

## **RHYL AND ST ASAPH ANGLING ASSOCIATION**

### **ASSOCIATION WELFARE POLICY**

The Rhyl and St Asaph AA believe that all children and vulnerable adults should be allowed to take part in angling activities in the knowledge that they can be assured of safety and respect from others at all times.

The Association will, in their work with children, the elderly, the vulnerable and those with disabilities with whom they come into contact during their duties:

- respect their needs and rights
- safeguard their welfare
- prevent their physical, sexual and emotional abuse

The Rhyl and St Asaph AA will endeavour to safeguard the rights of children, young people and vulnerable adults by:

- encouraging a climate where protection issues are considered at all activities and events
- adopting protection guidelines and a code of conduct for all members and other helpers associated with the Association
- planning all events and activities so that protection issues are properly considered
- sharing information on protection and good practice with children, parents, carers, helpers and volunteers associated with the Association and its activities
- providing appropriate training for volunteer helpers in the processes and procedures of child and vulnerable adult protection, where applicable to Association activities
- following appropriate procedures for the selection of people to assist with projects and activities
- following the agreed guidelines on how to deal with the disclosure or discovery of abuse and sharing information about concerns with agencies that need to know
- monitoring and reviewing this policy and the associated procedures at least annually

If any child or vulnerable adult who is a member of the Association suffers abuse, or has concerns about another such member, they should ensure they notify the appropriate person in the Association. Please note that the Association's Junior Membership category refers to someone under the age of 18.

Rhyl and St Asaph Angling Association has an Association Welfare Officer, and this person should be notified immediately of any incident.

The Association Welfare Officer (AWO) is David Gartside, telephone number 01745 824231

If the AWO is not available, other contacts who may be notified of an incident are:

John Davidson	tel. 01352 780953
Chris Porteous	tel: 01745 853139

## CODE OF BEHAVIOUR

Members and volunteers should always:

- treat young people and vulnerable adults with respect
- provide a model of good and appropriate behaviour
- ensure that more than one adult is present or at least in sight during activities
- respect a child's and vulnerable adult's right to privacy
- be aware that behaviour can be misinterpreted, even when well intentioned
- challenge unacceptable behaviour in others
- operate within the agreed guidelines

It does not make sense to:

- spend excessive amounts of time alone with children away from others
- show favouritism towards an individual
- take children alone in a car on journeys, however short
- take children to your house unsupervised
- meet children outside organised activities unless it is with the knowledge and consent of the parents or legal guardians, and of the person in charge of the activity

If any of these are unavoidable it must be with the knowledge and consent of the parent, carer, the person in charge of the activity or some other responsible person.

### Coaching

Coaching must only be carried out by persons who have had a DBS (Disclosure and Barring Service) check carried out.

Coaching should be carried out with careful reference to the Association Welfare Policy Code of Behaviour.

### Physical Contact

The following principles and action should always be adhered to:

- always work in an open environment (eg avoiding private or unobserved situations, and encouraging open communication with no secrets)
- make the experience of angling fun and enjoyable; promote fairness, confront and deal with bullying
- treat all young people and adults equally, and with respect and dignity
- always put the welfare of the young person or vulnerable adult first
- maintain a safe and appropriate distance with young anglers (eg it is not appropriate for members or volunteers to have an intimate relationship with a young person)
- avoid unnecessary physical contact with young people and vulnerable adults. Where any form of manual/physical support or assistance is required, it should be with the consent of the young person or vulnerable adult. Physical contact can be appropriate so long as it is neither intrusive nor disturbing, and the young person or vulnerable adult has given their consent.

### Photography of Children and Vulnerable Adults

There are occasions when the taking of photographs of children, young people and vulnerable adults is desirable eg to celebrate an occasion, thus enhancing self-esteem, and this is welcomed. But all individuals have a right to privacy, so the following points should be noted:

- Obtain the consent of the child/adult in question, and parents if applicable.
- Be able to justify the taking of photographs.
- Be able to specify how the photographs will be used.
- Ensure that the name of the participant is not printed with the photograph, which could identify individuals, without appropriate consent.
- Avoid taking photographs in a 1-1 situation.
- Make arrangements for the appropriate storage or disposal of any unused images.

### Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- Association Welfare Officer and named contacts (as detailed on the first page of this Policy)
- Parent/Carer of the person who is alleged to have been abused
- The person making the allegation
- Social Services/Police

No one in whom an abused person confides should promise to guarantee complete confidentiality. They must be advised that certain third parties would have to be involved if a complaint is made.

The AWO and all named contacts should be aware of what to say if they are asked to keep a secret about possible abuse, and what to say about the need for the information to be shared with others. Inform the young person that you have to inform other people about what they have told you. Tell the young person that this is to help stop the abuse continuing.

The AWO and all named contacts need to know who should be informed when a problem has occurred ie parents/carers/Social Services/Police, and equally important who not to inform.

Following an occurrence of abuse, consent should be obtained before sharing personal information with third parties. In some circumstances consent may not be possible, or desirable, but the safety and welfare of the person involved dictate that the information should be shared.

The law permits the disclosure of confidential information necessary to safeguard children and vulnerable adults. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice sought if in doubt.

## WHAT TO DO IF AN INCIDENT OF ABUSE IS REPORTED

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it is happening because of signs we have observed or it may be reported to us by someone else, or directly by the person affected.

- Stay calm so as not to frighten the young person or adult.
- Reassure the person that they are not to blame and that it was right to tell
- Listen, showing that you are taking the reported incident seriously.
- Keep questions to a minimum so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the young person has been led, or words and ideas have been suggested during questioning. Only ask questions to clarify what has happened.
- The safety of the young person or vulnerable adult is paramount. If the person needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child or vulnerable adult protection issue.
- Record all information.
- Report the incident to the AWO or named contact.

**It is important to remember that we are only here to report, not to investigate.**

### What you would need to find out:

- The name, age (if appropriate), address and telephone number of the complainant.
- Whether the person making the call is expressing concerns about themselves or someone else.
- The nature of the allegation – include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, hearsay or opinion.
- Make a note of any visible bruising or other injuries. Also any indirect signs of abuse, such as behavioural changes.
- Take the details of any witnesses to the incident.
- The child's or vulnerable adult's account, if possible, of what exactly has happened, and how any bruising or other injuries occurred.
- Ask if the parents or carers have been notified (if appropriate).
- If parents have not been notified, this should be done (where appropriate).
- Ask if anyone else has been consulted. If so, record full details.
- Ask if anyone has been alleged to be the abuser. If so take full details.

When all details have been taken and the caller has been reassured, the person who took the call should consult with the AWO and other contacts (JD, CP) immediately to discuss the seriousness of the allegations, and to make a decision about whether or not the authorities (Social Services or Police) should be involved. If in doubt take advice from the authorities.