



Boleh Safeguarding Vulnerable Adults Policy  
14<sup>th</sup> April 2022

Information Page

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Safeguarding Coordinator Contact Telephone / Email: [cemiddleton@hotmail.com](mailto:cemiddleton@hotmail.com)  
07779698963

Charity Number: 1175954

If you are concerned that someone is not following the Code of Conduct or the policies and procedures details in this document, you should inform your Safeguarding Officer or the person in charge of the activity.

The Safeguarding Officer Caroline Middleton should be notified of all relevant concerns, allegations or complaints: email: [cemiddleton@hotmail.com](mailto:cemiddleton@hotmail.com) telephone: 07779698963

Signed

Safeguarding Officer CE MIDDLETON

Chairman HKW MIDDLETON

Dated 14<sup>th</sup> April 2022



## **BOLEH TRUST: SAFEGUARDING ADULTS POLICY AND PROCEDURES**

**2022**

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## **Boleh Trust Safeguarding Adults Policy Statement – 2020**

This policy refers to anyone who may be defined as an 'Adult at Risk'. An 'Adult at Risk' is a person aged 18 or over who is in need of care or support, and who because of those needs is unable to safeguard themselves at all times. They may have a physical, sensory or learning disability, mental illness or other health or social care need which causes them to be dependent on others for care and assistance, and/or they may have difficulty communicating their needs and wishes. The policy applies to all Boleh Trustees, staff and volunteers.

**The Boleh Trust is committed to safeguarding adults at risk taking part in its activities from physical, sexual, psychological, emotional or financial harm or neglect. We recognise that everyone, irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity, marriage or civil partnership or social status, has a right to protection from discrimination and abuse. For adults the UN Universal Declaration of Human Rights with particular reference to Article 5: No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.**

**The Boleh Trust takes all reasonable steps to ensure that, by providing staff and volunteers with appropriate procedures and training, it offers a safe environment to adults at risk participating in activities. All participants will be treated with dignity and respect.**

**The Boleh Trust follows the rigorous practices and safeguarding procedures adopted by the Royal Yachting Association hereafter RYA**

The Boleh Trust 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
- run training and events to the highest possible safety standards
- treat all participants with respect and celebrate their achievements.

The Boleh Trust:

- recognises that safeguarding adults who may be at risk of abuse is the responsibility of everyone, not just those who work directly with them
- carefully recruits and selects all Boleh Trust employees, contractors and volunteers in roles involving close contact with adults at risk and provides them with appropriate information or training
- responds swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual abuse
- reviews safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes, implementing the requirements

of the Disability Discrimination Acts 1995 and 2005, Equality act 2010 and other relevant legislation, referring concerns about adults with care and support needs to the local authority under the Care Act 2014

- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency

This policy will be reviewed by The Boleh Trust on an annual basis

**The Safeguarding Officer, Caroline Middleton should be notified of all relevant concerns, allegations or complaints: email: [cemiddleton@hotmail.com](mailto:cemiddleton@hotmail.com) telephone: 07779698963**



## **Boleh Trust Safeguarding Adults Policy and Procedures – 2020**

### **Policy Statement**

The Boleh Trust is committed to safeguarding adults at risk taking part in its activities from physical, sexual, psychological, emotional or financial harm or neglect. We recognise that everyone, irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity, marriage or civil partnership or social status, has a right to protection from discrimination and abuse. The help sheet on signs of abuse can be found at Annex 1

The Boleh Trust takes all reasonable steps to ensure that, by providing staff and volunteers with appropriate procedures and training, it offers a safe environment for all participants. Everyone will be treated with dignity and respect.

All trustees, staff and volunteers should be aware of the policy.

### **Safeguarding Officer**

The Safeguarding Officer is: [L]  
[SEP]

Caroline Middleton [L]  
[SEP]

Email: cemiddleton@hotmail.com [L]  
[SEP]

Telephone: 07779698963

For the purposes of this policy the term Safeguarding Officer also encompasses Child Protection Officer and Welfare Officer.

### **Staff and Volunteers**

All staff and volunteers whose role brings them into regular contact with vulnerable adults will:

- Be expected to provide references and followed up where appropriate.
- Those supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.
- Undertake safeguarding training
- Qualifications where relevant have been verified
  
- Agree to the volunteer's code of conduct
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear expectations of those with whom we work in partnership, whether in the UK or not. It is our expectation that any organisation using Boleh will have their own policy that meets our safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

### **Good Practice.**

All employees, contractors and volunteers should follow the RYA Good Practice Guide at annex 3 and agree to abide by The Boleh Trust Code of Conduct. Those working with adults at risk should be aware of the guidance on recognising abuse at Annex 1.

### **Photographs**

As staff or volunteers with the Boleh Trust you are encouraged to take still and video photographs during Trust activities but you must use the Trust's equipment and not your own personal device. Where you are aware that children or vulnerable adults (and/or their responsible adults) have chosen not to permit their photos to be used you should try to avoid including them in photographs, and you should not make them the main subject of a photograph. Photographs which depict identifiable children or vulnerable adults, and photographs which depict children or vulnerable adults in swimwear or not fully dressed may not be forwarded in any form. Other photographs may be forwarded to yourself for your private use: for reasons of transparency you must not delete them from the Trust's device. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Safeguarding Officer.

Photographs are of great value in publicising the activities of the Trust, but before publishing a photograph which depicts a child or vulnerable adult you should check that permission is held for the photograph to be used. Where an individual can be identified from a photograph you should not normally use that person's real name, and you should exercise caution in identifying any school or other group they may belong to. If a photograph is to be especially prominent you should consider seeking specific permission for the particular use.

*(This policy should be read alongside the relevant sections of our Privacy Policy, which provides that the Trust may take and use photographs of those who sail with us in connection with the activities of the charity but (amongst other things) such photographs will be published only when permission has been granted by the individual/child/responsible adults.)*

### **Concerns**

Anyone who is concerned about the welfare of an adult, either outside the sport or during time spent sailing through or with The Boleh Trust, should inform the Safeguarding Officer immediately, in strict confidence. The role of the safeguarding Officer is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

**The Safeguarding Officer is: Caroline Middleton. Email: [cemiddleton@hotmail.com](mailto:cemiddleton@hotmail.com).  
Telephone: 07779698963**

A list of Useful Contacts is at Annex 2.

Any person failing to comply with the Safeguarding Policy and Code of Conduct will be the subject of disciplinary action and their role within the organization will be carefully considered.



## Annex 1 - What is abuse?

(Based on the statutory guidance supporting the implementation of the Care Act 2014)

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

Adults at risk may be abused by a wide range of people including family members, professional staff, care workers, volunteers, other service users, neighbours, friends, and individuals who deliberately exploit vulnerable people. Abuse may occur when an adult at risk 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.

The following is not intended to be an exhaustive list of types of abuse or exploitation but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern:

**Physical abuse** - including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence. This won't happen at a club/centre, but there could be concerns about a participant's home situation.

**Sexual abuse** - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjections 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.

**Psychological abuse** - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal from services or supportive networks. In a club context this might include excluding a member from social activities.

**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. People with learning disabilities or dementia are particularly vulnerable to this type of abuse. An example might be encouraging someone to book and pay for training courses that are inappropriate for their level of ability, or to purchase sailing clothing or equipment they don't need.



**Discriminatory abuse** - including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Neglect and acts of omission** - 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; or in a watersports context, failing to ensure that the person is adequately protected from the cold or sun or properly hydrated while on the water.

**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. Self-neglect might indicate that the person is not receiving adequate support or care, or could be an indication of a mental health issue such as depression.

**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.

**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.

Not included in the Care Act 2014 but also relevant:

**Bullying** (including ‘cyber bullying’ by text, e-mail, social media etc) - may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may be another vulnerable person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability - or for belonging to a different race, faith or culture.

**Mate Crime** – a ‘mate crime’ as defined by the Safety Net Project is ‘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. There have been a number of serious cases relating to people with a learning disability who were seriously harmed by people who purported to be their friends.

## **Recognising abuse**

Patterns of abuse vary and include:

- Serial abusing in which the perpetrator seeks out and ‘grooms’ individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse
- Long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or

- Opportunistic abuse such as theft occurring because money or valuable items have been left lying around.

Signs and indicators that may suggest someone is being abused or neglected include:

- Unexplained bruises or injuries – or lack of medical attention when an injury has occurred
- Someone losing or gaining weight, or an unkempt appearance
- A change in behaviour or confidence
- Self-harming
- A person's belongings or money go missing
- The person is not attending, or no longer enjoying, their sessions
- A person has a fear of a particular group or individual
- A disclosure – someone tells you or another person that they are being abused.

### **If you are concerned**

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 adults at risk 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.

The following six principles inform the way in which professionals and other staff in care and support services and other public services work with adults:

- **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
- **Accountability** – Accountability and transparency in delivering safeguarding.

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.



## Annex 2: Useful Contacts

### **Boleh Trust Safeguarding Officer**

Caroline Middleton

Email: [cemiddleton@hotmail.com](mailto:cemiddleton@hotmail.com)

Telephone: 07779698963

### **Thirtyone:eight**

The Trust has access to a 24 hour safeguarding hotline 0303 003 1111

Membership number: 15151

<https://thirtyoneeight.org>

### **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 new project, 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: [www.anncrafttrust.org/safeguarding-adults-in-sport](http://www.anncrafttrust.org/safeguarding-adults-in-sport)

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**

Tel: 0808 808 8141

Website: [www.elderabuse.org.uk](http://www.elderabuse.org.uk)

### **Dementia UK**

Tel: 0800 888 6678

Website: [www.dementiauk.org](http://www.dementiauk.org)

### **Mencap Direct**

Tel: 0808 808 1111

E-mail: [help@mencap.org.uk](mailto:help@mencap.org.uk)

Website: [www.mencap.org.uk](http://www.mencap.org.uk)

**MIND – mental health charity**

Tel: 0300 123 3393

Text: 86463

E-mail: [info@mind.org.uk](mailto:info@mind.org.uk)

Website: [www.mind.org.uk](http://www.mind.org.uk)

**National Autistic Society**

Tel: 020 7833 2299

Website: [www.nas.org.uk](http://www.nas.org.uk)

**Victim Support**

Tel: 0808 168 9111

[www.victimsupport.com](http://www.victimsupport.com)



### **Annex 3: Good Practice Guide**

#### **Handout for Employees and Volunteers**

This guide only covers the essential points of good practice when working with adults at risk. You should also read the organisation'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 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
- Take great care with communications via mobile phone, e-mail 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 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. 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.



## **Annex 4: Adult Safeguarding Code of Conduct - 2020**

It is the policy of the Boleh Trust that all participants, 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 sailing and related activities.

**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' judgments and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the Boleh Trust 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 vessel and environs.

## **Employees, 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
- 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 people
- Communicate clearly with participants and carers
- Be aware of any relevant medical information
- Follow Boleh Trust guidelines and policies

**The Safeguarding Officer, Caroline Middleton should be notified of all relevant concerns, allegations or complaints: email: [cemiddleton@hotmail.com](mailto:cemiddleton@hotmail.com) telephone: 07779698963**





## **Annex 5: Reporting procedures: Concern about an adult at risk outside the Boleh Trust environment**

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow the procedures below:

### 1. Concern identified:

- a. If a person requires immediate medical attention or appears not to be safe, call ambulance or the Police.
- b. If the adult at risk has capacity, their consent must be obtained before any referral is made, unless they are at significant risk or others are at risk of harm. Information should not be given to their family/carers without their consent. Make a record of anything the participant has said and/or what has been observed, if possible with dates and times. You may want to tell them what you are going to do and note their concerns.
- c. If the adult at risk has given their consent, or lacks capacity and is unable to give their consent, report your concern to the Safeguarding Officer who will take advice from Adult Social Care/Police (if alleged abuse may constitute a criminal act) without delay. The authorities will decide whether to inform the person's family/carers.
- d. Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

### 2. If the Safeguarding Officer is not available:

- a. Refer the matter directly to Adult Social Care. A list of contacts is found at annex 2. Remember delay may place the person at further risk.
- b. Complete a Referral Form as provided at annex 9 as soon as possible after the incident and copy it to Adult Social Care within 48 hours and copy in the Boleh Safeguarding Officer for information.
- c. Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.



## **Annex 6: Reporting procedure: Adult Safeguarding concern about the behaviour of someone at or connected to The Boleh Trust**

### 1. Concern identified:

- a. If person requires immediate medical attention call ambulance and inform medical personnel that there is a safeguarding concern.
- b. Report you concern to the Safeguarding Officer who will:
  - i. Seek the individual's consent (if they have mental capacity) to make a referral
  - ii. Complete the RYA safeguarding referral form at Annex 9 as soon as possible.
  - iii. Make a record of anything the person has said and/or what has been observed, if possible with dates and times.

### 2. If the Safeguarding Officer is not available:

- a. If the concern is urgent, refer the matter immediately to Adult Social Care/Police (if alleged criminal act).
- b. Complete the Boleh Trust Safeguarding Adults referral form at annex 9 and send to Adult Social Care or Police within 48 hours and copy to the Safeguarding Officer.
- c. Make a record of anything the person has said and/or what has been observed, if possible with dates and times.

### 3. Trustees informed and decisions made with possible outcomes:

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide.

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
- Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

### **Allegations of abuse against a person who works with adults with care and support needs**

The safeguarding co-ordinator will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not The Boleh Trust.



## **Safeguarding Adults**

### **Annex 7: Training/Sailing session booking conditions**

Sessions will be delivered by The Boleh Trust

1. Any participant who requires assistance with dressing and personal care must be accompanied by a carer. Carers must also be contactable (for example by mobile phone) for the duration of the session.
2. Neither Boleh Trust nor any of its employees or agents shall be liable in any way whatsoever in respect of loss or damage to property.
3. The Boleh Trust must be informed, at the time of booking, of any medical condition affecting the participant, or of any medication taken by the participant that could affect their taking part in the above sailing session, e.g. asthma, epilepsy, heart conditions. The Boleh Trust reserves the right to refuse any booking on medical grounds if there are concerns for the health and safety of the participant or of other people.
4. All bookings are accepted on the understanding that any instructions or directions given by any volunteer or employee are to be observed. Participants are asked to respect the equipment provided; compensation will be sought from anyone deliberately causing damage to equipment.
5. The Boleh Trust reserves the right at all times to refuse or restrict the use of facilities. The right is also reserved to evict anyone who refuses to comply with the conditions as stipulated, or who behaves inappropriately or, in any way, causes damage or annoyance to any other persons.
6. Participants are to wear suitable clothing and footwear when going on a boat. Suitable footwear means flat soft soled shoes or trainers. Please bring a change of clothing as sailing can be wet.
7. If any injuries are sustained or damage to valuables occurs, participants/carers are to notify those in charge of the vessel immediately.

**These booking conditions are to be read in conjunction with the Boleh Sailing Terms and Conditions which are provided separately**



**Adult Safeguarding**

**Annex 8: Referral Form**

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of adult at risk involved	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken (continue on separate page if necessary)	
If Adult Social Care or Police 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 safeguarding officer or person in	

charge (if different from above)	
Contact telephone number	

**This form should be copied, marked 'Private and Confidential', to the The Boleh Trust Safeguarding Officer Caroline Middleton. Email: [cemiddleton@hotmail.com](mailto:cemiddleton@hotmail.com). Telephone: 07779698963 and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**



## **Annex 9: Online Safety Policy**

### **Online Safety definition:**

*Online safety* is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the Internet; often referred to as Information and Communications Technology.

### **Policy guidelines for employees and volunteers**

- Generally, maintain good and open relationships with parents and carers regarding communication with them and their children.
- Use an appropriate tone: friendly, but not over-familiar or personal.
- Be warm and friendly, but do not suggest or offer a special relationship.
- Be clear and explicit about information that you need to share; don't abbreviate or short-cut your communications.
- Be circumspect in your communications with children to avoid any possible misinterpretation of your motives or any behaviour which could be construed as grooming.
- Do not share any personal information with children, or request or respond to any personal information from a child other than that which might be appropriate as part of your role.
- Only give personal contact details to children that are within the public domain of the organisation, including your mobile telephone number.
- If children want you to have their mobile phone numbers, e-mail addresses or similar, and communicate with them this way, make sure that their parents know and have agreed.
- Only make contact with children for reasons related to the work of the organisation and retain a record of all electronic contact with individuals or groups including messaging and texting.
- Where possible only use equipment provided by the organisation to communicate with children.
- Respect a child's right to confidentiality unless abuse/harm is suspected or disclosed.
- Email should only be used to communicate specific information. (e.g. times and dates of events). It should not be used as a relationship building tool.
- Email History should be kept and dated.
- When using email/internet for communication with children, it is advised that it should take place between the hours of 9am-5pm.
- Use of skype and any other web camera or visual communication via the internet is generally not advised. Workers should refrain from using such methods on a one to one basis as they cannot be recorded. (It can be used for conference calls and is considered appropriate if a project or group uses a web camera/Skype in a group environment for project purposes, and has clear aims and objectives for its use).

### **Social Media Policy**

- All social media interaction between workers, paid or voluntary, and children under 18 should be limited to monitored/administrated groups.

- All interaction on social media groups shall be recorded for safeguarding purposes
- Any private messages shall be recorded for safeguarding purposes
- Any safeguarding concerns/allegations arising from social media shall be referred onto the safeguarding co-ordinator.
- All users of social media must be above the minimum age limit i.e. 13 for Facebook
- Workers should ensure their privacy setting ensure the highest levels of security in order to restrict children being able to see any more than what is relevant to communication within the group
- All social media groups should provide links to statutory authorities such as CEOP, to enable children to report online abuse.

### **Consent for photographic images and videos online**

- Permission will be sought before any images are taken or displayed and images will only be used for the specific purpose for which permission was sought for and how the image will be stored if not destroyed.
- Use of images will reflect diversity of age, ethnicity and gender of the activity.
- Live streaming of events must be clearly advertised in advance and where children are involved permission should be sought in line with the photographic guidelines.