



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

**July 2017**

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## **Boleh Trust: Adult Safeguarding Code of Conduct - July 2017**

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: [middleton@1gc.com](mailto:middleton@1gc.com) telephone: 02077977900 and mobile 07779698963** 



## **Boleh Trust Safeguarding Adults Policy Statement – July 2017**

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.**

**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 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

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: [middleton@1gc.com](mailto:middleton@1gc.com) telephone: 02077977900 and mobile 07779698963



## **Boleh Trust Safeguarding Adults Policy and Procedures – July 2017**

### **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 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: [SEP]

Caroline Middleton [SEP]

Email: middleton@1gc.com [SEP]

Telephone: 02077977900 and mobile 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 adults at risk will be asked to provide references. Those instructing, coaching or supervising adults at risk will also be asked to apply for an Enhanced Criminal Records Disclosure. Those providing personal care will be asked to apply for an Enhanced Disclosure with Barred List check.

### **Good Practice.**

All employees, contractors and volunteers should follow the RYA Good Practice Guide attached 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.

## 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 Safeguarding Officer will follow the procedures given later in these instructions. **The Safeguarding Officer is: Caroline Middleton. Email: [middleton@1gc.com](mailto:middleton@1gc.com). Telephone: 02077977900 and mobile 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.



## 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.



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

### 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.

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

- a. Refer the matter directly to Adult Social Care. Remember delay may place the person at further risk.
- b. Complete a Referral Form 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.



**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 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 and send to Adult Social Care/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:**

- . No case to answer
- . Complaint resolved between the parties
- . Training/mentoring agreed
- . More significant concerns emerge
- . Disciplinary sanctions (including interim temporary suspension)
- . Appeal



## Safeguarding Adults

### Booking/consent form for Boleh

#### Consent form

To be completed by participant or carer/person with legal responsibility

Please complete all sections in Block Capitals

#### Participant's details

First name	Surname/family name
Home Address	
Date of birth	Age

#### Emergency Contact:

First name	Surname/family name
Relationship to participant	
Contact number during sessions	

#### Alternative Emergency Contact:

First name	Surname/family name
Relationship to participant	
Contact number during sessions	

#### Medical information

It is your responsibility to make known any disability/medical condition that may affect you during the activity, and any medication that you may require. This information will be shared

with those responsible for supervising the activity, to ensure that appropriate treatment can be administered promptly if required. Having a disability or medical condition will not affect your ability to participate unless there are concerns for your health and safety or that of others.

Have you ever suffered from any of the following conditions:  
Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes? YES / NO

If YES please provide details, including any specific medical advice to be followed in an emergency:

Are you currently taking any medication? YES / NO

If YES please specify:

When did you last have a tetanus vaccination?

Year:

Are you currently suffering/recovering from any injuries which may affect your sailing?

YES / NO

If YES please provide details:

Are you vegetarian?

YES / NO

Do you have any food allergies or special dietary requirements?

YES / NO

If YES please provide details:

Do you have a disability, learning difficulty or medical condition which may affect your learning (ability to participate in practical or theoretical sessions)?

YES /

NO

If YES please provide details:

**Medical consent**

I give permission to the organisers of activities during the period (dates of event) to administer any relevant treatment or medication to me/the above-named participant when or if necessary.

In an emergency situation I authorise the organisers to take me/the participant to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

**Consent for use of images**

I grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event.

Declaration of participant (or, if relevant, carer or person with legal responsibility)

I (insert name)

hereby acknowledge that I have read the attached conditions of participation and that I fully understand them and agree to abide by them.

Signed: (participant)

Signed: (carer/person with legal responsibility if relevant).

Name: (please print)

Date:



## **Safeguarding Adults**

### **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**



*Boleh*  
*Can do*

**Adult Safeguarding**

**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: [middleton@1gc.com](mailto:middleton@1gc.com). Telephone: 02077977900 and mobile 07779698963 and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**



## 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: [middleton@1gc.com](mailto:middleton@1gc.com)

Telephone: 02077977900 and mobile 07779698963

### **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)



**put pages 12-17 incl  
Application Form**

**Application for [ ]**

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

[ ]

The closing date for applications is [ ]

**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

Do you hold a valid UK driving licence? YES / NO

**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**

eg. 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)? <https://www.gov.uk/government/collections/dbs-filtering-guidance>

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 (name of organisation) 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



## Reference request

### Confidential

[ ] has expressed an interest in working with the Boleh Trust in the role of [ ] and has given your name as a referee. This role involves substantial access to adults at risk. 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.

How long have you known this person?

In what capacity?

What attributes does this person have which would make them suitable for this role?

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					

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

YES / NO

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

Name: (please print)

Tel. No:

Signed:

Date:

Please return this form, marked 'Confidential' to:



## Self-disclosure form

### Self-disclosure form for applicants for posts involving regular contact with adults at risk

Boleh Trust is committed to safeguarding adults from physical, sexual and emotional harm. As part of our Safeguarding policy, we require applicants for relevant posts 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.

#### Name

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

If yes, please supply details.

Have you ever been known to any Adult Social Care Department or the Police as being an actual or potential risk to vulnerable adults? YES / NO

If yes, please supply details.

Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour 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 and/or the withdrawal of my appointment.

I understand that I may be asked to provide 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 supplied to regulatory bodies and/or other persons or organisations, in circumstances where this is considered necessary to safeguard children.

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

Signed:

Date:

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