

**RHYL AND ST ASAPH ANGLING ASSOCIATION**  
**SAFEGUARDING POLICIES – PRACTICES AND PROCEDURES**

<p>Need for Safeguarding</p>	<p>Rhyl And St Asaph Angling Association (RASAAA) wants everyone to feel safe and valued when they are fishing, or otherwise engaged in Association activities and safeguarding of our members and their welfare is paramount.</p> <p>RASAAA recognises, together with The Angling Trust (National Governing Body for Angling), that those most at risk are children and young people and adults who for one reason or another are vulnerable, and to address concerns in this regard, Angling Trust have strongly advised angling clubs to adopt the necessary Policies given below.</p>
<p>Safeguarding Policies</p>	<p><b>Rhyl And St Asaph Angling Association adopts the following Safeguarding Policies in entirety as developed by Angling Trust: -</b></p> <ul style="list-style-type: none"> <li>● <b>Safeguarding Children &amp; Young People Policy</b> (<a href="#">Appendix A</a> and see also <a href="#">Appendix B</a>)</li> <li>● <b>Safeguarding Adults at Risk Policy</b> (<a href="#">Appendix C</a>, and see also <a href="#">Appendices D &amp; E</a>)</li> </ul> <p>A young person is classed as anyone under 18 years of age and an adult at risk is a person who is over 18 and at risk of abuse or neglect because of their needs for care or support.</p> <p>A Full or Senior Member (sponsoring member), in the circumstances stated in Our Association Constitution, is able to take a child or young person fishing where Association rules permit.</p> <p><b>Sponsoring members are however reminded of the strict requirement to notify the Membership Secretary (Colin Roberts) for that child or young person to be Registered as a Junior Member to be covered by Club Insurance.</b></p>

<p>Association Insurance Policy</p>	<p>In the event of claim under the Abuse Element of the Insurance Package, insurers are likely to request sight of our Safeguarding Policies and enquire as to the safeguards RASAAA had in place to protect our Members and the actions which the Association undertook once the matter was reported. A visible Safeguarding Policy, an Association Welfare Officer/ Deputy Welfare Officer being accessible to members and a documented audit trail of how the incident was then dealt with will be key in demonstrating that the Association acted appropriately and will ultimately aid the insurers in dealing with the claim.</p> <p>Any such risk which is not reported to the Association Welfare Officer or Deputy, and which should have been, would undermine any resulting insurance claim and likely render the claim void.</p>
<p>Association Members' Responsibilities</p>	<p>Responsibilities of Association Members are dealt with in the Safeguarding Policies but in overview summarised as follows: -</p> <p>Whilst it is hoped that there will be no reason or incident regarding individual safety of children and young people or vulnerable adults that need to be reported to the Association Welfare Officer or Deputy, no one can be complacent and it is vital that any safeguarding concerns which come to notice, or are witnessed, are reported to the <b>Association Welfare Officer or Deputy Association Welfare Officer.</b></p> <p>It is not the job of the Association to investigate the disclosure that has been made or the incident which has been witnessed. Concerns raised by a third party will also need to be reported and recorded.</p> <p>Guidance is given by Angling Trust in the event of an Association Member being approached by a child or young person or an adult at risk and the need to take this seriously. <a href="#">(See Appendix F).</a></p>

<p>Role of Association Welfare Officer /Deputy Association Welfare Officer</p>	<p>The role of the Association Welfare Officer, or in his/her absence, the Deputy Welfare Officer is to ensure that steps are taken to solve any issues and complete the Incident Report Form (<a href="#">Appendix G</a>) and follow the process for reporting concerns to the Lead Safeguarding Officer at The Angling Trust.</p>
<p>Association Welfare Officer/Deputy Association Welfare Officer</p>	<p>Contact Details-</p> <p>Association Welfare Officer -  Name: David Gartside Vice Chair/Lead Coach  Address:34 Compton Way Abergele LL22 7BL  Contact Tel: 07732645456  E-mail: northwalesrestrings@btinternet.com</p> <p>Deputy Association Welfare Officer  Name: John Davidson Officer/Coach  Address: Bryn Rhedyn Windmill Pentre Halkyn CH8 8EU  Contact Tel: 07966162326  E-mail:jejhaulage@googlemail.com</p>
<p>Policies confirmed as adopted on behalf of RASAAA</p>	<p>Name: Chris Porteous  Club Position: Chair  Date: May 2024</p>

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## APPENDIX A : PD42 Safeguarding Children and Young People in Angling

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<b>Purpose</b>	<p>The AT acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and The Child Protection in Sport requirements.</p> <p>To ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children:</p> <ul style="list-style-type: none"> <li>• have a positive and enjoyable experience of sport in all activities run and supported by the AT and are able to do so in a safe and child centred environment</li> <li>• are protected from abuse whilst participating in angling or outside of the activity.</li> </ul>

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## Acknowledgement

The Angling Trust would like to thank the following for their support in guiding the development of the new Safeguarding Children and Young People in Angling Policy Policies and Procedures document.

Child Protection in Sport Unit

1st4Sport Qualifications

Get Hooked on Fishing, Sarah Collins

Angling Trust Safeguarding Committee

## Glossary

**AT** Angling Trust

**ATSC** Angling Trust Safeguarding Committee

**CMP** Case Management Panel

**CPSU** Child Protection in Sport Unit

**CWO** Club Welfare Officer

**DBS** Disclosure and Barring Service

**LSCB** Local Safeguarding Children Board

**DO** Designated Officer

**NSPCC** National Society for the Prevention of Cruelty to Children

## Section 1 - Introduction/policy

### Child Protection Policy Statement

The AT acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and The Child Protection in Sport requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children:

- have a positive and enjoyable experience of sport in all activities run and supported by the AT and are able to do so in a safe and child centered environment
- are protected from abuse whilst participating in angling or outside of the activity.

The AT acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy the AT will:

- **Promote** and prioritise the safety and wellbeing of children and young people
- **Ensure** everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- **Ensure** appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- **Ensure** that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- **Prevent** the employment/deployment of unsuitable individuals
- **Ensure** robust safeguarding arrangements and procedures are in operation
- **Support** the training and development of all those supporting safeguarding standards in angling
- **Work** collaboratively and collectively with other organisations, outside of angling, to develop and maintain safeguarding for children and young people.

The policy and procedures will be widely promoted and are mandatory for everyone involved in the AT. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### Principles

The principles followed, and guidance given in this document are based on the following.

- The child's welfare is of paramount consideration
- All young people, whatever their age, culture, any disability they may have, gender, language, racial origin, religious belief and sexual identity have the right to protection from abuse

- All incidents of poor practice or suspicions of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- A young person is recognised as being under the age of 18 years (Children’s Act 1989 definition)
- Adults with responsibility for children have a moral and legal duty for the care
- All young people have the right to participate in the sport of angling in an enjoyable and safe environment
- Young people have the right to expect appropriate support in accordance with their personal and social development in relation to their involvement in the sport of angling
- It is the responsibility of the child protection experts and agencies to determine whether or not abuse has taken place. It is everyone’s responsibility to report any concerns
- Confidentiality should be upheld in line with the Data Protection Act 1998, Human Rights Act 2000 and General Data Protection Regulations 2016/679 May 2018

### **Responsibilities**

Working in partnership with young people, their parents and other agencies is essential for the protection of young people. Although the AT and the Governing Bodies recognise the statutory responsibility of Children’s Social Care Services to ensure the welfare of young people and work with the Local Safeguarding Children’s Board (LSCB) to comply with its procedures, child protection has a broader remit within the sport of angling. All those involved in the management of young people in the sport of angling have a duty to ensure that they are:

- Allowed access to the sport in a way that is appropriate for their age and ability
- Coached and trained by appropriately qualified staff;
- Not required to participate in so many competitions, or to attend training sessions, as to become a threat to their wellbeing;
- Not subjected to any form of discriminatory abuse from any source;
- Not subjected to bullying or undue pressure from any source;
- Encouraged to achieve their full potential at all levels;
- Instructed how to behave around water-based venues;
- Afforded respect, confidentiality and privacy in a competing and training situation and any other angling environment.

### **Implementation**

The AT Safeguarding Children and Young People in Angling Policy shall be adopted in accordance with the following:

- the AT, the National Governing Body and its members.
- all other bodies working in partnership with the AT to provide opportunities for work with children and young people up to the age of 18 (either on a paid or voluntary basis) within the sport of angling in England.

## Section 2 - Safeguarding Children in Angling

The aim of this section is to help you to identify concerns about children and young people and provide guidance on how to deal with them appropriately.

Child abuse, particularly sexual abuse, can generate strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgment about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals actively seek employment or voluntary work with young people in order to harm them.

A coach, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported following the guidelines in this document. When a young person enters an angling club having been subjected to child abuse outside the sporting environment, angling can play a crucial role in improving the young person's self-esteem. In such instances the AT must work with the appropriate agencies to ensure the young person receives the required support.

### 2.1 Recognition

It is not your role to diagnose or define what is abuse or neglect (there are people paid to do this) but it is yours and everyone else's responsibility to do whatever is necessary to ensure that any matters of concern are referred to the correct people to be dealt with in accordance with this policy. If the nature of the case makes this difficult then you should consider the organisations whistleblowing policy.

The designated person for safeguarding concerns within the club must be informed of all concerns even if you feel able to deal with the matter personally. Depending on the seriousness of the case, they may take the concern further or provide advice on how best to deal with it. There are a number of ways in which you might be made aware of possible safeguarding concerns about a child including the following:

- A child may disclose directly to you about past or present abuse.
- You or a colleague may become suspicious that a child is being abused
- You may become suspicious about a colleague's behaviour
- You may become aware of children abusing each other

Regardless of how you are made aware, you have a duty of care to act on any concern and you must not ignore or trivialise them.

### Poor Practice

In many circumstances, a concern may relate to poor practice where the behaviour of a coach or other person may be causing distress to a child or young person. Relating to this policy, poor practice is any behaviour that conflicts the standards established in the Angling Trust Code of Conduct or which infringes an individual's rights. Any behaviour causing abuse or harm that fails to fulfill the duty of care should be regarded as possible signs of abuse or harm and reported following the correct procedures.

Examples of poor practice in angling include:

- use of any physical or humiliating punishments;
- failure to act when you witness possible abuse or bullying;
- being unaware of or breaching Angling Trust Codes of Conduct;

- spending excessive amounts of time alone with young people when coaching;
- allowing any form of inappropriate touching;
- allowing young people to use inappropriate language unchallenged;
- making sexually suggestive comments even in fun;
- reducing a person to tears as a form of control;
- allowing allegations made by a young person to go unchallenged or not acted upon;
- leaving a young angler unaccompanied on the water's edge for prolonged periods;
- doing things of a personal nature that young people can do for themselves
- sharing a bedroom with a young person you are not related to even with parental consent

There may be occasions when some anglers require assistance with personal care due to being young or disabled. If anyone requires this level of support, it should be made clear that this can only be undertaken by his or her designated carer and not by the coach. This level of care may compromise the role of the coach and place other participants at a greater risk if this activity removes the coach from the coaching environment. Any additional support arrangements must be agreed and in place before any activity commences.

In addition to the list above, other incidents may occur which must be reported immediately to the CWO and a colleague. Parents must also be made aware of the incident if:

- you accidentally hurt an angler;
- children or young anglers seem distressed in any manner;
- children or young anglers appear to be sexually aroused by your actions;
- children or young anglers misunderstand or misinterpret something you have said or done

### **What is Abuse?**

Somebody may abuse a young angler by inflicting harm or by failing to prevent harm.

Commonly abuse is committed by somebody known to the child; including members of their family. They may also be abused in community or sport settings including angling clubs.

The effects of abuse can be extremely damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution or attempt suicide. On the other hand, possibly with help and support, many young people are able to move on with their lives and to deal with the after-effects of their experiences.

### **Definitions of Abuse**

The definitions below are taken from Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children Department for Education ( 2018). In addition, examples of how these concerns may arise within angling activities are given.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example or through the Internet. Children may be abused by an adult or adults or another child or children.

**Physical abuse** – Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Examples of physical abuse in angling could be handling a child deliberately roughly or hitting a child as a means of control or punishment.**

**Emotional abuse** - Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Examples of emotional abuse in angling could be repeatedly humiliating or belittling a child when they lose a fish or setting them tasks such as casting distances that are above their age and ability and making them feel worthless when they fail.**

**Sexual abuse** – Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Examples of sexual abuse in angling could be a coach developing a sexual relationship with a young person, touching a young person in a sexually inappropriate way or targeting a child through text or social networking in order to form an inappropriate relationship with them.**

**Neglect** – Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:-

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers), or

- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Examples of this in angling could include making young anglers continue to fish in severe weather conditions when they have no appropriate clothing to protect them.**

**Bullying** – Bullying is the most frequently reported causes of abuse or harm for children and young people and you may find that you observe situations where a young person appears to be being bullied.

Every child has the right to participate in angling free from the fear of bullying. Bullying can be described as deliberately hurtful behaviour, usually repeated over time where those being bullied find it difficult to defend themselves.

Bullying has the potential to cause permanent harm (physical, emotional or psychological). Fisheries and clubs should take steps to prevent bullying behaviour wherever possible and respond to incidents when they occur. A preventative approach means that sport is playing its part to create an environment and society in which people treat each other with respect. More information can be found in our **Anti-Bullying Policy**

#### **Signs and Indicators of abuse**

- indications that a young person may be being abused whilst attending angling activities or events may include the following:
  - unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
  - an injury for which the explanation seems inconsistent;
  - the young person describes what appears to be an abusive act involving him/her;
  - someone else (a young person or adult) expresses concern about the welfare of another;
  - unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper);
  - inappropriate sexual awareness;
  - engaging in sexually explicit behaviour;
  - sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected;
  - having difficulty in making friends;
  - being prevented from socialising with other young people;
  - displaying variations in eating patterns including overeating or loss of appetite; or a sudden weight change;
  - becoming increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with parent/guardians will help to identify any other concerns that a young person may be experiencing, e.g. a family bereavement, which could cause some of the changes listed above.

**Remember it is not the responsibility of those working in angling to decide if child abuse is occurring but it is their responsibility to act on any concerns by reporting them.**

## **Additional Vulnerabilities**

There are a number of reasons why a child may be additional vulnerable to abuse, for example, their ethnicity, gender, sexuality, religion or disability. Adults working with children need to be aware of issues of this so that they can work to counteract and challenge oppressive or abusive behaviour towards these children. These issues will specifically be addressed through our Codes of Conduct and Practice.

### **Deaf and disabled children**

Deaf or disabled children have the same rights to protection as any child but research suggests they are up to 4 times more vulnerable to abuse than non-disabled children, because they may be dependent on others for practical assistance and intimate care as well as having impaired capacity to resist, avoid, understand or report abuse.

Although the great majority of carers have the child's best interests at heart, some will use their vulnerability as an opportunity to abuse. Sometimes it may be difficult to tell that a disabled child is being abused as people might think a child is behaving differently because of his or her disability - not realising that they are being abused.

More information can be found in our **Protecting children with additional vulnerabilities guidance document**

## **2.2 Responding to abuse**

As mentioned earlier, concerns can be raised in various ways. They may be about a child in sporting setting or regarding their life at home what are identified through their participation in angling.

Although less likely, occasionally children may actually tell someone directly about abuse or bullying; this is called a direct disclosure.

If this is to happen, it usually means the person being told, is trusted by the child disclosing. It is therefore incredibly important to understand how hard it is for them to do so and also what to expect and how to deal with disclosures

### **Barriers to responding and reporting**

To you and me, disclosing may seem simple and straight forward however, to a child who is experiencing abuse or an adult who is concerned that a child may be being abused, there are many barriers to children disclosing about abuse or harm and they can be quite powerful. It is important for all of us to be aware of these in order to prepare us should a child disclose.

In addition to barriers to children disclosing, there are also barriers to those being disclosed to in listening and responding appropriately. What do you do if a child discloses just as you are about to drive home and go for a meal with your family? It can be tempting to disregard what the child is trying to say and hope someone else picks it up.

### **Barriers for children**

Children will often not disclose because they:

- they are scared they have been threatened;
- are scared because they fear what will happen next;
- are afraid they won't be believed;

- are ashamed or embarrassed;
- are dependent for their primary care needs on the person implicated in the abuse;
- may not want the abuser to get into trouble;
- may not have adequate language, vocabulary or understanding to describe what has happened;
- may think it is normal.

### **Barriers for adults**

Experience of professionals who work in this field has shown that there are many barriers that individuals often have to overcome before taking appropriate action when faced with having to deal with a concern. Personal initial reactions are commonly:

- shock or disbelief;
- fear or denial;
- a fear of getting it wrong;
- not believing the young person;
- fear of over or under reacting and making the situation worse;
- it is a reminder of similar past personal experiences;
- anxiety about jeopardising existing relationships, for example with parents.

Supervision and training can help prepare staff for this and all staff need to know and be clear about what to do and who to contact.

### **Responding to a child or young person**

It is always difficult to hear about or witness harm or abuse experienced by a child or young person. The following points will be helpful for both you and the child should they choose to disclose abuse to you:

- Stay calm.
- Listen carefully to what is said and try not to interrupt.
- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Allow them to continue at their own pace.
- Ask questions for clarification only and avoid asking questions that suggest an answer (leading questions).
- Reassure them that they are not to blame and have done the right thing in telling you.
- Ask them for their permission to inform appropriate others and explain why: that it is for their own protection and the protection of others. If they refuse permission (and are of an age to make decisions for themselves in some areas) you still need to discuss this with the designated person who will make an assess whether there is an over-riding public responsibility to share the information.
- Tell them what you will do next and with whom the information will be shared. If they are adamant that they do not wish the information to be shared, explain that you will have to tell your club manager, welfare officer or designated person and that it will be discussed further with them.
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical or sexual harm or injury and try to protect any supporting materials e.g. bedding or clothing.
- Record in writing as soon as possible, using their words as closely as possible and using the AT report form. Note date, time, any names mentioned, names and addresses to

whom the information was given and who else is aware of the allegation. Note or describe clearly any visible injury.

- Contact your Club Welfare Officer, or the AT Safeguarding Officer.

### **Actions to avoid**

The person receiving the disclosure should not:

- Panic or allow their shock to show.
- Ask questions other than to clarify enough information to act.
- Speculate or make assumptions.
- Make promises or agree to keep secrets.
- Make negative comments about the alleged abuser.
- Approach the alleged abuser.
- Discuss the allegations with anyone who does not have a need to know.
- Take sole responsibility.
- Delay in reporting the concerns.

### **Communication difficulties**

It should be noted that not all young anglers and vulnerable adults are able to express themselves verbally.

Communication differences or difficulties may mean that it is hard for them to explain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, the welfare of the child is paramount and where there are concerns about the safety of a young angler, record what has been observed in detail and follow the procedures to report these concerns.

### **Allegations of previous abuse**

Allegations of abuse may be made some time after the event (e.g. by a young person or an adult who were abused as young children but felt unable to say anything at the time). Where such an allegation is made, the club/fishery must follow the reporting procedures because other children, either within or outside sport, may still be at risk from the alleged perpetrator.

### **Allegations in coaching classes and schools**

When delivering activities in a class or school or directly under the supervision/management of coaching staff, the school's arrangements for child protection will apply. You must inform the designated teacher or person for that school, who will follow the Local Safeguarding Children Board (LSCB) procedures. You should also ensure that you inform your Club Welfare Officer (CWO) who will need to make the AT Safeguarding Officer (ATSO) aware of the situation.

### **Allegations outside angling**

If a person with a role in angling is the subject of relevant allegations outside of the angling environment, for example through their job as a teacher/coach, AT may still be informed by the statutory services even if the allegations do not directly involve angling. This is to ensure that the welfare of young people and vulnerable adults remains the paramount concern. An individual may be suspended from their role as a licensed coach whilst the investigation is conducted – this should be a neutral act to protect all involved.

### **Allegations about a club/fishery/AT member of staff**

The AT is committed to the safeguarding and promoting of the welfare of all children and young people using its clubs, events or activities and this includes the possible abuse or exploitation by its staff or volunteers. We have whistle-blowing procedures in accordance with the Public Interest Disclosure Act 1998 and this area is also covered in the Code of Conduct.

Before you report an incident, you need to clarify the precise nature of the allegation that you are reporting. Where the allegation is about a member of staff or volunteer, this should be reported to the Club Welfare Officer and/or the designated person, and the AT Lead Safeguarding Officer (ATSO)

Any allegation should then be reported by the Angling Trust Safeguarding Officer directly to the local authority children's social care safeguarding manager or the police, if it is believed that a crime has been committed (this decision will be made by the Angling Trust Safeguarding Officer). The title of the local- authority safeguarding manager will vary across authorities or across England, Wales, Scotland or Northern Ireland, but in England is known as the DO. You will read more about this role in Section 2.3. This person will make the decisions about informing the child's parents or carers.

If the allegations are of a nature to suggest that a child is at risk of harm or abuse, then the volunteer or member of staff will be suspended from duty pending the outcome of the investigation. Temporary Suspension is not a punitive measure but is intended to allow time for proper enquiries to be made. It does not imply that the volunteer or staff member is guilty of the allegation or an offence.

Support and information will be provided for a volunteer or member of staff who has been suspended pending an investigation. There may be three strands in the consideration of an allegation: a police investigation of a possible criminal offence; enquiries and assessment about whether a child is in need of protection or in need of services; and consideration by an employer of disciplinary action in respect of the employed individual. In the case of a volunteer, the results of an investigation may be passed to the Disclosure and Barring Service (DBS).

The ATSO within AT should be aware of the disciplinary procedures and of the rights of the employee or volunteer, as well as the organisations' responsibility for the child or young person. He or she must liaise with Human Resources to ensure that they are following internal policies and procedures.

All staff and volunteers should be aware of AT's whistle-blowing procedure to enable them to share, in confidence with the ATSO, concerns they may have about a colleague's behaviour.

### **Abuse or bullying by another child or young person**

Many children or young people experience disagreements or arguments with one another from time to time and on occasions may suffer the occasional slight injury. It is often a matter of judgment by a CWO, coach, other staff or volunteers present to determine whether an injury sustained by a child as a result of action by another, constitutes abuse or harm.

A physical (or other) injury must be reported where it is the result of an abusive action. The injury should be regarded as an incident and should be recorded.

In any situation where it is believed that a child, is being sexually abused by another child (or vulnerable adult), a referral must be made to the local authority child and adult social care services, following the same procedures as before.

The AT is committed to the elimination of all forms of bullying and harassment. It is the right of each child in angling to be free of fear of bullying or victimisation of any kind, including sexual, racial, and religious or disability harassment, or cyber bullying through mobile phones or the Internet social network sites. (See Section 2.1)

Careful consideration needs to be given as to whether peer-to-peer abuse requires investigation under the procedures and specialist advice should always be sought where this is a possibility

### **2.3 Reporting and referring concerns of abuse or harm**

Safeguarding concerns may be incidents of minor poor practice, serious or repeated poor practice or actual abuse. The suggestion that a child or young person has or is being abused can evoke strong emotions. It can be very difficult to hear suspicions or allegations but it is important that concerns are acted on and reported to the appropriate authorities to deal with in a timely manner.

Sometimes concerns will involve individuals operating within angling (e.g. coaches, volunteers or other anglers and sometimes they will involve issues that have occurred outside of the sport (e.g. at home, school or in the wider community). In either case where you are concerned about a child's welfare this should be reported to the Club Welfare Officer (CWO), Deputy ATSO or AT Safeguarding Officer (ATSO).

**Remember it is not for you to decide if abuse has taken place , you are responsible for reporting the concerns.**

Reporting flowcharts can be found in the AT Guidance documents.

### **Roles and responsibilities**

#### Club Welfare Officer (CWO)

The Club Welfare Officer is the person appointed at club level and provides the essential point of contact for welfare within the club. The CWO is the person who has responsibility for receiving and acting upon concerns reported to them within the club setting. The Club Welfare Officer should be selected for their skills and knowledge, such as being able to handle safeguarding matters in an appropriate and confidential manner. They should be approachable for any concerns regarding safeguarding and be appropriately supported by other members of the club. The CWO will report concerns to the AT Safeguarding Officer and offer advice at a club level where safeguarding concerns have arisen.

Along with the club committee, the Club Welfare Officer should ensure that the club is adopting and implementing the safeguarding policy. Clubs are advised to ideally have two Club Welfare Officers, with at least one not holding a coaching position or being related to a coach at the club.

#### AT Lead Safeguarding Officer (ATSO),( deputy ATSO)

Every sports organisation should designate a person to promote the welfare of children and vulnerable adults within the sport. The role includes liaising with the DBS recruitment

process, co-ordinating the dissemination of relevant safeguarding policies, procedures and resources as well as supporting Club Welfare Officers and Deputy Officers in their roles. The ATSO also provides support for the AT board, as well as managing the administration of cases of poor practice/abuse within the sport and contribution to the Case management panel when cases arise. This includes being the central point of contact for enquiries such as from complainants, the DO, Children's Social Care and/or the Police. Deputy ATSO should be equipped with the all necessary skills to deputise for the ATSO during absence or where impartiality is required.

The ATSO is the AT national lead for receiving and acting upon concerns of a safeguarding nature. This person will receive concerns about:

- unacceptable behaviour of a member of staff or volunteer towards a child;
- unacceptable behaviour towards a child by someone within a club setting;
- concerns of a serious or significant nature;
- any concerns arising outside of a club situation, such as privately owned and run fisheries;
- any concerns outside the scope of the CWO.

### **Statutory Agencies**

Children's Social Care (previously known as the Social Services)

Children's Social Care (previously known as the Social Services) have a duty to ensure the welfare of children and a legal responsibility to make enquiries where a child in their area is considered, at risk of, or suffering from, significant harm. Where an allegation relates to a crime against a child, the Police and Children's Social Care will work together to investigate. Usually the DO is involved throughout to ensure information is shared with those who need to know.

### **Police**

The Police have specialist units who are trained to investigate allegations of child abuse, where there is a concern about the possibility of a crime having been committed. They will work in partnership with Children's Social Care where they are informed about a concern about a child.

### **MASH**

In some areas statutory agencies have created a Multi-Agency Safeguarding Hub which is the single point of contact for receiving information about concerns about a child.

### **Designated Officer (DO)**

The DO works within Children's Services and will be involved in coordinating information sharing in cases in which it is alleged that a person who works with children in a position of trust (including as a volunteer) has:

- behaved in a way that has harmed, or may have harmed a child;
- possibly committed a criminal offence against children, or related to a child;
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Ideally their contact details should be recorded within the club's child protection policy and procedures to ensure they are accessible to all club members if needed. Where someone has concerns relating to anyone who holds a position of trust or responsibility with young people, these should be discussed with the DO.

### **Local Safeguarding Children Boards (LSCBs)**

Every local authority has a LSCB which is designed to ensure all agencies involved in safeguarding children work together effectively. They provide local inter-agency guidelines for the procedures that should be followed in cases of actual or suspected child abuse. The roles and responsibilities of LSCBs and the agencies that are represented on them are set out in the government guidance Working Together to Safeguard Children (July 2018).

### **Reporting/referral procedure when a safeguarding concern arises:**

Even if you are unsure about how serious your concerns about a young person may be, you should first contact your CWO, then the ATSO or Deputy ATSO to discuss this as soon as possible. The CWO, or ATSO will decide if your concerns warrant further action and this may lead to a further discussion with someone from the Local Authority Children's Social Care.

If the child requires emergency medical attention, contact the emergency services and inform them that this may be a safeguarding concern.

If the CWO, ATSO or Deputy ATSO are not available, contact Children's Social Care or the Police for advice and inform the CWO RWO or ATSO at the earliest opportunity.

The precise procedures for making a referral to the local authority may vary across the four nations or even within geographical areas, so the CWO or ATSO should make sure they are familiar with particular local procedures and contact details.

### **Actions to be taken:**

Inform the CWO, ATSO or deputy ATSO as soon as possible.

Record all information using the Incident Referral Form. See template form.

If, following discussion, it is believed that a referral should immediately be raised with children's social care, this should be done by the CWO, ATSO or Deputy ATSO who will respond in the role of the designated person.

Children's social care will advise about contacting parents and/or about informing the alleged perpetrator. **This is not your role.**

In cases of minor poor practice within a club, CWO or ATSO will advise the club on how to manage the situation.

In cases of serious or repeated poor practice or suspected abuse the ATSO will also discuss the issue with the Case Management Panel (CMP). This does not however, preclude reporting abuse to the appropriate authorities. The role of the CMP is described below.

If the allegation involves a coach, an official within angling or any other adult in a position of trust, this should also be referred to the Designated Officer (DO) by the ATSO.

## **Case Management Panel**

The AT has in place a safeguarding Case Management Panel (CMP). The group will be made up of the Lead Safeguarding Officer and others with specific expertise where necessary. Its role is to:

- Make decisions about the action that needs to be taken to safeguard the child/ren involved and the 'route' the case should take.
- To make decisions about temporary suspension of staff/volunteers/coaches where serious concerns have arisen.
- Monitor the progress of safeguarding cases.
- To inform AT disciplinary processes.
- To identify and disseminate learning from cases.

Please read the following in conjunction with the Terms of Reference (TOR)

The AT's internal investigations should wait until police or children's social care enquiries have been concluded.

All decisions or recommendations will be made on the principle that the welfare of the child is the paramount consideration. In reaching a decision the AT will consider all relevant information, including information from statutory agencies, irrespective of whether or not a criminal conviction has been secured.

Where a member of the Case Management Panel or the AT Board has a formal connection or relationship with an individual or a club featured in a serious concern, this is required to be acknowledged and arrangements made for the case management panel member or board member to play no part in the subsequent safeguarding or disciplinary proceedings.

The AT board may be provided with anonymous updates on cases which are being managed but cases should be confidential and only shared on a strict need to know basis.

Each case will be considered by the Case Management Panel based upon the actual or potential risk of harm to a child or children.

Decisions about the level of risk an individual poses to children, within AT, will be made on the balance of probability.

The following action should be taken:

- In all cases of serious or repeated poor practice or suspected abuse statutory agencies should be contacted.
- Following advice from statutory agencies, the person subject to the allegation will be advised of the receipt of a report in line with AT's disciplinary policy and procedures. There may be situations where this is delayed where statutory agencies believe that this may put a child or children at further risk of abuse and where evidence may be lost or destroyed - such as when sexual abuse allegations are being investigated
- The CMP will advise the club whether it has decided to temporarily suspend the person (without prejudice) pending further statutory agency and/or internal enquiries, investigations and risk assessments. The CMP will inform the area/club/affiliated organisation as necessary.
- Information will be shared in line with the AT information sharing policy.
- Once all enquiries have been completed the person subject to the allegation may be provided with copies of all relevant reports made to the CMP, depending whether

disclosure of the information may put someone else at risk. You should consider data protection principles

- The person subject to the allegation will be asked to provide a written explanation supported, if he or she wishes, by further representations, references or testimonials from those whose knowledge of the person is relevant.
- If the AT decides that the appropriate threshold has been met, a disciplinary hearing will be convened in line with AT processes.

Possible outcomes following the initial Case Management Panel discussion could be:

- No further action.
- Gathering further information.
- Referral to or consultation with statutory agencies.
- Temporary suspension.
- Initiation of internal investigation and/or process. Disciplinary hearing which may result in: expulsion from the sport and possible referral to the DBS.
- Recommendation for training, support or supervision.

Details of the AT's disciplinary processes, including timescales, appeals etc. can be found on the AT website.

### **Dealing with the aftermath of abuse**

Dealing with a disclosure or suspicion of abuse can be distressing for all concerned. Whilst the priority must be the welfare and safety of the child, it is also important to make sure that any member of staff, coach or volunteer has the right to advice, support or de-briefing following any involvement in a case of child abuse for example as the subject of a concern, a whistle-blower, or witness.

The CMP and/or the ATSO should give consideration to what support may be appropriate to young people and others affected such as parents and members of staff. Use of help lines, support groups and meetings will maintain an open culture and help the healing process. Thought should also be given about what support may be appropriate to the alleged perpetrator of the abuse.

## **2.4 Recording**

Recording of any incident should initially follow this procedure. In all situations, including those in which the cause of concern arises either from a disclosure of abuse or from suspicion of abuse, it is vitally important to record the details, regardless of whether they are shared with a statutory agency, as soon as possible using the Incident Report Form in the AT Guidance Documents.

An accurate note should be made of the following information:

- Name of person reporting the incident;
- Date, time and location of the incident, disclosure or suspicious conversation or observation;
- Name, age and any impairment of the individual about the child/children concerned;
- Any information you have about relevant adults who are involved in the concern;
- Parties who were involved, including witnesses;
- What was said, seen or done and by whom;

- Whether consent to share information has been given and if not, whether there is an over-riding public concern about safety of the individual or others;
- Distinguish between facts and opinions;
- Name of the designated person, whether they have been contacted and when. If not, who has been informed;
- Immediate actions taken;
- Who else has been informed or should be informed;
- Whether a staff member or volunteer is involved in the allegation and any further action, e.g. suspension;
- Where relevant, reasons why there is no referral to a statutory agency;
- What support is required and has been offered to the child or vulnerable adult, the volunteer or member of staff involved;

The record should be clear and factual as it may be needed by child or adult protection agencies and may, in the future, be used as evidence in court. Records should be kept securely and shared only with those who need to know about the incident.

Throughout the process of any safeguarding cases, accurate records should be made and maintained.

### **Confidentiality**

Some children or young people may seek to speak to club coaches, staff or volunteers in confidence about harm or abuse. Staff must understand that it is not possible to give young people absolute guarantees of confidentiality because they would be unable to take steps to protect them or others. It is particularly difficult if the coach or staff member has a good relationship with the young person and worries that this might be jeopardised by passing on information.

Personal information acquired in the course of being involved in sport with children and young people can be regarded as confidential. However, information that relates to potential or actual harm to children or young people must be passed on in line with the AT information sharing guidance.

Every effort should also be made to ensure that confidentiality is maintained with information shared on a 'need to know basis' only. This includes but is not limited to the following people:

- the Club/Regional Welfare Officer;
- the parents of the person who is alleged to have been abused (only following advice from ATSO and/or Children's Social Care);
- Children's Social Care/police;
- ATSO and AT Chief Executive;
- the alleged abuser (and parents if the alleged abuser is a young person) but only following advice from ATSO and/or Children's Social Care.

### **Information sharing and data protection**

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, relevant and secure).

The seven golden rules of information sharing are:

Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately

Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it may put them or someone else at risk or inappropriate to do so.

Seek advice if you are in any doubt, without disclosing the identity of the person where possible.

Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgment, that lack of consent can be overridden in the public interest. You will need to base your judgment on the facts of the case. This includes collaborative working with outside agencies.

Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.

Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

### **Monitoring and Evaluation**

The CMP will review all cases routinely and report to the AT Board, to see if changes need to be made to policies/ procedures or that lessons can be learnt. All involved in a case will have an opportunity to provide feedback so procedures can be continually improved.

## **Appendix B**

### **Safeguarding Children and Young People Policy**

The aim of this policy is to promote good practice by ensuring that all Association members:

- Are fully aware of their responsibilities about child protection.
- Safeguard and promote the interests and wellbeing of young people with whom they are working.
- Respond appropriately to concerns.
- Take all reasonable and practical steps to protect young people from harm, discrimination, or degrading treatment.
- Respect and promote young people's rights, wishes and feelings.
- Make informed and confident responses to child protection issues.

This Safeguarding Young People Policy will:

- Offer safeguards to young people, coaches, staff, and volunteers.
- Help to maintain high standards of professionalism and practice at all levels of the sport.

### **Our Policy (what we'll do)**

We will:

- ✓ Value, listen to and respect young people.
- ✓ Adopt the Angling Trust's safeguarding best practices through policies, procedures, and codes of conduct for all members and volunteers.
- ✓ Ensure everyone understands their roles and responsibilities in safeguarding by appropriate learning opportunities to recognise, identify and respond to safeguarding concerns involving young people confidently and competently.
- ✓ Ensure appropriate action is taken in the event of an incident or concern and provide support for the individual or individuals involved.
- ✓ Ensure confidential, detailed, and accurate records are maintained and securely stored.
- ✓ Prevent the employment or deployment of unsuitable persons by ensuring all necessary checks are robustly carried out.
- ✓ Ensure young people and parents have easy to understand up to date information so that they can know where to go for help or support.
- ✓ Review and adapt policies and procedures as required.

The term "young people" applies to persons who are under the age of 18 years.

Further supporting policies, procedures and guidance can be found at [www.anglingtrust.net/safeguarding/policies](http://www.anglingtrust.net/safeguarding/policies)

## Appendix C : RASAAA : Angling Trust

### PD43 Safeguarding Adults at Risk

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1.0	Nov 2018	New Document	Richard Hadley
1.1	Oct 2019	Front sheet updated, font changed	Richard Hadley
1.2	Nov 2020	First page updated, ref to <a href="http://www.childrenangling.net">www.childrenangling.net</a> changed to <a href="http://www.anglingtrust.net/safeguarding">www.anglingtrust.net/safeguarding</a> .	Richard Hadley
	May 23	Reformatted to match corporate style.	Gov Assist

<b>Approvals</b>		
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ATB	Nov 2018	1.0
Review by SC of behalf of AT Board	June 21	1.2

## INTRODUCTION

This policy aims to ensure that high quality safe sport is available for people with a range of impairments or conditions. In addition, they are delivered in a way that enables maximum enjoyment and participation of adults at risk.

It also provides clear guidance to both external and internal partners including Angling Trust (AT) staff and volunteers. This enables them to be clear of expectations around safe and effective practice as well as the management processes when safeguarding concerns arise.

Many schools and local authorities already have comprehensive policies and procedures in place to cover the welfare and duty of care requirements for adults at risk and young people. This policy is intended to supplement and not replace or reproduce those details.

### **Policy statement**

One of the Angling Trust's priorities is to ensure that the delivery of the ever-increasing numbers of participation opportunities are safe, enjoyable and delivered in a protective manner. The aim is to ensure we all promote the welfare of all children, young people and adults at risk and their rights to be protected from harm.

As part of that commitment, the Angling Trust has adopted a comprehensive safeguarding children and young people policy, safeguarding adults at risk policy, procedures and welfare documents. These support all of our staff, managers, volunteers, partners and officials to know what is expected of them in terms of their behaviour. Also, what they should do if they have a safeguarding concern and how any concerns will be managed in line with government expectations, the Law, Local Safeguarding Children Board (LSCB) Local Safeguarding Adults Board (LSAB) requirements.

Any activity promoted, endorsed or run by the Angling Trust must comply with these policies and procedures and have a safeguarding welfare plan.

Safeguarding in all Angling Trust activities must maintain three key elements:

- ✓ The creation of a culture/environment in which children, young people and adults at risk are valued and their right to be safe is upheld
- ✓ The management of risk to minimise circumstances where children, young people and adults at risk are involved in activities may suffer harm
- ✓ Work together with other organisations that have a responsibility for safeguarding and the protection of children, young people and adults at risk

The Angling Trust Safeguarding policy is based on the following principles:

- ✓ The welfare of disabled children, young people and adults at risk is paramount
- ✓ All disabled people, whatever their age, ability, culture, gender, language, race, ethnicity, religious belief, nationality, social/economic status and/or sexual identity have the right to protection from abuse
- ✓ All disabled people have the right to participate in sporting activities in an enjoyable and safe environment that takes account of their individual support, physical and or social development needs
- ✓ All incidents of suspected/alleged poor practice or abuse should be taken seriously, be responded to swiftly and appropriately, and in line with Local Safeguarding Children Board (LSCB), Local Safeguarding Adults Board (LSAB) multi-agency policy and procedures
- ✓ Confidentiality will be upheld in line with Data Protection and Human Rights legislation, but not at the expense of safeguarding disabled children and adults who may be at risk.

### **Who it applies to**

This document is for everyone that is involved in the planning and/or delivery and support of any delivery of Angling Trust sporting events, sessions or activities that involve adults at risk, including volunteers.

### **FRAMEWORK FOR SAFEGUARDING**

The Angling Trust suggest that all activities including adults at risk sit within the following framework. This is based on the Safeguarding Adults in Sport resource pack set out by UK Sport, the Sport and Recreation Alliance and the Ann Craft Trust (ACT). It includes but is not limited to having the following in place:

- A safeguarding welfare plan for all events
- Guidance on prevention and best practice, including safe recruitment and vetting
- Policy, procedures and systems for responding to concerns
- Codes of conduct
- A commitment to equity and diversity
- Training and development
- Access to advice and support

### **Designated lead officer role**

The Angling Trust has a lead officer for safeguarding who has the designated responsibility to provide support and guidance on the planning, design and running of any Angling Trust associated activities.

**Angling Trust Lead Officer:** Richard Hadley 07720974811

Richard.hadley@anglingtrust.net

The Angling Trust advises all organisations involved in participating in their events to appoint a designated person with responsible for safeguarding. All those appointed should ensure they are familiar with this policy, their own internal safeguarding processes and their Local Authority and Local Safeguarding Adult's Board (LSAB) safeguarding requirements. This includes where to access Adults at Risk Social Care duty points should they be required to do so.

The Angling Trust Lead officer for safeguarding is responsible for:

- ✓ Disseminating Angling Trust safeguarding policy information to relevant organisations
- ✓ Providing support to assist them with the management and co-ordination of safeguarding issues.
- ✓ Acting as a key point of contact and support when allegations against staff or other safeguarding issues arise
- ✓ Signposting and updating organisations to appropriate safeguarding resources and training.

## DEFINITIONS

An adult is anyone who is aged 18 years or over.

When we are speaking about adults at risk we are referring 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 as a result.

While we recognise that some people will be at risk due to their learning disability or mental health problems there are also those adults who are at risk due to specific circumstances they find themselves in, for example: domestic abuse, forced marriage, sexual or commercial exploitation (this is not an exhaustive list).

Deaf and disabled adults may have additional needs that must be taken into account when planning safe activities as well as potentially facing additional risks. These needs may include:

- ✓ access to facilities
- ✓ adapted or modified equipment
- ✓ coaching practices or aspects of the sport
- ✓ provision of trained staff/volunteers to support them.

### Internal Practice

The Angling Trust is committed to a participant centred approach to safeguarding. At the Angling Trust we advocate and require all those who are working, volunteering or have contact with adults at risk are confident and educated to ensure any risk of harm is minimal.

Where there are concerns about an adult at risks welfare, those who are working, volunteering or have contact with participants are aware of the process and appropriate action in reporting and sharing those concerns with the Angling Trust and in some cases in partnership with other organisations, clubs, and local agencies.

### 'At Risk'

It is important to recognise that deaf or disabled participants can be more at risk from all types of abuse than other non-disabled participants. Reasons for this include:

- ✓ increased likelihood of social isolation
- ✓ fewer outside contacts than non-disabled adults
- ✓ dependency on others for practical assistance in daily living, including intimate care
- ✓ impaired capacity to resist, avoid or understand abuse
- ✓ speech and language communication needs may make it difficult to tell others what is happening
- ✓ limited access to someone to disclose information to
- ✓ specific vulnerability to bullying

Further information on safeguarding can be found in the **resource** section at the end.

## Promoting Good Practice

When working with adults at risk these good practice guidelines are recommended to minimise the risk of abuse:

- ✓ Sport should be fun, enjoyable and promote fair play
- ✓ Always work in an open environment, e.g. avoid private, unobserved situations and secrets
- ✓ Treat all participants equally, with respect and dignity
- ✓ Put the welfare of all participants first before winning or achieving performance goals
- ✓ Offer enthusiastic and constructive feedback rather than negative criticism
- ✓ Ensure if any form of manual or physical support is required for participants it is provided openly, the person is informed of what is being done and their consent is obtained
- ✓ Involve carers if necessary, especially where intimate care is needed
- ✓ Proactively engage with carers if necessary, ensuring they are fully aware of the safeguarding process.
- ✓ Ensure the people who deliver any activity are supported, confident, aware and capable
- ✓ Find out as much information on participants prior to your activity, this allows for you to plan appropriately in advance taking into account any additional requirements, minimising opportunities for poor practice and abuse.
- ✓ Good communication is essential:
  - Ask how you can best communicate with the person don't assume.
  - Find out if they have a carer who might interpret.
  - If they need help moving around (e.g. visually impaired); let the person take hold of your arm rather than vice versa.
  - Don't shout or over emphasise words or lip movements with people with a hearing impairment;
  - Think about where to stand to optimise light (e.g. so can see your face to lip read or facing the light if visually impaired) and for clarity (e.g. 3-6 feet if deaf)
  - Always speak to the person not to his/her carer or interpreter.
  - Learn to use different communication methods (e.g. finger spelling for those with a hearing impairment); become skilled at using gestures and subtle changes in tone and volume to help get your message across.
  - Be patient and give people time; never finish sentences for them;
  - Don't pretend you understand if you don't; ask them to repeat it or use another form of communication.
  - Introduce yourself and tell people necessary information (e.g. visually impaired need to know who's in the room, what equipment is laid out).
  - Make sure you are clear, precise and simple in your language, treat people according to their chronological age rather than presumed IQ.
  - Break down large blocks of information for those with learning impairments.

- ✓ Build balanced relationships based on mutual trust that empower participants to share in the decision making process
- ✓ Maintain a professional relationship with participants, e.g. it is not appropriate to have an intimate relationship with a participant, or to share a room with them unless the specific care needs of the individual dictates otherwise
- ✓ Recognise the developmental needs and capacity of participants and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them
- ✓ Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required
- ✓ Keep a written record of any injury that occurs, along with the details of any treatment given
- ✓ Where possible, ensure access to medical advice and/or assistance is available

#### **PRACTICES TO BE AVOIDED**

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or participants carers. For example, participant sustains an injury and needs to go to hospital, or a carer fails to arrive to pick a participant up at the end of a session:

- ✓ Avoid spending excessive amounts of time alone with participants away from others
- ✓ Avoid taking or dropping off participants to activities.

#### **ANGLING TRUST ACTIVITIES**

All Angling Trust activities must have a **Safeguarding Welfare Plan (SWP)** which sets out the minimum expectations for all participating individuals and organisations.

Examples of this can be downloaded from [\\_ www.anglingtrust.net/safeguarding](http://www.anglingtrust.net/safeguarding)

Any activity organisers should fully incorporate safeguarding throughout the whole of the event planning process. All staff and volunteers will be expected to read, understand and implement the requirements set out in the Safeguarding Welfare Plan.

#### **A Safeguarding Welfare Plan Aims to**

- ✓ minimise the risk to participating athletes and any team/teaching staff or volunteers
- ✓ maximise the opportunity for disabled adults to enjoy themselves and participate to the best of their ability
- ✓ clearly identify who is the lead responsible designated person for managing any safeguarding allegations, incidents or complaints and any communication and reporting routes

Participating groups, organisations, teams or clubs should sign an agreement confirming their understanding of and compliance with these safeguarding requirements. The plan will also reflect event/activity organisers' responsibilities to take immediate action and for ensuring communication (e.g. with the police, Angling Trust or local authority) should an incident arise.

## **RESPONDING TO ANY SAFEGUARDING CONCERN**

Safeguarding participants is the responsibility of everyone and it is never acceptable to ignore it or leave anyone at risk.

All activities must have clear procedures in place, all Angling Trust staff and volunteers, associated clubs, groups and organisations must be clear and confident when dealing with a safeguarding incident

### **Concerns about suspected abuse:**

There are three simple things you need to ensure that any staff, volunteer, helper or teacher knows what to do. These are:

#### **Take Action**

- Listen carefully
- Take it seriously
- Don't promise to keep secrets
- Thank who is giving the information and give reassurance that they were right to tell
- Keep questions to a minimum
- Ensure immediate safety of the adult at risk if they require medical attention, and pass on your concerns about abuse to make medical staff aware
- Not to approach alleged abusers or try and sort things out themselves without seeking help and guidance from the designated person

#### **Tell Someone**

Without delay, report the concern to the safeguarding event lead, club welfare officer or equivalent designated safeguarding lead within your activity. If you are not sure who this or the safeguarding lead at an activity is then you should contact the Angling Trust safeguarding lead or their deputy.

#### **Take a Note**

- Always take a note of what you have seen or heard and sign and date it. The note should be an accurate record of any details of the allegation, nature of the injury, or any observations. Be clear in it what is fact, opinion or rumour
- Try and collate as much information you have about the child/children and their name, gender, address, ethnicity, first language, and any additional information about their specific impairment, method of communication and the contact details for who they live with so that you can pass this on
- Any other information you have received or been told (time location, dates)
- Any information you have about an alleged abuser or who the complaint is against, their name, role, address, gender and relationship to the child concerned.

#### **What is a Safeguarding Concern**

A safeguarding concern is something that you see, hear about, or suspect that may put an adult at risk. Any adult, including disabled adults may be at risk, they can come from any background,

ethnicity, age, culture, faith, gender and sexuality. Adults at risk are often hurt most by those who are trusted with their care or know them well.

Some indicators of concerns in a sporting context could include:

- Observing a participant being shouted at or bullied by their leader/coach / volunteer
- Another participant telling you about their abuse or that of their friend
- A leader /volunteer who is building very close relationships with a participant that makes you feel uncomfortable
- Seeing or being told about inappropriate or abusive comments or pictures between people on any social media networks
- A participant being chastised for failing to win or performing badly
- Seeing a participant with bruises or unexplained injuries that look suspiciousA participant who is regularly arriving without the correct medication, or adapted equipment
- Seeing a participant sitting in urine stained clothes or not having their intimate care needs attended to
- The inappropriate behaviour of another volunteer/leader towards a participant
- A participant who goes missing from an activity
- A participant who is deliberately self-harming (for example cutting themselves, burning their body, taking too many tablets)
- Lack of appropriate supervision by staff, lack of food or water, or provision of warm clothing
- Poorly maintained equipment which is needed for independence, such as wheelchairs
- A participant who is injured at an activity and where it is suspected that it is as a result of lack of care or supervision.
- A participant who has belongings or money going missing
- A participant who is no longer attending or enjoying an activity

This list is not exhaustive but one or more of these concerns should prompt action.

**It is not the Angling Trust's role to investigate but it is our responsibility to seek help and guidance, as well as pass concerns on to the Local Safeguarding Adults Board.**

Even perceived low-level concerns can often escalate if not addressed and resolved. Everyone involved in an activity needs to be fully prepared to respond sensibly and appropriately if any such concern arises.

### **Informing Adults at Risk**

In the activity/activity information packs or other registration material, all participants should have access to information on safeguarding. This should include what they should do if they are worried about how someone's behaving towards them or about someone they know who is being bullied or abused.

Always include The Samaritans – 08457 9090990 [www.samaritans.org](http://www.samaritans.org) on literature and ensure they have a named welfare person at an activity that participants can ask for.

## **Confidentiality, Information Sharing and Data Protection**

In the activity/activity information packs or other registration material, all participants should have access to information on safeguarding. This should include what they should do if they are worried about how someone's behaving towards them or about someone they know who is being bullied or abused.

Always include The Samaritans – 08457 9090990 [www.samaritans.org](http://www.samaritans.org) on literature and ensure they have a named welfare person at an activity that participants can ask for.

## **Whistle Blowing**

Reporting safeguarding concerns, including the management of allegations against the Angling Trust staff, or volunteers or any other club, group or organization you have concerns about.

All suspicions and allegations of abuse or poor practice must be taken seriously and appropriately reported. It is recognised that strong emotions can be aroused particularly in cases where abuse or poor practice is suspected or where there is loyalty, sometimes misplaced to a colleague.

Individuals reporting concerns

will be supported by the Angling Trust.

On receiving information that suggests a safeguarding concern, you should decide if it requires urgent action. If it does the following the Angling Trust Safeguarding reporting structure should be used

## **Staff member at any activity**

A Guide to Responding to Disclosures/Abuse Situations can be found at [www.anglingtrust.net/safeguarding](http://www.anglingtrust.net/safeguarding)

A more detailed diagram and reporting structures can be found in the following safeguarding documents:

- AT Responding to a safeguarding concern
- AT Responding to a safeguarding concern regarding staff and volunteers
- AT Responding to an E-safety safeguarding concern

If the concern is an allegation relating to an adult who is working/volunteering or used to work at any ANGLING TRUST activity, then you will still need to follow the ANGLING TRUST Safeguarding reporting structure.

The NSPCC Helpline can offer advice if you are not sure what to do for children, young people and adults at risk.

## **Missing Participants**

All activities must have a procedure in place for the management of participants who go missing. In order to reduce the likelihood of this happening it is important to make sure that the registration process, arrival, any venue transfer and leaving arrangements are well organised. It is normally acceptable to wait around 20 minutes before calling the police to allow for the

participants to be located. All staff must know what the agreed process is for when a participant goes missing and the policy should be included in the activity briefing information.

## **ENSURING SAFE ENVIRONMENTS AND GOOD PRACTICE AT EVENTS**

### **Code of conduct for staff and volunteers**

All Angling Trust staff/volunteers, clubs and all associated organisations must be made aware of the code and remain vigilant through in ensuring that it is implemented by everyone involved in an activity. The full policy can be downloaded from [www.AnglingTrust.net](http://www.AnglingTrust.net)

### **Participation and codes of conduct**

The success of the activity depends on developing a positive and safe environment where everyone is treated with respect and everyone takes responsibility for their own behaviour. Everyone at any activity will be asked to sign up to the events' Code of behavior for children and young people and Parents code of conduct. Copies of which are available at [www.anglingtrust.net/safeguarding](http://www.anglingtrust.net/safeguarding)

For all participants these are about:

- fair play
- equality
- inclusiveness and tolerance
- responsibility
- friendship

Breaches of the code of conduct will be dealt with through disciplinary procedures and participants and carers if necessary will be made aware of the possibility that they could be sent home at their own expense for a serious breach of the code of conduct.

Examples and the full policy can be downloaded from [www.anglingtrust.net/safeguarding](http://www.anglingtrust.net/safeguarding)

### **Information for participants and carers**

The Angling Trust Safeguarding Statement should be provided to all as part of the details about any activity and duty of care and responsibility the Angling Trust takes to ensure their welfare. It should also be made available in a range of formats, in order that those who need communication support can access all relevant information.

### **Recruitment, selection and training**

This section sets out the minimum requirements for recruitment, selection and training of staff/volunteers for all those working at any angling event.

Those working with participants and adults at risk need to have a basic awareness of safeguarding issues and know what to do if they have concerns or if allegations of abuse are made. They need to be aware of the signs and symptoms of abuse and how to respond if a participant discloses abuse to them.

Those staff/volunteers with a significant level of direct contact with adults at risk and those with a higher level of responsibility for safeguarding will require more in-depth knowledge and training.

### **Recruitment and selection of staff**

All staff/volunteer positions must have a clear job description and person specification and have been through an interview process where their attitudes and experience/skills have been tested. They must have provided appropriate references, which have been verified. The person must also have provided proof of identity (e.g. a passport or driving licence) and where they live.

If the role applied for involves frequent or regular contact with or responsibility for adults at risk, staff will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role.

### **Self declaration forms**

As an important safeguard, all staff, whether paid or unpaid, must be asked to complete a self-declaration form regarding their suitability to work with adults at risk, as part of their application process. Anyone who refuses to do so must be deemed ineligible to work or assist with and Angling Trust supported activity.

Example forms can be downloaded from [www.anglingtrust.net/safeguarding](http://www.anglingtrust.net/safeguarding)

### **Safe use of social media and technology**

The Angling Trust is committed to providing sporting activities that are safe, fun and enjoyable. Social media and new technology (e.g. mobile phones, laptops, Facebook, Twitter, other networking sites, blogs, and texts) are part of our daily lives and especially young people's lives now. They can also generally make a positive contribution to the way we communicate. It is important that everyone involved in an angling activity understands the risks that social media poses. Everyone must take responsibility to ensure that any of its use is done in a responsible way that does not abuse positions of trust, put anyone at risk, or be in any way inappropriate.

The full policy can be downloaded from [www.anglingtrust.net/safeguarding](http://www.anglingtrust.net/safeguarding)

Any reports of misuse will be taken seriously and safeguarding procedures will be followed as necessary.

### **Photography and the media**

Unfortunately, in the past there has been evidence that some people have used sporting activities as an opportunity to take inappropriate photographs or film footage of disabled children and adult sports people.

With the extensive use of mobile phones with cameras built in, it is almost impossible to monitor use. The Angling Trust have a photographic and media policy that is available on the Safeguarding Children in Angling website and should be used, promoted and enforced at all angling events.

### **Disclosure and barring service**

People who have direct contact with children, young people and adults at risk, who meet the criteria for regulated activity as stated in the DBS rule may be eligible for DBS checks. For further information on who this applies to: <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

If a role to support an angling event requires a DBS the Designated Safeguarding Lead will ensure this happens.

### **Disciplinary procedures at activities**

At any ANGLING TRUST activity there is procedures for disciplinary action and protests in place.

Participant /carers may be removed from an activity at their own cost. The participant must be sent home if they engage in any illegal behaviour.

The Overall Activity Manager will be responsible for ensuring that disciplinary procedures are in place and are implemented for all their staff/volunteers at the activity. They should reserve the right to investigate and act upon any complaint. The first point of contact will be the activity Safeguarding Officer in the case of participant safeguarding related matters.

The full policy can be downloaded from [www.anglingtrust.net/safeguarding](http://www.anglingtrust.net/safeguarding)

### **APPENDICES – PLEASE SEE DOWNLOADS**

You can download all Angling Trust Safeguarding policies, procedures, examples and supporting information at [www.anglingtrust.net/safeguarding](http://www.anglingtrust.net/safeguarding)

### **SUPPORTING RESOURCES**

The following websites all contain excellent support and resources to assist you with your learning and development.

Ann Craft Trust – Safeguarding Adults and Young People at Risk, Call 0115 9515400

Email: [ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk) [www.anncrafttrust.org](http://www.anncrafttrust.org)

NSPCC- for any information on safeguarding, child protection in sport, sport standards - [www.nspcc.org.uk](http://www.nspcc.org.uk)

NSPCC Child Protection in Sport Unit (CPSU) - [the cpsu.org.uk](http://the cpsu.org.uk)

Rethink - for practical mental health information call 300 5000 927 [www.Rethink.org](http://www.Rethink.org)

The Samaritans – 08457 9090990 [www.samaritans.org](http://www.samaritans.org)

Sports and Recreation Alliance provides good information on among other things changes to legislation and guidance around safe recruitment, safeguarding adults. - [www.Sportsandrecreation.org.uk](http://www.Sportsandrecreation.org.uk)

Safe Network – provides free information to any voluntary group, individual or organisation, once you register (it's free) you can down load a lot of resources to assist you in developing polices or guidance - <http://www.safenetwork.org.uk>

NAPAC-National Association for People Abused in Childhood - provides help and support <http://www.napac.org.uk>

### **GLOSSARY**

#### **Adult at Risk**

The definition of an adult at risk is currently set out in No Secrets (2000). The Law Commission review in 2011 suggested a revised definition of an 'adult at risk'. The steering group for

safeguarding in sport agreed to us the revised definition and have added some sport context for clarity.

When we are speaking of adults at risk we are referring 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 as a result.

In sport this may look like:

- An elite athlete being groomed for sexual abuse by his or her coach
- A member of a learning disabled sports club being financially exploited by another club member
- A young woman confiding in her coach about forthcoming holiday where she believes she will be married against her will.
- A coach who regularly neglects the individual needs of disabled participants when training.

### **Barred**

Refers to people who are barred from the Children or/and Adult workforce. It is an offence to knowingly employ a barred person in Regulated Activity. It is an offence for the applicant to knowingly apply for such work.

### **Chaperone**

A person with responsibilities for supervising and supporting a specific child or an adult at an activity

### **Child**

Anyone under the age of 18 or under 25 if under social services care **Child Protection**

Action taken to protect individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect as a result of the behaviour of an adult or another young person

### **Deaf or disabled participants**

Any sports person who is deaf and uses signing or other non-verbal methods of communication, or has a physical or sensory impairment, or with a learning disability; and whose needs require assessing and addressing by sports organisers, and who may be additionally at risk from abuse

### **Designated safeguarding officer or welfare officer**

A person in a club, school or sports organisation with responsibility for ensuring there are policies, procedures, systems and resources in place to promote the welfare and protection of children.

**Criminal Record Check**

This is used to be known as a CRB check. In 2012 the Criminal Record Bureau was merged with the Independent Safeguarding Authority (ISA) in 2012 to form the Disclosure Barring Service (DBS), so now CRB checks are called DBS checks.

**Disclosure Barring Service (see above CRB)**

Service established in December 2012 (England, Wales and Northern Ireland) to combine the services provided previously by the Criminal Records Bureau.

**Disclosure Certificate**

The term used to describe the document provided by the DBS and issued to the applicant and Registered Body when a DBS check has been completed.

**Multi Agency Safeguarding Hub (MASH)**

The Multi Agency Safeguarding Hub (MASH) provides triage and multi-agency assessment of safeguarding concerns in respect of children and adults at risk. It brings together professionals from a range of agencies into an integrated multi-agency team.

**Parent or guardian**

The person with parental responsibility for a child or adult.

**Poor practice**

Behaviour that contravenes the code of conduct for the activity or of the organisation.

**Safeguarding**

Safeguarding children, young people and adults at risk and promoting their welfare means protecting them from maltreatment, preventing impairment of their health and development, and ensuring that they grow up in circumstances consistent with the provision of safe and effective care.

**Safeguarding Welfare Plan (SWP)**

All angling activities should have a Safeguarding Welfare Plan (SWP) which sets out the minimum expectations for all participating individuals and organisations about all aspects of keeping participants safe at an event, including the policies and practices that will operate throughout the activity

**Safeguarding Activity Manager**

Person appointed and responsible for organising and running each activity. Overall responsibility for ensuring the Safeguarding Welfare Plan is developed and implemented in line with at least minimum standards outlined in this plan.

**Safeguarding Activity Officer**

Person appointed with responsibility for implementation of the welfare plan at each activity and co-ordination of welfare issues as they arise at the activity.

**Umbrella Body**

An Umbrella Body is a Registered Body that provides access to the DBS to other non-registered organisations.

**Vetting and Barring Service (VBS)**

A record of convictions held on the Police National Computer for individuals convicted of crimes. The parts of the Criminal Record released on the Disclosure will depend on the type of Disclosure applied for.

**Volunteer**

Volunteer to be 'a person who performs any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.

## **Appendix D : RASAAA : Safeguarding Adults at Risk Policy**

The aim of this policy is to promote good practice by ensuring that all Association members:

- Are fully aware of their responsibilities around safeguarding adults at risk.
- Safeguard and promote the interests and wellbeing of adults at risk with whom they are working.
- Respond appropriately to concerns.
- Take all reasonable and practical steps to protect adults at risk from harm, discrimination, or degrading treatment.
- Respect and promote the rights, wishes and feelings of adults at risk.
- Make informed and confident responses to protection issues.

This Safeguarding Adults at Risk Policy will:

- Offer safeguards to members, coaches, staff, and volunteers.
- Help to maintain high standards of professionalism and practice at all levels of the sport.

### **Our Policy (what we'll do)**

We will:

- ✓ Value, listen to and respect adults at risk.
- ✓ Promote and prioritise adults at risk.
- ✓ Adopt the Angling Trust's safeguarding best practices through policies, procedures, and codes of conduct for all staff and volunteers.
- ✓ Ensure everyone understands their roles and responsibilities in safeguarding by appropriate learning opportunities to recognise, identify and respond to safeguarding concerns involving adults at risk confidently and competently.
- ✓ Ensure appropriate action is taken in the event of an incident or concern and provide support for the individual or individuals involved.
- ✓ Ensure confidential, detailed, and accurate records are maintained and securely stored.
- ✓ Prevent the employment or deployment of unsuitable persons by ensuring all necessary checks are robustly carried out.
- ✓ Ensure everyone has easy to understand up to date information so that they can know where to go for help or support.
- ✓ Review and adapt policies and procedures as required.

The term 'adult at risk' applies to someone who is over 18 years and is at risk of abuse or neglect because of their needs for care or support.

The policy and appropriate procedures will be widely promoted.

Further supporting policies, procedures and guidance can be found at [www.anglingtrust.net/safeguarding/policies/](http://www.anglingtrust.net/safeguarding/policies/)

## Appendix E : RASAAA : Guide to Common Medical Conditions



See our guide to common conditions to find out more about conditions such as arthritis, Asperger syndrome and Dysarthria.

**Arthritis** – A condition which deteriorates the bone and causes joint pain. The most common condition in the country.

**Asperger Syndrome** – Shares many of the same traits as autism, but certain traits, such as clumsiness, an almost obsessive interest in a hobby or collection and the love of routines, are typical of people with Asperger syndrome.

**Autism** – An abnormality of childhood development affecting language and social communication.

**Profound blindness** – As defined by the World Health Organisation, the inability to count fingers at a distance of ten feet or less.

**Registered blind** – Visual activity is 3/60 or worse, or 6/60 if field of vision is very restricted.

**Registered partially sighted** – Visual acuity is between 3/60 and 6/60 with a field of vision, or up to 6/18 if field of vision is very restricted.

**Severe low vision** – An inability to count fingers at twenty feet or less.

**Brain Damage** – A condition where people can exhibit a wide range of symptoms: memory loss, inappropriate, uninhibited behaviour, severe mood swings and can have little or no understanding of their own condition. They may have communication difficulties and be unable to fully understand what is said to them, appreciate the implications for them and be able to express their ideas properly.

**Cerebral Palsy** – A disorder of movement and posture. It is due to damage to a small part of the brain, which controls movement.

**Cystic Fibrosis** – A genetically inherited disorder which affects the lungs and the digestive system.

**Deafblind** – A severe degree of combined visual and hearing impairment. Few deafblind people are both profoundly deaf and totally blind.

**Deafness** – A breakdown of the physiological mechanisms of hearing. May be congenital or the result of an accident or illness.

**Dementia** – The progressive loss of the powers of the brain. Common causes/types include Alzheimer's disease, multi infarct dementia, alcohol-related dementia's, Lewy Body dementia and Pick's disease.

**Disability** – A physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal day-to-day activities.

**Dysarthria** – Commonly associated with stroke or neurological disorders, a muscle speech disorder, results in slurred/imprecise/spasms in speech.

**Dyslexia** – A difficulty in processing and storing information in the brain and affects writing, spelling and reading. It cannot be cured; it is more prevalent in males and covers all social classes. It varies very much in severity and every person with dyslexia is different.

**Dysphasia** – A serious disorder of language where the intellect remains intact but the person loses his/her ability to use language.

**Dyspraxia** – A condition in which the person is unable to carry out planned or purposeful movement. One indicator of dyspraxia is uncertain, struggling movement. A person may be found looking at their hand trying to remember what to do with it.

**Epilepsy** – A symptom of cerebral dysfunction. There are several types of epilepsy and many types of attack, some are major and may involve collapse or convulsions, others less severe involving only a momentary loss of awareness or some twitching in a part of the body.

**Huntingdon's Disease** – A hereditary disorder of the central nervous system. It usually develops in adulthood causing physical and mental control to steadily deteriorate. There is no cure.

**Learning disabilities or difficulties** – Classed as mild, moderate or severe and will usually have affected an individual since birth. Over a million people in Britain (2% of the population) have mild learning disabilities, while 200,000 (0.4%) have severe learning disabilities for which they require support from education, health, social and financial services.

**Mental disorder** – Defined in Section 1(2) of the Mental Health Act, 1983, as 'mental illness, arrested or incomplete development of mind, psychopathic disorder and any other disorder or disability of mind'.

**Neurosis** – A more common form of mental illness whereby someone will be depressed, anxious or tense to a higher degree than is usual. It exists within around 1 in 7 of the population at any one time. The individual will recognise the presence of their maladaptive behaviour and the effect that it has on their personality.

**Psychosis** – A relatively rare form of mental illness, which less than 1% of the population experience, it is more serious than neurosis. The illness may involve delusions, hallucinations, the inappropriate expression of emotion, hyperactivity, social withdrawal and fragmented thinking. There is also a lack of realisation by a person that their behaviour is abnormal. Schizophrenia is a psychotic illness.

**Personality Disorder** – A number of categories of personality disorder which cover a wide range of attitudes and behaviour, from ruthless exploitation to fear of other people and social situations.

**Multiple Sclerosis** – The most common neurological disorder among young adults and affects around 85,000 people in the United Kingdom. It is the result of damage to the protective sheath surrounding all the nerve fibres in the brain and spinal cord. The damage can affect nerves in the eyes, parts of the brain and spinal cord. Damage to sensory nerves can result in numbness or tingling.

**Paraplegic** – A person whose lower extremities and the lower part of the torso are paralysed from an injury to the back.

**Polio** – An infectious disease caused by one of three viruses. If the virus attacks the nerves supplying the arms and legs, they can become weak or paralysed. The virus can affect any part of the body. The most serious cases are those involving the breathing muscles. Any of these symptoms can result in permanent disability.

**Rheumatism** – Pain in soft tissue, such as muscles, tendons and ligaments.

**Spina Bifida** – Literally means ‘split spine’, is a congenital deformity of the vertebrae, some of which fail to close. Damage to the spinal cord or spinal nerves may cause varying degrees of paralysis and lack of sensation below the level of damage.

**Tetraplegic** – A paraplegic person with additional paralysis of the hands and parts of the arms resulting from an injury to the neck.

**Usher Syndrome** – A genetic sight-hearing condition.

## **Appendix F : RASAAA : Responding and Reporting a Safeguarding Concern - Process and Procedure**

We want everyone to feel safe and valued when they are fishing, so safeguarding of our members while they are involved with Association activities is very important to us. It's vital that any concerns about the safety of junior or vulnerable adult members are reported to the Association through our Welfare Officer to ensure that steps are taken to solve any issues. So, what do you do if you witness an incident that involves bullying, abuse, violence or anything that you find concerning? Or if you are approached by a young person or an adult at risk who confides in you about alleged abuse?

In either instance, doing NOTHING is not an option. It is not your job to investigate the disclosure that has been made or the incident that you have witnessed, but you do have a responsibility to respond and report appropriately. In the event of a young person or adult at risk putting their trust in you, you need to understand how hard it has been for them to tell you and give them confidence that you take it seriously and know what to do next. Concerns raised by a third party also need to be recorded and reported.

Try to:

- Remain calm.
- Listen carefully and don't interrupt.
- Explain early that you can't keep the details to yourself and that others are there to help.
- Allow them to continue at their own pace.
- Don't ask leading questions. Tell me, Explain, Demonstrate. (TED)
- Reassure them they are not to blame, and they have done nothing wrong.
- Try to protect evidence, photos of injuries, clothing, etc. and take written notes. Make sure you record date, time and as much detail as you can. Keep it locked away.
- Contact the Welfare Officer (details below) at the first opportunity who will record the details in writing on an Angling Trust incident reporting form and share it with the Angling Trust's Lead Safeguarding Officer.

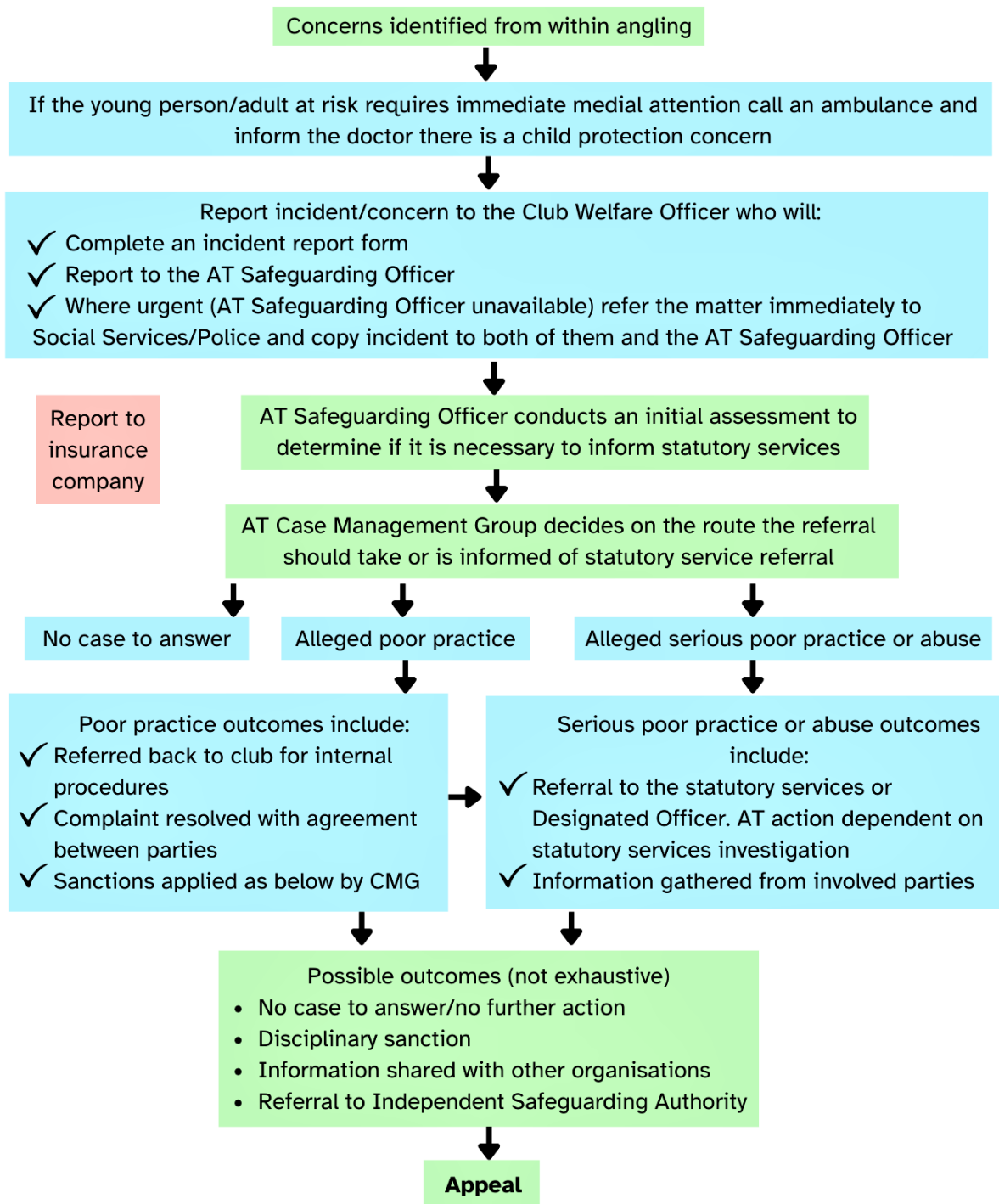
Do Not:

- Panic, show alarm or shock.
- Ask questions that lead. Just questions for clarification.
- Speculate, make assumptions or judgements.
- Make promises or keep secrets.
- Make comments about the alleged abuser.
- Share it with other people other than officers that can know.
- Delay in reporting it.
- Keep it to yourself.

If you are unable to contact the welfare officer, then contact the Angling Trust Safeguarding lead (email addresses below). If you feel that the person is in immediate danger or in need of medical treatment dial 999.

## Recognise Respond Record Report

### Process for Reporting Concerns



## **Useful Contacts:**

Rhyl & St Asaph Angling Association Welfare Officer:

Dave Gartside Vice Chair/Lead Coach

Address: 34 Compton Way Abergele LL22 7BL

Contact Tel: 07732645456

E-mail: [northwalesrestrings@btinternet.com](mailto:northwalesrestrings@btinternet.com)

Rhyl & St Asaph Angling Association Deputy Welfare Officer:

John Davidson Officer/Coach

Address: Bryn Rhedyn Windmill Pentre Halkyn CH8 8EU

Contact Tel: 07966162326

E-mail: [jejhaulage@gmail.com](mailto:jejhaulage@gmail.com)

## **Angling Trust Safeguarding Officers:**

Lead Safeguarding Officer: [Richard.hadley@anglingtrust.net](mailto:Richard.hadley@anglingtrust.net)

Deputy Safeguarding Officer: [Darren.birch@anglingtrust.net](mailto:Darren.birch@anglingtrust.net)

Competitions Officer: [kelly.latimer@anglingtrust.net](mailto:kelly.latimer@anglingtrust.net)

## Appendix G : Rhyl & St Asaph Angling Association

### Incident Report Form



Use for reporting of concerns relating to poor practice, bullying, cases of emotional or physical neglect or abuse, or sexual abuse

<b>1. Name of organisation:</b>
Click or tap here to enter text.
<b>2. Your name:</b>
Click or tap here to enter text.
<b>3. Your position:</b>
Click or tap here to enter text.
<b>4. Your contact information:</b>
Address: Click or tap here to enter text. Telephone number: Click or tap here to enter text. Email address: Click or tap here to enter text.
<b>5. Name of Person of concern:</b>
Click or tap here to enter text.
<b>6. Is the person under 18? (If no, go to question 12)</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7. Child's date of birth:</b>
Click or tap here to enter text.
<b>8. Parent/Carer's name(s):</b>
Click or tap here to enter text.
<b>9. Person or Parent/Carer's contact information:</b>
Address: Click or tap here to enter text. Telephone number: Click or tap here to enter text. Email address: Click or tap here to enter text.

<b>10. Have parents/carer been notified of this incident:</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>11. If YES, please provide details of what was said:</b>
Click or tap here to enter text.
<b>12. Person's gender:</b>
Click or tap here to enter text.
<b>13. Person's ethnic origin:</b>
Click or tap here to enter text.
<b>14. Are you reporting your own concerns or responding to concerns raised by someone else:</b>
<input type="checkbox"/> Own concerns <input type="checkbox"/> Concerns raised by someone else
<b>15. If responding to concerns raised by someone else, please provide further information:</b>
Name: Click or tap here to enter text. Position within club/event: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email address: Click or tap here to enter text.
<b>16. Date and time of incident:</b>
Click or tap here to enter text.
<b>17. Details of incident or concern:</b> Include all relevant information, such as description on any injuries and whether you are recording this incident as fact, opinion or here say.
Click or tap here to enter text.
<b>18. Child's account of the incident:</b> Complete if this report relates to a child
Click or tap here to enter text.
<b>19. Please provide any witnesses accounts of the incident:</b>
Click or tap here to enter text.

<b>20. Please provide details of any witnesses to the incident:</b>	
Name: Click or tap here to enter text.	
Position within club/event: Click or tap here to enter text.	
Telephone number: Click or tap here to enter text.	
Email address: Click or tap here to enter text.	
<b>21. Please provide any details of any person involved in this incident or alleged to have caused the incident/injury:</b>	
Name: Click or tap here to enter text.	
Person within the club or relationship to the child: Click or tap here to enter text.	
Date of birth: Click or tap here to enter text.	
Address: Click or tap here to enter text.	
<b>22. Please provide details of action taken to date:</b>	
Click or tap here to enter text.	
<b>23. Has the incident been reported to any external agencies?</b>	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
<b>24. If YES, please provide further details:</b>	
Name of organisation/agency: Click or tap here to enter text.	
Contact person: Click or tap here to enter text.	
Telephone numbers: Click or tap here to enter text.	
Email address: Click or tap here to enter text.	
Agreed action or advice given: Click or tap here to enter text.	

<b>Your signature:</b>	Click or tap here to enter text.	<b>Print name:</b>	Click or tap here to enter text.
<b>Date:</b>	Click or tap here to enter text.		

Contact the Angling Trust's Designated Safeguarding Officer in line with reporting procedures.  
[Richard.hadley@anglingtrust.net](mailto:Richard.hadley@anglingtrust.net)