



BRITISH ROWING

Safeguarding and Protecting Adults Policy

March 2020

TEAMWORK | OPEN TO ALL | COMMITMENT



This policy was reviewed in 2018 with some further amendments made in March 2020. A number of the Welfare Guidance documents are still under review. References to those will be added as soon as completed.

Policy Statement

British Rowing is committed to upholding safeguarding best practice and minimising the risk of adults being harmed; our safeguarding policies, procedures, training and support promote safe and inclusive environments in which all adults have a positive and enjoyable experience of our sport.

Safeguarding adults is about the safety and well-being of participants in rowing, providing additional measures for those least able to protect themselves from harm or abuse.

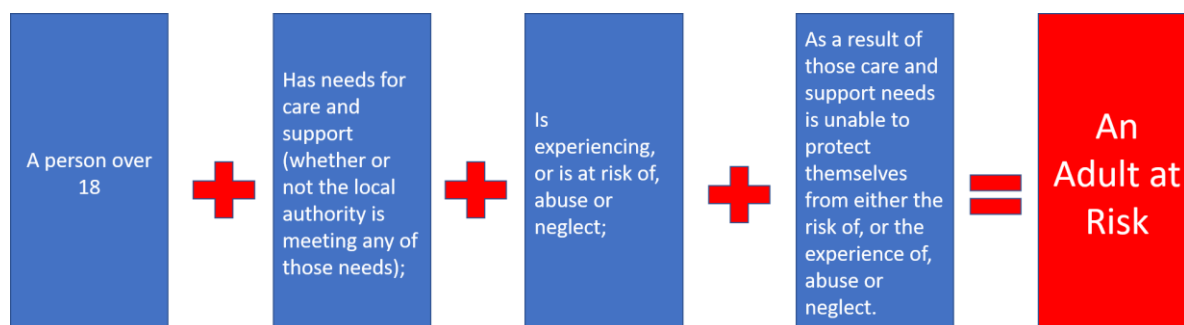
British Rowing prioritises the safeguarding and protection of all Adults at Risk who participate in, or come into contact with, rowing through our National Governing Body, our affiliated clubs, competitions and/or coaches.

British Rowing respects every adult's decision to choose whether to identify themselves as an Adult at Risk and/or whether they have additional care and support needs. We encourage adults who require support in order to participate in rowing to discuss their needs with their Club Welfare Officer or the British Rowing Safeguarding Team.

British Rowing recognises that the abuse of adults can take place anywhere, and that it is everyone's responsibility to recognise concerns and take appropriate steps, whether or not it is suspected that abuse may be occurring within a rowing environment. We acknowledge that abuse can take place face-to-face and online; that it can be historical or current; and that perpetrators can be children or adults, including those in Positions of Trust. We have policies, procedures, training and support that enable British Rowing to prevent, recognise, report and respond to complex safeguarding challenges.

Definition of Adult at Risk

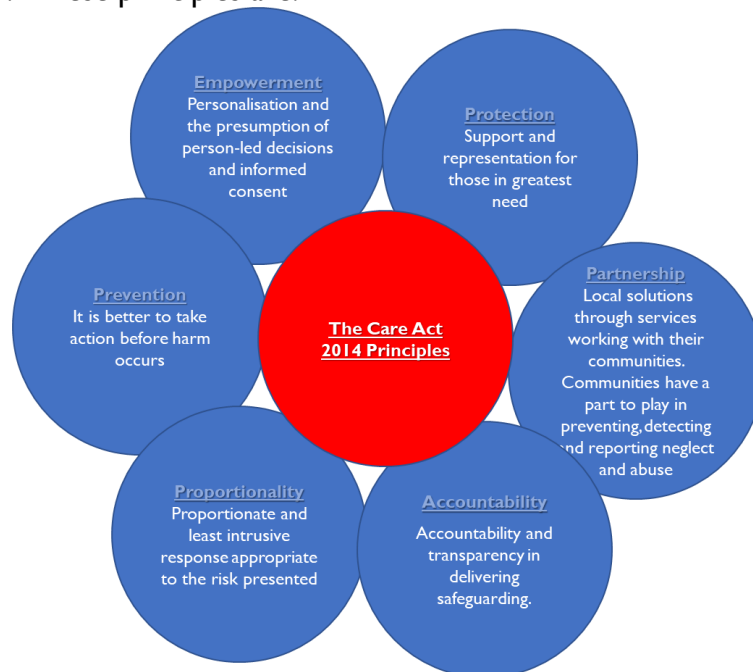
British Rowing identifies an Adult at Risk as defined within the Care Act (2014) as follows:



As the definition of an Adult at Risk could include any adult given their circumstances at a particular time, British Rowing will refer to 'safeguarding adults' for the purpose of this policy.

Principles relating to Adults at Risk

British Rowing embodies the safeguarding Adults at Risk principles within the Care Act (2014) within this policy. These principles are:



Our procedure for responding to concerns and disclosures about adults is in line with UK legislation and guidance, namely:

All UK

- Human Rights Act 1998
- Equality Act 2010
- Data Protection Act 2018
- Public Interest Disclosure Act 1998
- Sexual Offences Act 2003

England and Wales

- Care Standards Act 2000
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- Mental Capacity Act 2005 including the Deprivation of Liberty Safeguards
- Safeguarding Vulnerable Groups Act 2006
- The Protection of Freedoms Act 2012
- The Care Act 2014 (England only)
- Social Services and Wellbeing Act 2014 (Wales only)
- Making Safeguarding Personal Guide 2014

Scotland

- The Adult Support and Protection (Scotland) Act 2007
- Adults with Incapacity (Scotland) Act 2000
- Mental Health (Care and Treatment) (Scotland) Act 2003
- Public Bodies (Joint Working) Act 2014
- Protection of Vulnerable Groups (Scotland) Act 2007

Northern Ireland

- The Mental Health (Northern Ireland) Order 1986
- The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
- The Sexual Offences (Northern Ireland) Order 2008
- Adult Safeguarding: Prevention and Protection in Partnership



British Rowing recognises that reporting concerns and disclosures about the abuse of adults differs from the reporting of concerns about children (those under eighteen years old). We always support an adult to make informed choices about how to respond to abuse they are experiencing or have experienced, unless we have good reason to believe they do not have the mental capacity to do so, or someone else is at risk of harm. We recognise that some adults may choose not to take any action. However, if the alleged perpetrator is in a Position of Trust, British Rowing may decide to take action to prevent harm to others.

All concerns about an adult must be handled in line with our Concern Reporting Procedure (Appendix B). All incidents of poor practice will be taken extremely seriously and viewed as a breach of our safeguarding policies and procedures.

Our commitment to safeguarding adults includes:

- Promoting and prioritising the safety and wellbeing of all adults who come into contact with rowing. We do this through the development, communication, implementation and upholding of clear, codes of conduct and up-to-date safeguarding policies and procedures. These are mandatory for everyone involved in British Rowing;
- Enabling everyone to understand their safeguarding roles and responsibilities and be provided with appropriate learning opportunities to recognise, identify and respond to safeguarding concerns and disclosures.
- A safely recruited, trained, resourced British Rowing Safeguarding Team who proactively promote the safeguarding and protection of Adults at Risk and take appropriate action when concerns and disclosures are made.
- Supporting clubs to be safe, inclusive and supportive environments by mandating that all clubs read, understand and uphold this policy and related policies, procedures and guidance. British Rowing recommends that all clubs have a Club Welfare Officer. The Club Welfare Officer should have:
 - a criminal record check (if in a regulated activity)
 - two positive references
 - up-to-date safeguarding training / awareness (as appropriate)
- Having British Rowing safeguarding procedures in place and enabling clubs to have procedures that support the implementation of this policy, including:
 - Listening to adults – providing opportunities for all adults to tell us what we are doing well, what risks there are to them and how we can help keep themselves and others safe;
 - Inclusive communication, taking into consideration the needs of people with learning disabilities; hearing and visual impairments face-to-face, online and on social media;



- Safer recruitment, including criminal record checks (where relevant) and taking up references to minimise the likelihood of employing and deploying individuals who may pose a risk of harm to Adults at Risk;
 - Accurately recording and safely storing confidential information;
 - Risk assessing and monitoring the implementation of British Rowing's safeguarding policies, procedures and guidance and enabling clubs to do so;
 - Promoting anti-bullying procedures and enabling clubs to do so;
 - Identifying and responding to poor practice.
- Reviewing our safeguarding policies, processes and guidance whenever there are changes in safeguarding legislation or our own programmes or procedures that this policy does not cover.

Our safeguarding policies and procedures are mandatory for everyone involved in British Rowing governed activities, whether or not they are British Rowing members. Failure to comply with our safeguarding policies and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from any or selected areas of the sport. All concerns and disclosures that indicate illegal action may take or have taken place will be reported to external authorities.

This policy is intended to be used alongside the British Rowing Welfare Guidance documents which outline how to put this policy into practice.

Types of Abuse

Below are some examples of abuse or neglect of adults. Note these are not exhaustive and a full list is at Appendix A. British Rowing recommends that relevant staff and volunteers attend safeguarding training to better understand categories and examples of abuse.

- Physical Abuse:
 - hitting, slapping, pushing, kicking or restraint
 - a coach disregarding the individual requirements of each person's needs when setting a training programme e.g. allowing those who are limited by a physical impairment to undertake long, continuous ergo training
- Sexual Abuse:
 - either direct or indirect involvement in sexual activity or a relationship whereby consent has not occurred, there is a lack of capacity to give consent or that someone has been coerced into a relationship due to another person's Position of Trust
 - a coach engaging in unnecessary and inappropriate physical contact
 - a coach making suggestive comments to their participants



- Psychological/Mental/Emotional Abuse:
 - a carer/coach/other participant subjecting an adult to constant criticism, shouting, name-calling, sarcasm, bullying or discriminatory behaviours or prejudicial attitudes
 - a carer or coach putting an adult under unrealistic pressure in order to perform to high expectations
- Financial or Material Abuse:
 - blackmailing or coercing an adult by requiring financial or material payment in return for certain benefits such as inclusion in a crew
 - charging adults more than the standard fee for participation in sports activities
- Neglect and acts of omission:
 - a coach not keeping an adult safe by exposing them to undue cold, heat or the unnecessary risk of injury e.g. allowing rowers under their supervision to train or race inappropriately clothed for the prevailing conditions or without appropriate safety arrangements in place.
 - a parent, guardian or carer consistently leaving an adult without adequate provisions e.g. food, water, clothing, sun block where they are unable to provide themselves with these provisions
 - coaches not taking a rower's injury seriously and asking them to continue training or competing inappropriately
 - situations where medication is given to ease the pain from injury so training or competing can continue, when rest would be more appropriate
- Discrimination:
 - disabled groups/participants not being given 'water time' or appropriate coaching
 - using sexist or otherwise discriminatory language towards others

Dos and Don'ts for supporting adults

Everyone in British Rowing is expected to uphold these Do's and Don'ts at all times:

- Always prioritise the well-being of all adults;
- Be a positive role model and act with integrity. Comply with the British Rowing Code of Ethics & Behaviour and related Codes of Conduct. Help to create a safe, inclusive environment for everyone, free from poor practice, discrimination and/or bullying;
- Always obtain consent from all adults before taking or publishing any photos, videos or personal information about them. Where an adult has a carer, discuss whether the adult is able to give informed consent;
- Keep your personal and professional life separate, including on social media;
- Do not abuse, neglect, discriminate against or otherwise harm anyone or act in a way that may be interpreted as such;



- If you have concerns about potential abuse or Poor Practice report your concerns to your Club Welfare Officer. If someone is in immediate danger, call the police (999);
- When in doubt, seek advice: contact your Welfare Officer or the British Rowing Safeguarding Team.

Responsibility for the implementation of safeguarding and protecting adults

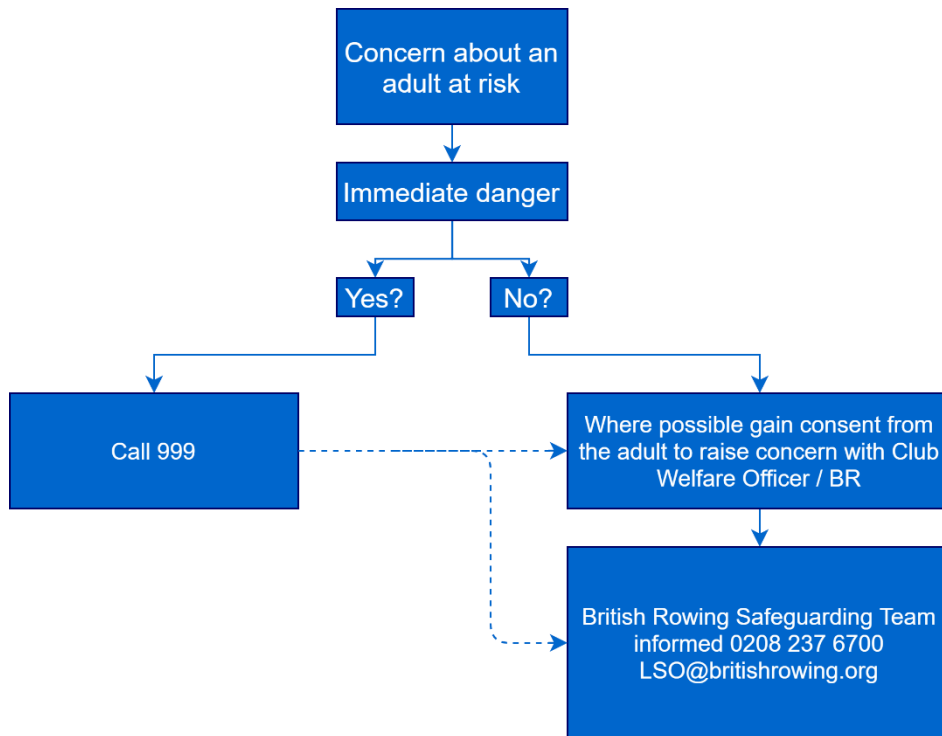
Safeguarding is everyone's responsibility, but there are some key roles and players in safeguarding Adults at Risk within rowing. These include:

- British Rowing's Board has overall accountability for British Rowing's safeguarding policies and procedures;
- The British Rowing executive, supported by the British Rowing Safeguarding team, has overall responsibility for updating the policy and its implementation, including supporting clubs and individuals to uphold these and other related policies and procedures. They do so by providing information, guidance, training and case management support, to enable everyone to implement the policies and procedures;
- All clubs affiliated to British Rowing are responsible for upholding this policy and related procedures. British Rowing advises all clubs to recruit a Club Welfare Officer. Each club is responsible for safe recruitment of staff and volunteers who may work with Adults at Risk. Clubs are required to have appropriate codes of conduct and procedures for responding to breaches of codes of conduct;
- The British Rowing Safeguarding Team receives all concerns and disclosures about an adult who is believed to be an Adult at Risk. They are responsible for deciding and implementing next steps in line with this policy and UK legislation. Where appropriate, the Club Welfare Officer will be involved in this process;
- The British Rowing Case Management Group is comprised of independent experts who are responsible for advising and making decisions on Adult at Risk protection cases, in line with this policy;
- The British Rowing Safeguarding Vulnerable Groups Panel is responsible for overseeing the implementation of safeguarding policies and procedures across British Rowing governed activities, including in clubs and supporting the implementation of British Rowing's work towards safeguarding adults. This group produces a report for the British Rowing Board on an annual basis.



Reporting a Concern

Everyone involved in rowing is responsible for recognising concerns and/or disclosures about adults and following the Concern Reporting Procedure (See Appendix B). A summary is shown below:



It is important that concerns about an Adult at Risk are shared with the British Rowing Safeguarding team where any of the following consent conditions apply:

- the Adult at Risk has given permission for the concern/disclosure to be shared
- the Adult at Risk is reasonably believed not to have the mental capacity to decide on next steps themselves,
- the Adult at Risk or someone else is at risk of harm.
- where a concern has been reported to an external body (such as the police in an emergency), this should be reported as soon as practically possible.

All verbal disclosures are to be recorded in writing using a “Report a Concern” form. The Report a Concern form can only be shared with the British Rowing Safeguarding Team where the consent conditions above refer.

Where the adult has a carer he/she should only be informed of concerns or disclosures if the Adult at Risk gives permission to do so.



Actions following the raising of a concern

Where allegations are raised against an individual, they may be temporarily suspended from rowing activities without prejudice for the duration of the investigation. This is done to prioritise the safety and well-being of others

The British Rowing Safeguarding Team will take responsibility for assessing all safeguarding concerns/disclosures that are reported to them and will work with the club Welfare Officers where appropriate. The well-being of children and Adults at Risk will be prioritised at all times. A referral to, or involvement of any of the following may be required:

- The police;
- Local Authority Safeguarding Adults Board;
- Other relevant Adult Social Care services;
- Designated Officer (England; Wales);
- The appropriate criminal record checking body;
- Prevent Officer for concerns about Adults at Risk of being drawn into extremism or terrorist activity;
- The British Rowing Case Management Group; and/or
- The British Rowing Safeguarding Vulnerable Groups Panel;
- Sport Resolutions for independent investigations on adult protection cases; or
- Referred back to the club to be dealt with under the club's procedures.

The Welfare Officer and British Rowing Safeguarding Team are responsible for updating records and storing them securely. Adult at Risk protection case files will be kept for at least fifty years. Where feasible and where permission is given by the adult, individuals involved in the concern/disclosure will be kept up to date with proceedings. It may not be possible to give a clear indication of how long proceedings may take as this is dependent on additional information that can emerge; and the actions that external authorities take. Access to counselling and other reasonable support may be offered to those involved in concerns/disclosures related to British Rowing. If you would like to discuss this, contact the British Rowing Safeguarding Team.

Data protection legislation does not prohibit the reporting of concerns and/or disclosures about the protection of adults where consent conditions apply.

Non-recent allegations

British Rowing encourages individuals and clubs to discuss any concerns about non-recent abuse with the British Rowing Safeguarding Team. We take non-recent allegations extremely seriously and adhere to the procedures outlined in this policy and these will be handled in the same way as recent allegations.



Whistleblowing

British Rowing takes all safeguarding concerns and disclosures extremely seriously, prioritising the well-being of children and Adults at Risk. Our whistleblowing policy highlights our stance on protecting and supporting anyone who whistle-blow. Where an individual or organisation believes that good practice has not been adhered to, they should:

- Contact the British Rowing Safeguarding Team
- If the Team does not resolve your concern, or your concern is about the Team, the British Rowing Complaints Policy will be applied.

Breaches of this policy and/or safeguarding procedures

Any breaches of this policy will be taken extremely seriously and may result in dismissal, suspension of membership, prohibition from attending or participating in British Rowing governed activities and/or legal action. Breaches will be managed by the British Rowing Safeguarding Team. They may use Sport Resolutions as an independent body to investigate or manage concerns. For more information see the Safeguarding Complaints and Disciplinary policy.

Related policies, procedures and guidance:

- Child safeguarding and protection policy
- Whistleblowing policy
- Grievance and Disciplinary policy
- Code of Ethics & Behaviours
- Code of Conduct
- Anti-Bullying Policy
- Welfare Guidance documents:
 - section 1. Codes of Conduct, disciplinary procedures and raising concerns
 - section 2: DBS guidance
 - section 3: club training and competition guidance
 - section 4: training camps and residential visits
 - section 5: use of social media and information sharing

The Welfare Guidance documents (WGs) are available to download from the British Rowing website www.britishrowing.org/about-us/safeguarding

Reviewing our Safeguarding and Protecting Adults policy

This policy is reviewed every two years or sooner where there is a reason for doing so (such as a change in legislation; British Rowing's structure and/or programmes).



Appendix A

Glossary of safeguarding and protection terms

Adult at Risk: an adult who: has care and support needs; is experiencing, or is at risk of abuse or neglect; and because of their care and support needs cannot protect themselves against actual or potential abuse or neglect.

The Care Act (2014) defines ten examples of abuse that Adults at Risk may experience:

- Physical abuse – including assault hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Sexual abuse – including rape and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Modern Slavery – includes slavery, human trafficking, and forced labour and domestic servitude.
- Financial or material abuse – including theft, fraud, exploitation, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Neglect and acts of omission – including ignoring medical or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surrounding and includes behaviour such as hoarding. It is important to consider capacity when self-neglect is suspected. Also consider how it may impact on other family members and whether this gives rise to a safeguarding concern.
- Domestic abuse – including psychological, physical, sexual, financial, emotional abuse, so-called 'honour'-based violence.
- Discriminatory abuse – including discrimination on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs or similar treatment.
- Organisational abuse – including neglect and poor care practice within an institution or specific care setting like a hospital or care home, e.g. this may range from isolated incidents to continuing ill-treatment.

Additional definitions not included in the Care Act (2014)



- Cyber Bullying – Bullying through the use of technology, for example by the sending of messages by email, text message or online forums with the intention of harming, damaging humiliating or isolating another person.
- Forced Marriage – a marriage in which one or both parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse.
- Mate Crime – defined by the Safety Net Project is ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be illegal act but still has a negative effect on the individual’
- Radicalisation – the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals to the legitimacy of their cause.

Club Welfare Officer (CWO): the designated individual within a British Rowing affiliated club whose responsibilities are outlined in the Welfare Guidance section.

Criminal Records Check: A disclosure of the relevant criminal records and other relevant information held by the police about an individual who will be working with children and/or Adults at Risk. This check is administered through the relevant Registered Body and the DBS. For information about British Rowing’s criteria for those requiring Criminal Records Checks email governance@britishrowing.org

Disclosure & Barring Service: (DBS): Formed by the merger of the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) under the *Protection of Freedoms Act 2012*.

Lead Safeguarding Officer (LSO): Previously known as the Child Protection Officer (CPO). The designated person appointed by British Rowing to deal with safeguarding matters.

Monitoring and Evaluation: a process that helps improve performance and achieve results. Its goal is to improve current and future management of outputs, outcomes and impact.

Poor practice: non-adherence to the British Rowing safeguarding policies, procedures and/or guidance where the intent or outcome is not abuse. Note that poor practice is potentially damaging to the adult and organisation and can sometimes lead to the creation of environments conducive to abuse as well as leading to concerns about an individual’s motivation.

Position of Trust: an individual, such as a coach, carer, or club officer who supports an Adult at Risk. Individuals can misuse that position to groom or abuse an Adult at Risk.

Prevent Officer: an individual who has duties defined under the Counter-Terrorism and Security Act (2015) on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism.



Risk assessment: a procedure to help identify possible sources of danger and take appropriate action to minimise risks taking into account the age, number and competence of participants. See British Rowing's RowSafe guide for examples.

Safeguarding adults: protecting a person's right to live in safety, free from abuse and neglect. Promoting well-being; creating open, non-judgmental environments where an adult at risk who wishes to disclose they are an adult at risk and/or require additional support to safely and fully engage in British Rowing, is able to do so. Recognising everyone's right not to disclose they may be an Adult at Risk and treating everyone with respect and dignity. Proactively promoting safe, inclusive, supportive environments which enable everyone to participate in British Rowing. Recognising that some adults may be more vulnerable to abuse or neglect, such as those with disabilities; and taking proactive steps, including making reasonable adjustments, that enable everyone to enjoy rowing.

Key safeguarding and adults at risk protection bodies in the UK:

British Rowing Safeguarding Vulnerable Groups Panel

British Rowing Case Management Group

Ann Craft Trust (ACT): ACT is a leading body in safeguarding adults and they support organisations to minimise the risk of harm to adults within sport and physical activity.

Local Authority Adult Social Care Services: the Local Authority statutory agency with responsibility for safeguarding and protecting adults at risk, formerly known as Adult Social Services.

(Local Authority) Designated Officer (LADO – now referred to as DO): employed by the local council; responsible for managing all child and adult protection allegations made against staff and volunteers.

Police: Law enforcement in the UK. Most law enforcement is carried out by police officers serving in regional police services. The police can be contacted on 999 in an emergency, or 101 for non-emergency cases.

Sport Resolutions: an independent dispute resolution service for sport in the UK, offering arbitration, mediation, expert opinion and tribunal appointment and administration services.



Appendix B

Reporting a Concern Procedure

Responding a disclosure of abuse by or about an adult

You may have concerns about abuse/poor practice because:

- you see it happening
- someone reports it to you
- someone approaches you directly
- you are concerned an adult may be being harmed, or at risk of being harmed.

If an adult says or indicates that they are being abused, or you have concerns about their welfare you should:

- react calmly and listen to what they have to say
- do not take notes when the adult is speaking so that you can show you're really listening to them
- don't ask questions unless you need to clarify information; if you need to do so, only ask open questions (who, when, where, what, how)
- tell them they are not to blame and that it was right to speak up. Reassure them.
- take what they say seriously
- recognise that there may be inherent difficulties in interpreting what is said by someone who has a speech disability and/or differences in language
- let them know that it is your duty to share the concern/disclosure with the club Welfare Officer and/or British Rowing Safeguarding Team
- if a third party is at risk of harm, explain that you must report the disclosure, even if they don't want you to
- record all information using the Reporting a Concern about an Adult form and submit to your Club Welfare Officer
- talk to your Club Welfare Officer if you are personally affected by the concern/disclosure.

A series of British Rowing support documents to help those in receipt of concerns, those against whom allegations have been made and those reporting allegations and concerns are available on the British Rowing website www.britishrowing.org/about-us/safeguarding



Recording information: confidentiality and information sharing

All concerns that you may have or receive should be recorded, ideally using the British Rowing form. Where feasible, the adult should lead on the report, with your input as required.

You and the adult concerned are recording this information for:

- a record of what happened; and
- the Club Welfare Officer or other designated welfare person within your club, who will co-ordinate any action that needs to be taken.

If the concern relates to an Adult at Risk who gives permission for the information to be shared or you decide they do not have the mental capacity to make this decision, or someone else is at risk of harm, contact:

- the British Rowing Safeguarding Team so that they can advise the Club Welfare Officer
- the Police/ Adult Social Care Services if appropriate.

Information should be shared on a 'need to know' basis. It should not be shared with friends and acquaintances.

When completing the form you should:

- Support the adult to complete the form themselves;
- Report the facts – what you have observed/seen, heard or had reported to you;
- Distinguish between what is your own personal knowledge and what you have been told by other people;
- If you know the adult well, you may have an opinion on the concern. If this is the case, clearly state that it is your opinion and why you are giving it.

*Updated October 2018
Reviewed March 2020*

For further review September 2020