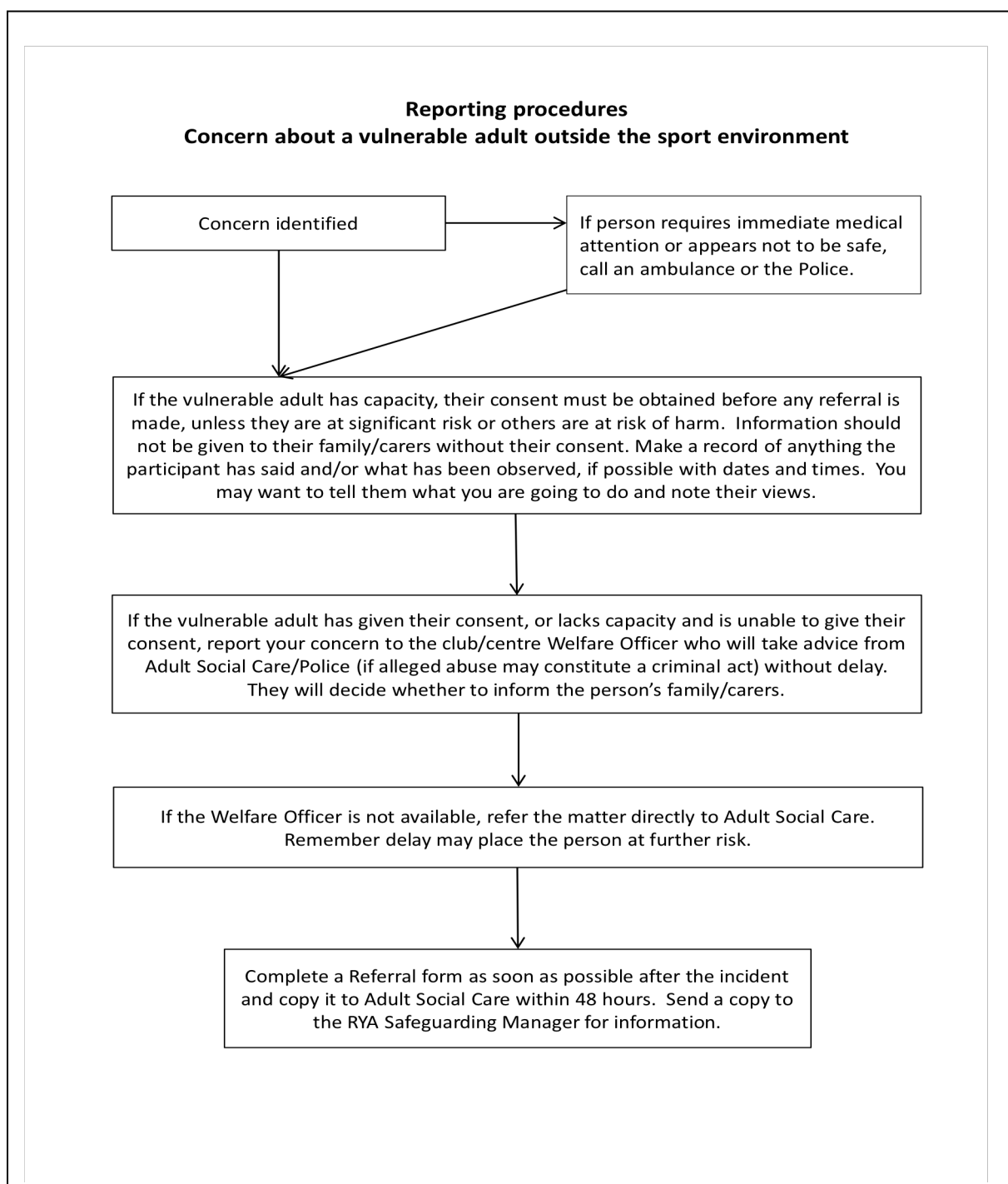
**All information must be treated as confidential and only shared with those who need to know.** If the allegation or suspicion concerns someone within your club or centre, only the person's carers, the organisation's Welfare/Safeguarding Officer, the person in charge of the organisation (unless any of them are the subject of the allegation), the relevant authorities and the RYA Safeguarding Manager should be informed. If the alleged abuse took place outside the sport, Adult Social Care will decide who else needs to be informed. It should not be discussed by anyone within the organisation other than those who received or initiated the allegation and, if different, the person in charge.

Confidential information must be stored securely. It is recommended that it should be retained for at least 3 years and destroyed by secure means, e.g. by shredding or burning.

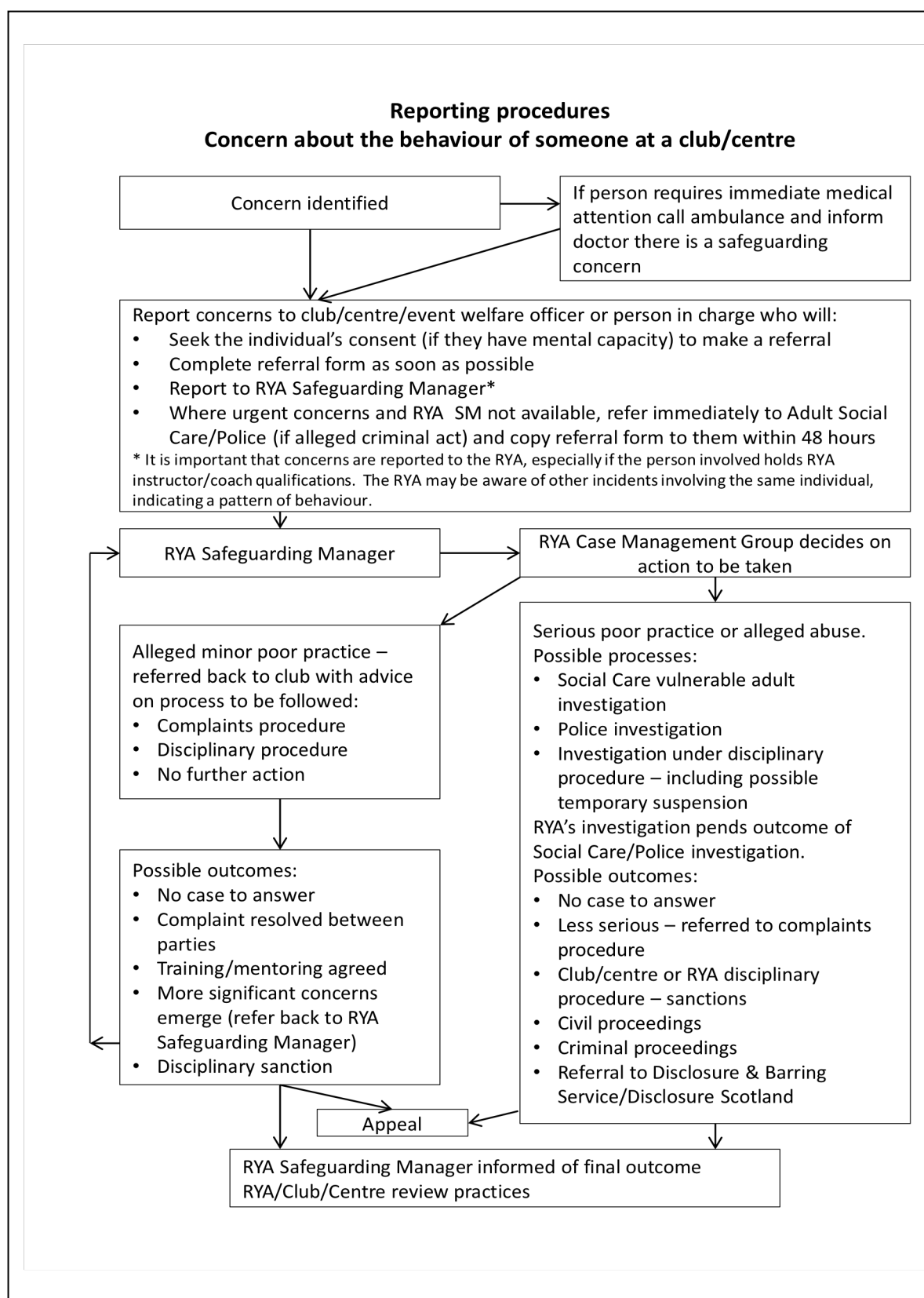
### **Handling the media**

If there is an incident at PSC Sailability which attracts media interest, or if the media contacts you with an allegation concerning anyone associated with PSC, do not give any response until you have had an opportunity to check the facts and read the Club Major Incident Policy – copies in the galley, hallway and policy file.

**Flowchart 1 – What to do if you are worried that a vulnerable adult is being abused outside the sport's environment**



**Flowchart 2 – What to do if you are concerned about the behavior of any member, volunteer, staff, coach or official working for PSC**



## **Appendix D PSC Good Practice Guidelines**

### **Handout for Instructors, Coaches and Volunteers**

This guide only covers the essential points of good practice when working with vulnerable adults. You should also read PSC Safeguarding Vulnerable Adults Policy and Procedures that 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 work in an open environment in view of others
- Avoid spending any significant time working with vulnerable adults in isolation
- Do not take a vulnerable person 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 a vulnerable person 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.

#### **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 a vulnerable person; 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 as soon as possible. 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.



## **Appendix E PSC Sailability Code of Conduct**

It is the policy of PSC Sailability that all participants, coaches, instructors, officials, parents/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, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- 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/organisation 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/coach
- 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

.../over

**Coaches, Instructors, Officials 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 young or vulnerable people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young/vulnerable people
- Communicate clearly with participants and carers
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

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

## **Appendix F Guidelines on terms of reference for the PSC Welfare Co-ordinator**

Although everyone has a role to play in ensuring that vulnerable adults are safe, PSC will appoint a designated person with specific responsibility for implementing the policy, and to act as the point of contact to receive information and advice from the RYA. The Welfare Co-ordinator will be a volunteer, ideally someone with relevant knowledge and experience, who is perceived as being approachable and having a child-focused approach, but will not necessarily be an expert – that is the role of Social Services and the Police

The Welfare Co-ordinator's general terms of reference are:

- Maintaining an up to date policy and procedures, compatible with the RYA's.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures.
- Advising the committee on welfare issues.
- Ensuring contact details for local Social Services and Police are available.

If there is a concern, the Welfare Co-ordinator will be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.

- Decide on the appropriate action to be taken, in line with PSC procedures and in conjunction with the PSC chairman /event organiser
- Keep the RYA informed as necessary (*see flowcharts In Appendix B*).

## **Appendix G : FORMS**

PSC Sailability Risk Statement and Consent Form

PSC Self-disclosure Form

PSC Sailability References Request

PSC Application form for PSC Volunteer

PSC Incident Report Form

**PSC Sailability Risk Statement and Consent**

<INSERT FORM HERE>

## PSC Self-disclosure Form

### Self-disclosure form for applicants for posts or roles (including voluntary assistance) involving contact with children and/or vulnerable adults

Papercourt Sailing Club (PSC) is committed to vulnerable adults from physical, sexual and emotional harm. As part of our Safeguarding policy, we require applicants for posts or roles to complete this self-disclosure form. 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 data protection legislation and guidance. You have a right of access to information held about you under the data protection act 1998.

**Surname**..... **First Name**.....

**Address**.....

**Tel No H**.....**M**:.....**Postcode**.....

**1. Have you ever been convicted of any criminal offences? YES / NO**

**If yes, please supply details of any criminal convictions, cautions, reprimands or final warnings.**[this includes traffic offences] Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, warnings and reprimands.

**2. Are you a person known to any Adults Social Care Department, or to the police as being an actual or potential risk to vulnerable adults?**

YES / NO

**If yes, please supply details.**

**3. Have you ever had any disciplinary investigations or sanction by any organisation due to concerns about your behavior towards vulnerable adults?**

YES / NO

**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 or for cancelling my appointment. I understand that I may be asked to apply for a Criminal Records Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child welfare issues, in circumstances where this is considered necessary to safeguard children.

Signed: ..... Date: .....

**Note: if the applicant is aged under 18, this form should be countersigned by a parent or guardian.**

## **PSC Sailability References Request**

### **Application for PSC Sailability Volunteer**

When completed this form should be returned, marked 'Private and Confidential', to:

.....

#### **Personal details**

Title:                      Surname:

Other names in full:

#### **Contact details**

Address:

Home phone:

Work phone:

(state if you do not wish to be contacted at work)

Mobile:

E-mail:

#### **Training and Qualifications**

Academic and/or vocational qualifications

RYA or other qualifications relevant to the role

### **Summary of past experience**

Please state the name of organisation, position held, dates and a brief description of responsibilities and duties (continue on separate sheet if required)

**Please state how you think your skills and experience match the requirements of this role and give your reasons for applying.**

### **Other relevant information**

e.g. recreational interests, hobbies, voluntary or community work

### **Criminal record**

Having a criminal record will not necessarily bar you from working with us. This will depend on the position applied for and the nature of your offence. If you are applying for a position involving regular contact with children or vulnerable adults you will be required, at the offer stage, to apply for an Enhanced Criminal Records Disclosure, with Barred List check if relevant (*in Scotland: membership of the Protection of Vulnerable Groups Scheme*).

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? YES / NO

If yes, give brief details



## References

Please give names and addresses of two people who can be asked to provide a reference. At least one should have first-hand knowledge of your previous work with children or vulnerable adults (as appropriate). References from relatives will not be accepted. Please indicate if you do not want us to contact any of your referees before interview or before an offer of employment.

### Referee 1

Name

Address

E-mail address

Phone number

Capacity in which known to you

### Referee 2

Name

Address

E-mail address

Phone number

Capacity in which known to you

## Declaration

Data Protection Act In order to recruit to this post *PSC* will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

Consent I consent to the processing of personal information in the way described.

Declaration I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.

Signature

Date

## PSC Sailability References Request

### CONFIDENTIAL

(Name) ..... has expressed an interest in working with Papercourt Sailability in the role of..... and has given your name as a referee. This role involves substantial access to vulnerable adults. As an organisation committed to safeguarding the welfare of participants, we are anxious to know if there are any reasons to be concerned about this applicant being in contact with vulnerable people.

If you agree to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of the applicant's suitability, should they be offered the role. We would appreciate you being candid, open and honest in your evaluation of this person.

1. How long have you known this person? .....
2. In what capacity? .....
3. What attributes does this person have which would make them suitable for this role?.....  
.....  
.....

4. Please rate this person on the following (please tick one box for each question)

	Poor	Average	Good	Very good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Commitment					
Energy					
Trustworthiness					
Reliability					

5. Do you have any reason at all to be concerned about this applicant being in contact with vulnerable adults?

YES ☐ NO ☐ Please tick

If you answer 'Yes' we will contact you in confidence.

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Name: (please print) ..... Tel. No: .....

Signed: ..... Date: .....

Please return this form, marked 'Confidential' to:

.....

### PSC Incident Report Form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and vulnerable adult involved	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken  (Continue on separate page if necessary)	
If Police or Social Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number	

This form should be copied, marked 'Private and Confidential', to the RYA safeguarding manager and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident, and to the PSC CPC if not present at the event