

# Adult Buddyguard

## BSAC Adult Safeguarding Policy and Procedures



BSAC, Telford's Quay, South Pier Road, Ellesmere Port, Cheshire, CH65 4FL  
+44 (0) 151 350 6200 | [info@bsac.com](mailto:info@bsac.com) | [bsac.com](http://bsac.com) | [@BSACdivers](https://www.instagram.com/BSACdivers)

## Foreword

As the National Governing Body for the sports of snorkelling and scuba diving, and in accordance with U.K. legislation, the British Sub Aqua Club (BSAC) is committed to creating and maintaining a safe and positive environment to safeguard the welfare of adults involved in the sports of diving and snorkelling.

The BSAC Adult Safeguarding Policy and Procedures apply to all individuals involved in BSAC. This policy and procedures document outlines what safeguarding adults means and what to do if you have a concern.

BSAC acknowledges that we are required to fulfil our duty of care, which means that we must do everything that can be reasonably expected of us to help safeguard and protect people from harm, and to act when we suspect that someone is being harmed or is at risk of harm.

We want all who participate in our sports to find it fun and enjoyable. All adults have the right to be treated equally and with respect, and we aim to ensure that this always happens ([see other BSAC policies](#).) We all have the responsibility to protect adults from any harm. This policy sets out how we as an organisation seek to protect the safety of adults. All members, whether direct members or club members, and all clubs are duty bound to abide by the policy through being a part of BSAC. If you have any doubts or queries in regard to the application of the policy, you should contact the BSAC Safeguarding Officer at BSAC HQ.

## Introduction

This policy and procedures document, titled **Adult Buddyguard**, outlines what adult safeguarding is and what to do if you have a concern. The safeguarding of children and young people policy for those under the age of 18 is covered in a separate document titled **Buddy Guard**.

Safeguarding means protecting the health, wellbeing and human rights of our fellow divers and snorkellers, enabling them to live free from harm, abuse and neglect. Previously, BSAC has adopted a single policy to safeguard the welfare of both our adult and our child members. We have now separated the policies because:

- Children and adults each face different issues, challenges and risks.
- The professional and legal definitions and terms used differ.
- Although the internal BSAC process is the same for reporting, the professional procedures differ.
- There is different legislation and policy.
- A single policy often dilutes the message about adults and within BSAC it is adults who form the larger part of our membership. Therefore, having separate policies and procedures will enable everyone in your organisation to be clear about how to effectively safeguard both children and adults. One important difference between safeguarding adults and safeguarding children is an adult's right to self-determination. Adults may choose not to act at all to protect themselves, and it is only in extreme circumstances that the law intervenes, making the safeguarding of adults more complex.

**Adult Buddyguard** is the British Sub Aqua Club's (BSAC) Adult Safeguarding Policy and Procedures. Adult Buddyguard has been written in line with current safeguarding legislation and guidance.

In this document 'Club' will be used to refer as appropriate to BSAC or a Branch of BSAC or a BSAC Centre.

**Adult Buddyguard** highlights that no one person in our Clubs is solely responsible for the safeguarding of our adult members. That responsibility lies with all those involved in our sport at all levels.

Adult Buddyguard has been written to provide information for all our Club officers, instructors, volunteers, members, carers and others. The Club Welfare Officer (CWO) will be the initial contact to which a concern should be raised and discussed. The CWO will have the support of the BSAC Safeguarding Officer as well as relevant outside agencies. The CWO will encourage and assist the Club in implementing the policies and procedures within **Adult Buddyguard**.

BSAC will encourage and support partner organisations, including Clubs to adopt and demonstrate their commitment to the principles and practices as set out within **Adult Buddyguard**.

Clubs should adopt and implement **Adult Buddyguard**, which replaces all prior adult safeguarding/protecting and safeguarding documents of BSAC.

Section 4 comprises appendices, each of which sets out policy, guidance or forms for a Club and a CWO  
[BSAC Adult Safeguarding Policy and Procedures | Version June 2023](#)

to use in developing the Club's Adult Safeguarding policy. Clubs may add to these documents, in order to meet a particular need, or may use them without amendment.

The key commitments of this policy are:

- To create an environment in which individual differences and the contributions of all members are recognised and valued.
- To safeguard all adults, including adults at risk.
- To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
- To ensure adults at risk, and their carers where relevant, are safe and have the appropriate support when taking part in BSAC activities.
- To raise awareness amongst direct and Club members, volunteers and instructors, so that they know what action to take if they have a concern about an adult.
- To protect Club officers, instructors, volunteers, members, carers and others by giving practical, common sense guidelines to avoid giving rise to situations where they may be open to allegations that could damage their lives and careers.
- To protect Clubs, by showing that they have taken 'all reasonable steps' to provide a safe environment.

By being a part of the BSAC family of Clubs, Clubs are therefore obliged to take the following steps:

- **Adopt the BSAC policy statement** that defines the Club's commitment to providing a safe environment.
- **Adopt the BSAC codes of practice** governing how the Club runs. This should cover:
  - The safe recruitment of Club Officers, instructors, assistant instructors, dive managers, assistant dive managers.
  - A code of practice to ensure the safety and safeguarding of adult members at all times.
  - How concerns, reports or allegations will be managed.
  - To provide access to training for members and Club officers in their safeguarding duties and responsibilities.
  - To develop a process for the safe storage of member details and any information related to disclosures and following actions.

Clubs can take as a starting point the basic sample documents in Section 4 and add to them as relevant. Clubs may add to the documents but may not remove any section without the express approval of the BSAC Safeguarding Lead. All direct members and all Club members should be aware of the policy and have access to the supporting procedures. Those working with adults must be familiar with the procedures.

This document will be reviewed and updated annually/when required and any relevant changes in

legislation, policy or procedure will be incorporated at this time. The document will be updated earlier if any new legislation is released.

## Table of Contents

Foreword.....	2
Introduction .....	3
Table of Contents.....	6
<b>Section 1 .....</b>	<b>7</b>
1.1 Policy statement and commitment by BSAC and Clubs.....	7
1.2 Key definitions .....	7
1.3 Acknowledgements .....	9
<b>Section 2.....</b>	<b>10</b>
2.1 Introduction .....	10
2.2 Duty of care to BSAC adult members.....	10
2.3 Adult safeguarding principles.....	12
2.4 Making safeguarding personal.....	13
2.5 Wellbeing principle.....	13
2.6 Legislation.....	14
2.7 Role description of the Club Welfare Officer in relation to adults .....	14
2.8 Confidentiality and information sharing.....	15
<b>Section 3 .....</b>	<b>17</b>
3.1 Introduction .....	17
3.2 Safe recruitment.....	17
3.3 What to do if you have a concern or someone raises a concern with you .....	18
3.4 How to respond to concerns.....	18
3.5 Adult safeguarding flowchart.....	19
3.6 BSAC adult safeguarding referral form.....	19
3.7 Handling the media.....	19
<b>Section 4 Appendices .....</b>	<b>20</b>

## Section 1

### 1.1 Policy statement and commitment by BSAC and Clubs

### 1.2 Key definitions

### 1.3 Acknowledgements

#### 1.1 Policy statement and commitment by BSAC and Clubs

It is the belief of BSAC that all adult members, whether direct members or members of our Clubs, have a right to stay safe, have fun and to learn and develop the skills of our sport. To achieve this, BSAC are committed to the wellbeing of all adults who take part in sub-aqua and snorkelling activities.

BSAC is committed to providing for the wellbeing of adults through the development of policies, procedures and guidance, making relevant training available to volunteers and paid employees whose role requires it, and by developing a positive culture in all our Clubs.

A guidance framework is set up for Clubs to follow to achieve the required standard of care that adults have a right to expect.:

[Branch Officer guidance](#)

[Template Bye-laws for clubs](#)

[BSAC Policies](#)

BSAC is committed to working in partnership with relevant external agencies, such as the Police and social care to enable them to carry out their statutory duties to investigate concerns and protect all adults from harm. In order to achieve this, BSAC, its members and its clubs will develop and adhere to such policies and procedures as are required to meet this commitment and maintain professional links to other organisations.

#### 1.2 Key definitions

To assist in working through and understanding this policy a number of key definitions need to be explained:

##### **Abuse**

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

##### **Adult**

An adult is anyone aged 18 or over.

##### **Adults at risk**

Aged 18 years or over who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

##### **Adult Safeguarding**

[BSAC Adult Safeguarding Policy and Procedures | Version June 2023](#)



Adult Safeguarding is protecting a person's right to live in safety, free from abuse and neglect.

### **An adult in need of care and support**

The adult safeguarding duties under the Care Act 2014 apply to an adult, aged 18 or over, who has needs for care and support (whether or not the local authority is meeting any of those needs) and is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Care and support is the mixture of practical, financial and emotional support for adults who need extra help to manage their lives and be independent - including older people, people with a disability or long-term illness, people with mental health problems, and carers. An adult in need of care and support is determined by a range of factors including personal characteristics, factors associated with their situation or environment and social factors.

Naturally, a person's disability or frailty does not mean that they will inevitably experience harm or abuse. In the context of Adult Safeguarding, the likelihood of an adult in need of care and support experiencing harm or abuse should be determined by considering a range of social, environmental and clinical factors, not merely because they may be defined by one or more of the above descriptors. In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse. However, a person's emotional wellbeing and the state of their mental health may also define an adult as being in need of care and support

### **BSAC Safeguarding Lead**

The BSAC Safeguarding Officer (BSAC SO) is an officer appointed by BSAC who has overall authority for safeguarding matters.

### **Capacity**

Capacity refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (Mental Capacity Act 2005).

### **Club**

Club refers as appropriate to the British Sub-Aqua Club, BSAC, a Branch of BSAC, or a BSAC Centre.

### **Club Welfare Officer (CWO)**

The Club Welfare Officer (CWO) will be the person who leads safeguarding of adults within a BSAC Club and will be the initial contact to whom a concern should be raised and discussed. The CWO will be the person most likely to advise or act upon those concerns. The CWO will have the support of the governing body's Lead Officer, the BSAC's Safeguarding Lead as well as relevant outside agencies. The CWO will encourage and assist the Club in implementing the policies and procedures within Buddyguard.

## **1.3 Acknowledgements**

BSAC has drawn on the work of other organisations in the development of Adult Buddyguard and would

**BSAC Adult Safeguarding Policy and Procedures | Version June 2023**



like to both acknowledge and thank them for their kind permission to use and adapt their material:

- Royal Yachting Association
- The Ann Craft Trust

## Section 2

### 2.1 Introduction

### 2.2 Duty of care to BSAC adult members

### 2.3 Adult safeguarding principles

### 2.4 Making safeguarding personal

### 2.5 Wellbeing principle

### 2.6 Legislation

### 2.7 Role description of the Club Welfare Officer in relation to adults

### 2.8 Confidentiality and information sharing

#### 2.1 Introduction

Section 2 is written to assist Club officers, instructors, volunteers, members, carers and others to meet their duty of care to safeguard all adults in their Club. Club officers have the responsibility to develop and maintain good safeguarding policies and procedures. The Club Welfare Officer (CWO) is the lead designated person in the Club who will help guide and assist the Club in developing safeguarding policies but is not solely responsible for safeguarding in the Club. That responsibility lies with all the adults; be they Club officers, instructors, volunteers, direct members, Club members, carers or others.

BSAC requires all Clubs to adopt the following section on the duty of care which supersedes all previous safeguarding policies. All those who interact directly with adults in the Club should ensure they are acquainted with the policies, procedures and guidance so they can identify concerns and are aware of what actions to take.

The Club should make the policy known to all involved in the Club and make them aware they can access the Adult Safeguarding Policy on the BSAC website ([Adult safeguarding policy](#)).

#### 2.2 Duty of care to BSAC adult members

All members of BSAC have a duty of care to anyone with whom they interact, this includes partners, families and carers of members in the club, as well as the members themselves.. BSAC policies are aimed at ensuring specific aspects of interaction are conducted in an appropriate manner and are covered within:

- BSAC Governing Documents ([Articles of Association](#))
- Club Bye Laws ([template bye laws](#))
- BSAC Policy Documents ([BSAC rules and policies](#))
- Diving Guidance ([Safe Diving](#))

- Diver Training ([Training](#))
- The BSAC Website ([British Sub-Aqua Club](#)).

In addition to the above broad responsibilities, certain groups are considered in law to be more 'at risk' and consequently are protected by BSAC Safeguarding policies:

- Buddy Guard – for children under 18
- Adult Buddyguard – for adults over 18

**Safeguarding is the responsibility of all adults in society and all BSAC volunteers and instructors have a duty of care towards fellow BSAC members.** The CWO has a responsibility to ensure that all raised concerns are dealt with appropriately (see buddyguard). The CWO takes the lead in the Club in Adult Safeguarding and is the person to whom others can turn for advice and guidance. The CWO can in turn seek advice and support from the BSAC Safeguarding Lead and statutory agencies. A list of useful contacts is in **Appendix 4.5**.

Clubs should embed safeguarding into their practice to minimise the potential for harm, prevent actual harm, and stop foreseeable harm arising. To demonstrate a Club is meeting a duty of care they must have in place policies and procedures to prevent, identify and action incidents of poor practice and harm to adults in the Club. This document contains clear guidance in meeting that duty of care.

### 2.3 Adult safeguarding principles

The guidance given in this policy and procedures is based on the following principles:

- All adults have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment. In accordance with the Equality Act 2010 nine characteristics are specifically protected: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- Under the same Act all adults have the right to be protected from discrimination. The BSAC Equality and Diversity Policy gives further details and can be found at [bsac.com/equality](https://bsac.com/equality)
- The rights, dignity and worth of all adults shall always be respected.
- BSAC recognises that ability and disability can change over time, such that some adults may be additionally prone to abuse, for example those who have a dependency on others or have different communication needs.
- BSAC recognises that a disabled adult may or may not identify themselves or be identified as an adult at risk.
- We all have a shared responsibility to ensure the safety and well-being of all adults, whether they are at risk or not, and to act appropriately to report concerns whether these concerns arise within BSAC, for example, (suspected) inappropriate behaviour of an instructor, or in the wider community.
- All allegations will be taken seriously and responded to quickly in line with BSAC Buddyguard Adult

Safeguarding.

- BSAC recognises the role and responsibilities of statutory agencies in Adult Safeguarding and is committed to complying with the procedures of the Local Adult Safeguarding Boards.

The Care Act 2014 sets out the following principles that should underpin safeguarding of adults and we can relate these to how we treat adult members; these are general principles of reasonable behaviour and apply all the time, not just after abuse is suspected or has occurred:

- 1. Empowerment** - People being supported and encouraged to make their own decisions and informed consent.

*“I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens”.*

In terms of diving and snorkelling, this means allowing members and trainees to set their own pace of learning and progression, for example.

- 2. Prevention** – It is better to take action before harm occurs.

*“I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help”.*

In diving and snorkelling, this means giving members and trainees details of what to expect from a lesson or a dive, allowing them to discuss aspects that they may find worrying or concerning.

- 3. Proportionality** – The least intrusive response appropriate to the risk presented.

*“I am sure that the professionals will work in my interest, as I see them, and they will only get involved as much as needed”.*

Dive training can be a very ‘hands on’ and an ‘up close and personal’ process. Trainees and members have to understand when an instructor or a more experienced buddy may intervene and how this may happen; this forms part of the dive brief before heading into the water.

- 4. Protection** – Support and representation for those in greatest need.

*“I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want”.*

All members, whether direct members or club members, should know the process if they have concerns and the contact details of the CWO (or other named person), to whom they should turn for advice or to report concerns of abuse.

- 5. Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

*“I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me”.*

This is a part of the club's internal welfare process. Should a concern be raised with the CWO, the individual has to know where and how that disclosure will progress, and that it will not be a topic of conversation amongst club members.

## **6. Accountability** – Accountability and transparency in delivering safeguarding.

*"I understand the role of everyone involved in my life and so do they".*

This is part of the club's general introductory and on-going relationship-building with members; every member should know who holds what role in the Club hierarchy and the parameters of that role.

## **2.4 Making safeguarding personal**

### Making Safeguarding Personal

In addition to the 6 key principles above, it is important that safeguarding processes are not so prescriptive that the individual circumstances of the people affected cannot be taken into account. 'Making Safeguarding Personal' means that Adult Safeguarding should be person led and outcome focussed. Based on conversations with the individual, the best approach to safeguarding is agreed and this takes into account the views, wishes, preferences, histories, circumstances and lifestyle of the adult, enhancing involvement, choice and control, as well as improving quality of life, well-being and safety.

Wherever possible, the CWO should discuss the safeguarding concerns with the adult to get their view of what they would like to happen and keep them involved in the on-going process, seeking their consent to share information outside of the organisation where necessary. Divers have to have a certain confirmed level of fitness and capacity, so a member of a BSAC Club is going to be able to discuss their situation and able to vocalise their wishes and feelings.

## **2.5 Wellbeing principle**

"Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity" according to the World Health Organisation. And therefore, wellbeing is a part of our health. When we look at wellbeing, it involves both our physical and mental health, and can also be extended to include social, financial and digital wellbeing. Whilst all of these may be important pillars that contribute to overall wellbeing, they may not all be applicable to wellbeing for BSAC members when participating in the sports of snorkelling and SCUBA diving.

Wellbeing is different for all of us, we all have different goals and aims, as well as bringing different experiences and perspectives.

Physical wellbeing is not just our health, it encompasses, nutrition, exercise, relaxation, and sleep. These are directly influenced by lifestyle choices and behaviours.

Mental Wellbeing is not the absence of mental illness, but how we see things in our life and how we are able to meet the demands and challenges in front of us. It is possible to have positive mental wellbeing whilst having mental illness.

Emotional wellbeing is a part of mental health, and refers to how we process and manage our feelings and emotions, and how we react to others.

Emotional health includes:

- Learning
- Resilience
- Perseverance
- Control
- Problem solving

In our sport it is important to consider the mental wellbeing of participants in their ability to function and cope in training and participation. This has to be part of our culture, but also how we provide training for individuals and meaningful ongoing participation and development in our club and community.

Areas to consider:

- Culture of the club that allows openness around mental health
- Positive stigma reduction activity
- An individual's previous mental health experience, and how it can impact learning and performance
- Pressure and stress of trainees to meet a training standard
- Individual over demanding or unrealistic desire for achievement
- Psychological response to incidents

Through wellbeing check-ins, individuals should be involved in personal conversations about their wellbeing and any factors that become barriers to their successful achievement and participation.

We can also consider how wellbeing is threaded throughout the Care Act, and it is one that is relevant to Adult Safeguarding in sport and activity. Wellbeing is different for each of us however the Act sets out broad categories that contribute to our sense of wellbeing. By keeping these themes in mind, we can all ensure that adult participants can take part in diving and snorkelling fully.

- Personal dignity (including treatment of the individual with respect).
- Physical and mental health and emotional wellbeing.
- Protection from abuse and neglect.
- Control by the individual over their day-to-day life (including over care and support provided and the way they are provided).
- Participation in work, education, training or recreation.
- Accommodation considerations during dive trips.

- The individual's contribution to society.

## 2.6 Legislation

The practices and procedures within this policy are based on the principles contained within UK legislation and Government Guidance and have been developed to complement the Adult Safeguarding Boards policy and procedures.

## 2.7 Role description of the Club Welfare Officer (CWO)

Everyone in BSAC has a responsibility to safeguard and protect adults. The role of a CWO is primarily to promote good practice within your Club, to be a named point of contact for members, carers, instructors and volunteers and to understand the BSAC reporting procedures in case a concern is raised.

The information below outlines the role, and skills and knowledge to look for in a CWO in relation to adults.

### Role

- Be the first point of contact for Club officers, instructors, volunteers, members, carers and others where concerns about adult safeguarding, poor practice or abuse are identified.
- Implement the Club's reporting and recording procedures.
- Promote the Club's code of practice and behaviour within the Club.
- Assist the Club to fulfil its responsibilities to safeguard adults.
- Assist volunteers in keeping their safeguarding certificates and qualifications up to date.
- Advise and attend as required the Club's management committee.
- Ensure confidentiality is maintained.
- Promote anti-discriminatory practice.
- Be the first point of contact with the BSAC Safeguarding Lead.

### Experience and knowledge

- Contact the DBS for advice before commencement of the CWO role.
- Be knowledgeable of and work to the BSAC "Adult Buddyguard" safeguarding policy.
- Have a working knowledge of the BSAC and Club's role and responsibilities to safeguarding of members.
- Have basic knowledge of roles and responsibilities of local statutory agencies.
- Know and work to the boundaries of the CWO role.
- Have an awareness of equality issues.
- Have an awareness of core legislation, government guidance and national framework for adult protection.

### Skills



- Approachable
- Basic administration
- Basic advice and support provision
- Communication
- Maintaining records
- Ability to promote organisation's policy, procedures and resources
- Interpersonal
- Willingness to undertake training
  - Ability to listen and separate fact from speculation and supposition.
  - Non-judgemental
  - Level-headed, calm and rational in their thinking

## 2.8 Confidentiality and information sharing

The government guidance document on “Information Sharing Advice for Safeguarding Practitioners” ([link](#)) outlines seven golden rules:

1. Remember that the General Data Protection Regulation (GDPR) and Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family or carer where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from the CWO or the BSAC Safeguarding Lead, if you are in any doubt about sharing your concerns, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, 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 individuals who need to have it, is accurate and up to- date, is shared in a timely fashion, and is shared securely (see principles).

7. 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.

The control and management of information about an individual who may be classified as an adult at risk must be considered. For example, placing a specific 'flag' or 'marker' on their membership details by the Club or by BSAC HQ to that effect would be highly inappropriate.

Remember that reporting should always be confidential and that there should be no discussion with anyone else in the Club or beyond about any concerns raised or any information passed to the BSAC Safeguarding Lead. The individual retains a right to privacy and it is for them to decide whether they wish to raise any contact regarding the alleged abuse within the Club.

## Section 3

### 3.1 Introduction

### 3.2 Safe recruitment

### 3.3 What to do if you have a concern or someone raises a concern with you

### 3.4 How to respond to concerns

### 3.5 Adult safeguarding flowchart for use in clubs

### 3.6 BSAC adult safeguarding referral form

### 3.7 Handling the media

#### 3.1 Introduction

This section provides practical advice as to what action to take should concerns regarding adults be raised. The steps are as clear and concise as possible to cover every eventuality and all persons dealing with concerns are to follow these steps.

#### 3.2 Safe recruitment of volunteers

BSAC values its volunteers highly and recognises that without their commitment and motivation our Clubs, events and activities could not exist. Unfortunately, there will always be rogue individuals who try to use sports organisations to gain access for inappropriate motives. Having safe recruitment and selection procedures in place will help deter and screen out unsuitable individuals from our Clubs.

Effective recruitment and selection procedures ensure that:

- BSAC HQ staff, as well as our members, instructors, assistant instructors and volunteers have clearly defined roles and responsibilities, which will have a positive impact on adults with whom they engage.
- Families and carers will be assured that all possible measures are being taken to ensure only suitable people are recruited to work with members for whom they hold responsibility.
- BSAC and its Clubs reduce the risk to their reputation and existence.

#### 3.3 What to do if you have a concern or someone raises a concern with you

- It is not the responsibility of a member or CWO to decide whether or not abuse has taken place. It is however everyone's responsibility to respond to and report concerns.
- If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police. Afterwards, you must inform the CWO as soon as possible.
- If you have concerns and/or you are told about possible or alleged abuse, poor practice or wider safeguarding issues you must report this to the CWO. However, if the CWO is implicated, then report it

directly to the BSAC Safeguarding Lead.

- Should the BSAC Safeguarding Lead be implicated then report it directly to the BSAC Chair.
- When raising your concerns with the CWO, remember **Making Safeguarding Personal**. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult you will be passing on your concern.
- It is important when considering your concerns that you also ensure that keep the person informed about any decisions and action taken about them and always consider their needs and wishes.

### 3.4 How the CWO should respond to concerns

- Make a note of your concerns.
- Remember **Making Safeguarding Personal**. If there is an allegation or concern about an adult who has capacity, their consent must be obtained before any referral is made, unless others are also at risk of harm. No information should be given to the adult's family or carers without their consent.
- If the adult does not have capacity and is unable to give consent, a referral may be made and their family or carers informed, provided that they are involved in the individual's life and are not implicated in the allegation. A BSAC diving or snorkelling member is unlikely to lack capacity, however the circumstances of their situation may make it impossible for them to be approached to give consent; in this situation, their welfare is at risk and further action is necessary, therefore the concerns should be raised without consent, ensuring that the report clearly explains why this has happened.
- The CWO should complete a BSAC Adult Safeguarding Referral Form in **Appendix 4.6** and submit to the BSAC Safeguarding Lead.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate. Wherever possible, write down exactly what the individual says, using their words verbatim. It can be simpler, if possible and if the individual is willing, to record their disclosure by video or voice recorder.
- Be mindful of the need to be confidential at all times, this information must only be shared with the BSAC Safeguarding Lead or the CWO and safeguarding professionals on a need-to-know basis.
- If the matter is urgent and relates to the immediate safety of the adult, then contact the emergency services immediately. Remove the adult from the danger if possible.

### 3.5 Adult safeguarding flowchart for use in clubs

An adult safeguarding flowchart for use in clubs to assist a person with concerns is in

**Appendix 4.4.**

### 3.6 BSAC adult safeguarding referral form

An adult safeguarding referral form is in [Appendix 4.6](#).

### **3.7 Handling the media**

If there is an incident which attracts media interest and you are contacted by the media, do not give any response or make any comment, refer the media contact to the Safeguarding Lead at BSAC HQ on **+44 (0) 151 350 6200**.

## Section 4: Appendices

### 4.1 Introduction

### 4.2 BSAC Whistleblowing policy

### 4.3 Definitions and indications of abuse (Care Act 2014)

### 4.4 Adult safeguarding flowchart for use in clubs

### 4.5 Useful contacts

### 4.6 BSAC adult safeguarding referral form

### 4.7 Sample documents

#### Appendix 4.1 Introduction

Section 4 comprises of appendices, each of which sets out policy, guidance or forms for a Club and a CWO to use in developing the Club's Adult Safeguarding policy. Clubs may add to these documents, in order to meet a particular need, or may use them without amendment; Clubs and CWOs however may not remove any section without the express permission of the BSAC Safeguarding Lead.

It is important the CWO makes themselves aware of all the documents in Section 4 and makes Club officers, instructors, volunteers, members, carers and others aware that the policies and guidance documents are in place and can be accessed online at the BSAC website.

Should an Adult Safeguarding concern arise, the current BSAC Adult Safeguarding Referral Form in [Appendix 4.6](#) *must* be downloaded, completed and sent to the BSAC Safeguarding Lead.

#### [Appendix 4.2 BSAC Whistleblowing policy](#)

Individuals must feel confident when raising concerns about the safety and welfare of adults involved in BSAC. Therefore, BSAC has a whistleblowing policy. Should individuals have concerns they should refer to the BSAC Whistleblowing Policy, which can be found at [bsac.com/whistleblowing](https://bsac.com/whistleblowing).

#### Appendix 4.3 Definitions and indicators of abuse (Care Act 2014)

##### Types of Abuse and Neglect

There are different types and patterns of abuse and neglect and different circumstances in which they may take place. The Care Act 2014 identifies the following as an illustrative guide and is not intended to be an exhaustive list as to the sort of behaviour which could give rise to a safeguarding concern.

**Self-neglect** – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

**Modern Slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

**Domestic Abuse and coercive control** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called ‘honour’ based violence. It can occur between any family members.

**Discriminatory Abuse** – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act. In diving and snorkelling terms, for example, it is essential to discuss a training plan with the trainee and ensure that they are happy with it and understand it. Whilst no element of training may be removed from the Diver Training Programme, it may be necessary to make adaptations to accommodate the needs of the individual; these should always be approved by the BSAC Head of Diving and Training.

**Organisational Abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. As an organisation and as the national governing body for the sports of snorkelling and scuba diving, BSAC works hard to ensure organisational abuse does not exist and will take strong action against Clubs where this is evidenced.

**Physical Abuse** – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

In terms of snorkelling and diving, this may include forcing training or depth progression before the individual is ready, emotionally or physically, expecting the individual to use very badly fitting or inappropriate equipment, such as a wetsuit in Winter or insisting on continuing a dive when the trainee is cold or running short of gas just to finish a skill/lesson.

**Sexual Abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse. Age is also not a factor; individuals of any age may be sexually abused by someone of any age. Equally, both men and women may be sexually abused by both men and women.

In terms of snorkelling and diving, this could occur in the pool environment or in warm open water situations when the individual may be in a swimming costume or shorts & t-shirt.

**Financial or Material Abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

This could happen within dive clubs, for example, through there being no transparency in club accounting and deliberately artificially inflating costs for some or all members for training or trips.



**Neglect** – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

In terms of diving and snorkelling, this could be in the duration of a practical training session – either in the pool or open water – when the individual may become cold, or in a general failure to protect an individual from the elements, either hot or cold – on the surface, through deprivation of food and drink for example.

**Emotional or Psychological Abuse** – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

In a diving and snorkelling context, this may emerge in the way that training feedback is perceived, or the manner in which the instructor checks for learning during theory lessons. It may also be seen in the comments and ‘jokes’ some members circulate on club social media platforms, without regard to how these may be interpreted by other members.

**Not included in the Care Act 2014 but also relevant:**

**Cyber Bullying** – cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

**Forced Marriage** – forced marriage is a term used to describe a marriage in which one or both of the 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. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.

**Mate Crime** – a ‘mate crime’ as defined by the Safety Net Project as ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual’. Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

**Radicalisation** – the aim of radicalisation is to attract people to their reasoning, inspire new recruits, embed their extreme views, and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

**Female genital mutilation** (FGM) is the partial or total removal of the external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

Hate Crime: a hate crime is motivated by hostility to certain individuals or groups with due to their disability, race, religion, sexual orientation, gender identity or other perceived difference. physical violence is not necessarily involved, there could also be harassment due to perceptions of the individual. A hate crime is therefore much the same as bullying.

### **Signs and indicators of abuse and neglect**

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by member of a Club upon another member or someone outside the Club. Similarly, club members, or other BSAC members, instructors, assistant instructors or volunteers may suspect that a person is being abused or neglected within or outside the club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries, particularly 'fingerprint' bruising – or lack of medical attention when an injury is present.
- The person has belongings or money going missing.
- The person is not attending / no longer enjoying their participation. you may notice that a participant has been missing from training, pool nights, club nights and is not responding to reminders or Club social media.
- The person is losing or gaining weight, or develops an unkempt appearance. This could their general appearance, not wearing suitable clothing (for example inappropriate clothing and facilities at the dive site for the weather) and equipment (for example not caring for their equipment or using inappropriate equipment) and suffers a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, the member may be looking quiet and withdrawn when they are collected from training, pool nights or Club events, in contrast to others, who they greet with a smile, or the member may arrive really early and stay really late, not wanting to leave the comfort and safety of the other club members. Equally the individual may become 'clingy' and attach themselves to a particular member or group of members who they perceive as being safe and protective.
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you/another person they are being abused – *i.e.*, a disclosure.
- Harassing of a club member because they are or are perceived to have protected – or "different" – characteristics.
- The needs of the member are not being met, *e.g.*, this could be training anomalies, skipped or short cut skills training or the pace of the lesson/training is not appropriate for the individual member's ability.

- An instructor intentionally striking a student. This could be a fellow member who sends unwanted sexually explicit text messages to a learning-disabled adult, or this could be a member threatening another member with physical harm and persistently blaming them for poor outcomes.

### **Good practice, poor practice and abuse**

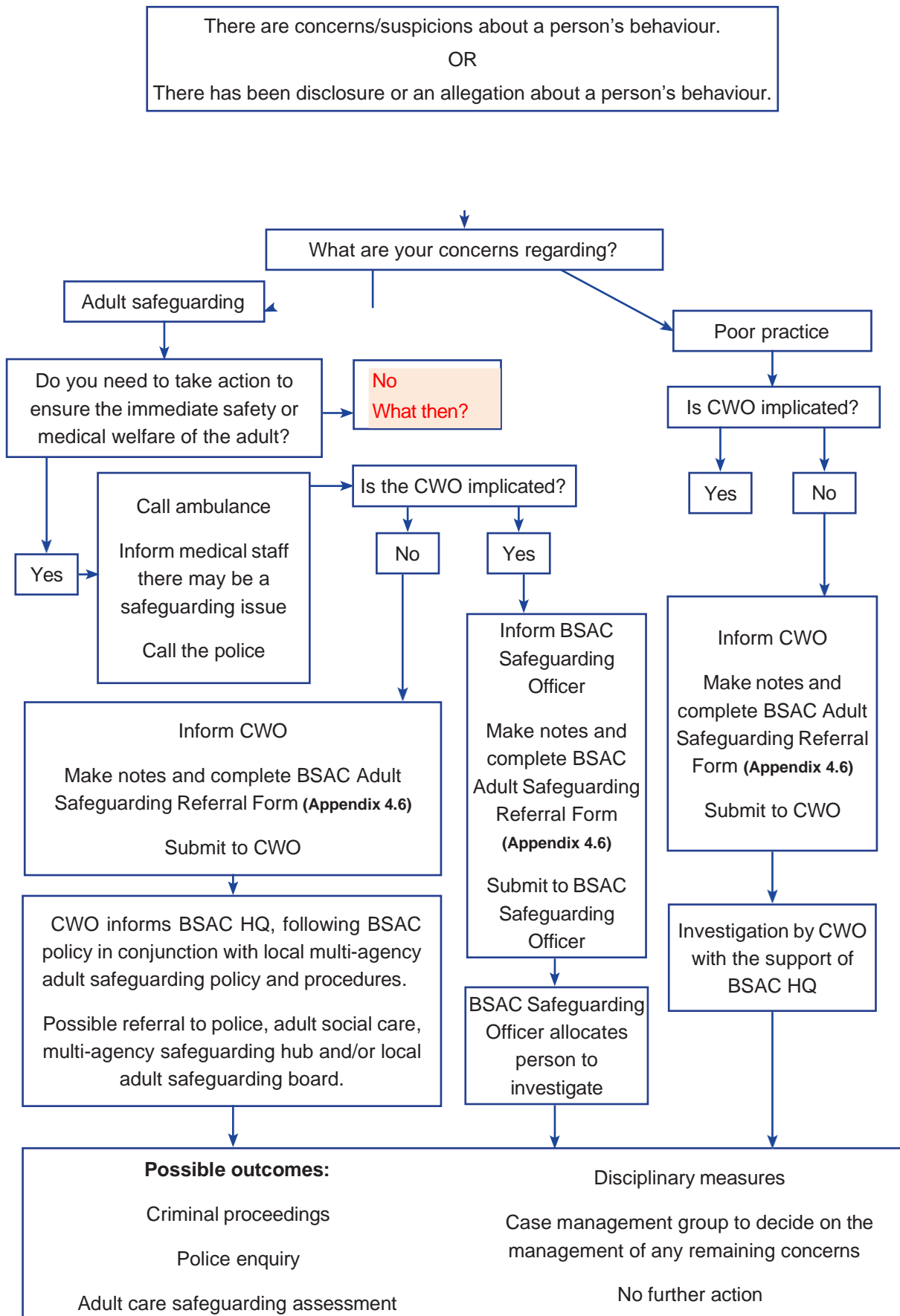
It can be difficult to distinguish poor practice from abuse, whether intentional or accidental, particularly in snorkelling and scuba diving where the training can be a very 'hands on' and 'up close and personal' process. Best practice advice to all instructors and buddies is to ensure a 'plain view' dry run is carried before entering the water should any such skills be planned or anticipated.

It is not the responsibility of the individual member or CWO to investigate or confirm whether or not abuse is taking place. However, all BSAC members have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns. Members should report concerns to the CWO and the CWO should report to the BSAC Safeguarding Lead.

Every Club should:

- Aim to make the experience of BSAC fun and enjoyable for all divers, snorkellers and their associated family and friends.
- Promote fairness through balanced Club management ([\(Branch Officer guidance\)](#), [\(template bye laws\)](#) and Safe Diving policy [\(BSAC's Safe Diving guide\)](#).
- Not tolerate the use of prohibited or illegal substances.
- Have codes of practice in place
- Treat all adults with an equal level of regard, make adaptations where appropriate and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

Appendix 4.4 Adult safeguarding flowchart for use in clubs



## Appendix 4.5 Useful Contacts

### Social Care Services

Your local phone book or the website for your County Council or unitary local authority will list numbers for Adult Services, generally with separate numbers for Adult Social Care and for the Emergency Duty Team (out of hours service).

### Ann Craft Trust

The Ann Craft Trust (ACT) supports organisations in the statutory, independent and voluntary sectors across the UK to protect disabled children and adults at risk.

‘Safeguarding Adults in Sport and Physical Activity’ is a programme supported by Sport England to help sports organisations to develop best practice in safeguarding adults at risk. They provide a range of resources and training.

**Tel:** 0115 9515 400

**Website:** [anncrafttrust.org/safeguarding-adults-sport-activity/](https://anncrafttrust.org/safeguarding-adults-sport-activity/)

The following is a small selection of charities that support people with different needs and disabilities. A more comprehensive list can be found in the Resource Pack on the Ann Craft Trust website.

- **Action on Elder Abuse helpline**

0808 808 8141 | [elderabuse.org.uk](https://elderabuse.org.uk)

- **Dementia UK**

0800 888 6678 | [dementiauk.org](https://dementiauk.org)

- **Mencap Direct**

0808 808 1111 | [help@mencap.org.uk](mailto:help@mencap.org.uk) | [mencap.org.uk](https://mencap.org.uk)

- **MIND – mental health charity**

0300 123 3393 | [info@mind.org.uk](mailto:info@mind.org.uk) | [mind.org.uk](https://mind.org.uk)

- **National Autistic Society**

0808 800 4104 | [autism.org.uk](https://autism.org.uk)

- **Victim Support**

0808 168 9111 | [victimsupport.org.uk](https://victimsupport.org.uk)

- **Stonewall – LGBTQIAP+ Advice** 0800 050 2020 | [stonewall.org.uk](https://stonewall.org.uk)

- **Disclosure and Barring Service (DBS) – BSAC is Registered Body:**

[gov.uk/government/organisations/disclosure-and-barring-service](https://gov.uk/government/organisations/disclosure-and-barring-service)

- **Volunteer Scotland Disclosure Services – is Enrolled Body:**

[volunteerscotland.net/disclosure-services](http://volunteerscotland.net/disclosure-services)

- **Disclosure Scotland** (for referrals) [mygov.scot/pvg-referrals](http://mygov.scot/pvg-referrals)
- **UK Coaching** - provide training on coaching people with disabilities [ukcoaching.org](http://ukcoaching.org)

### Appendix 4.6 BSAC adult safeguarding referral form

Date and time of incident	
Name and position of person about whom the report, complaint or allegation is made	
Name and age (if known) of adult at risk involved	
Name of club or organisation	
Nature of incident, complaint or allegation <i>(continue on separate page if necessary)</i>	
Who has been contacted?	
What are the wishes of the adult at risk?	
Action taken by organisation <i>(continue on separate page if necessary)</i>	
<i>If adult social care or police have been contacted:</i> Name, position and contact number of person(s) handling case	
Name, organisation and position of person completing form	
Contact number and email address of person completing form	
Signature of person completing form	



Date and time form completed	
Name and position of organisation's welfare officer or person in charge <i>(if different from above)</i>	
Contact number and email address of organisation's welfare officer or person in charge	

## Appendix 4.7 Sample documents

### Appendix 4.7.1 Self-declaration form Appendix

### 4.7.2 Good practice guide Appendix

### 4.7.3 Booking terms

### Appendix 4.7.4 Medical information and impairments Appendix 4.7.5 BSAC Adult Safeguarding Policy Statement

#### Appendix 4.7.1 Self-declaration form

##### Private and confidential

##### Self-declaration form for roles involving contact with adults at risk

BSAC is committed to safeguarding adults at risk taking part in its activities from physical, sexual, psychological, emotional or financial harm or neglect. As part of our adult safeguarding policy, we require applicants for posts involving contact with adults at risk to complete this self- declaration form.

If your role will involve regular or frequent contact with or responsibility for adults at risk you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant (*Scotland: to be a member of the Protecting Vulnerable Groups Scheme*). Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. Refer to DBS for guidance.

All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance.

Name .....

1. Have you ever been known or are currently known to any adult services department as being an actual or potential risk to adults at risk?

YES / NO (*delete as appropriate*)

If yes, please supply details.

2. Have you ever been or are currently the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards adults at risk? YES / NO (*delete as appropriate*)

If yes, please supply details.

##### **Declaration**

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment.

If required, I agree to provide a valid Criminal Records Disclosure (*Scotland: PVG Scheme Membership certificate*).

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

I understand that the information contained in this form and in the disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard adults at risk.

Signed ..... Date .....

## Appendix 4.7.2 Good practice guide

### Handout for members

This guide only covers the essential points of good practice to be shown towards adults at risk. You should also read BSAC's Safeguarding Policy and Procedures which are available for reference at all times.

- Always communicate clearly, in whatever way best suits the individual, and check their understanding and expectations.
- Always try to interact in an open environment in view of others.
- Avoid spending any significant time interacting with adults in a room by yourself unless someone else is present or knows what you are doing.
- Do not take an adult at risk alone in a car, however short the journey, unless you are certain that the individual has the capacity to decide to accept a lift .and, if possible, make sure someone else knows you are transporting them.
- Do not take an adult at risk to your home as part of your organisation's activity.
- Where any of these is unavoidable, ensure that it only occurs with the full knowledge and consent of someone in charge of the organisation or the person's carers
- Design training programmes that are within the ability of the individual.
- If you need to help someone with a wetsuit or buoyancy aid or provide physical assistance or support, make sure you are in full view of others, and explain/talk through what you are doing to avoid misunderstandings.
- Take great care with communications via mobile phone, email or social media that might be misunderstood or shared inappropriately. In general, only send group communications about organisational matters using these methods. If it is essential to send an individual message to a person who has a learning disability or other impairment that might affect their understanding, copy it to their carer.

You should never:

- engage in rough, physical or sexually provocative games or activities
- allow or engage in inappropriate touching of any form
- use inappropriate language
- make sexually suggestive comments, even in fun
- fail to respond to an allegation made by an adult at risk; always act
- do not take photographs or video without the explicit consent of the individual, or their carer if relevant

- do things of a personal nature that the person can do for themselves.

It may sometimes be necessary to do things of a personal nature to help someone with a physical or learning disability. These tasks should only be carried out with the full understanding and consent of both the individual (where possible) and their carers. In an emergency situation which requires this type of help, if the individual lacks the capacity to give consent, carers should be fully informed. In such situations it is important to ensure that anyone present is sensitive to the individual and undertakes personal care tasks with the utmost discretion.

## **BSAC Code of Conduct (adults at risk)**

It is BSAC policy that all participants, instructors, officials, carers and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the organisation. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

### Participants

- Listen to and accept what you are asked to do to improve your performance and keep you safe.
- Respect other participants, instructors, officials and volunteers.
- Abide by the rules at all times.
- Do your best at all times.
- Never bully others either in person, by phone, by text or online.
- Take care of all property belonging to other participants, the club or its members.

### Carers

- Accept that adult participants have a right to take risks and to take decisions about their welfare, unless they lack the capacity to do so as defined by the Mental Health Act 2005.
- Support the participant's involvement and help them enjoy their sport.
- Help the participant to recognise good performance, not just results.
- Never force the participant to take part in sport.
- Never punish or belittle the participant for losing or making mistakes.
- Encourage and guide the participant to accept responsibility for their own conduct and performance.
- Respect and support the instructor.
- Accept officials' judgements and recognise good performance by all participants.
- Use established procedures where there is a genuine concern or dispute.
- Inform the club or event organisers of relevant medical information.
- Ensure that the participant wears suitable clothing and has appropriate food and drink.
- Provide contact details and be available when required.
- Take responsibility for the participant's safety and conduct in and around the clubhouse/event venue.

### Instructors, and Volunteers

- Consider the welfare and safety of participants before the development of performance.
- Encourage participants to value their performance and not just results.
- Promote fair play and never condone cheating.
- Ensure that all activities are appropriate to the age, ability and experience of those taking part.
- Build relationships based on mutual trust and respect.
- Work in an open environment.
- Avoid unnecessary physical contact with adults at risk.
- Be an excellent role model and display consistently high standards of behaviour and appearance.
- Do not drink alcohol or smoke when working directly with adults at risk.
- Communicate clearly with participants and carers.
- Be aware of any relevant medical information.
- Follow BSAC guidelines and policies.
- Holders of BSAC qualifications must also comply with BSAC Code of Ethics and Conduct.

*If you are concerned that someone is not following the Code of Conduct, you should inform your CWO or the person in charge of the activity.*

### Appendix 4.7.3 Booking terms

#### 1. Risk statement

It must be recognised that snorkelling and scuba diving are by their nature unpredictable sports and therefore inherently involve an element of risk. By taking part in the Event, you agree and acknowledge that:

- i. You are aware of the inherent element of risk involved in the sport and you accept responsibility exposing yourself to such inherent risk whilst taking part in the Event.
- ii. You will comply at all times with the instructions of the Event Co-ordinator particularly with regard to safety.
- iii. You accept responsibility for any injury, damage or loss to the extent caused by your own negligence.
- iv. You will not participate in the Event if your ability to participate is impaired by alcohol, drugs or if you are otherwise unfit to participate.
- v. You will inform the Event Co-ordinator if there have been any changes to the information provided on this form at the time of the Event.
- vi. You are aware of any specific risks drawn to your attention by the Event Co-ordinator.

#### 2. Cancellation

You understand that the Event Co-ordinator may cancel or postpone the Event at any stage in the event of bad weather, equipment failure or otherwise.

#### 3. Misconduct

You understand that the Event Co-ordinator may exclude anyone from a particular session and evict anyone from the premises who refuses to comply with these Booking Terms, or who misconducts themselves in any way, or who causes damage or annoyance to other persons.

#### 4. Data protection

The Organiser has a Data Privacy Policy which can be found at [*insert online location*] Your data will be stored and used in accordance with that policy.

The information you provide in this form will be used to facilitate your participation in the Event and to contact you. The Organiser would also like to include your contact details on a mailing list in order to make you aware of membership opportunities and future events.

If you would like to be included on this mailing list, please tick here

If you wish to withdraw your agreement at any time, please contact [*insert contact details*]



**Appendix 4.7.4 Medical information and impairments form**

**Private and confidential medical information and impairments**

*full guidance on collecting personal medical information, in relation to compliance with the General Data Protection Regulations (GDPR), please see our Data Protection Policy*

Name .....

If you have declared that you have a medical conditions or physical/mental impairment that the organiser needs to be aware of because it may affect your ability to take part in the event, please provide details below.

**Special category data**

I confirm that I have given the organiser the medical information listed on this page (if any) for the purposes of my participation in the event. I understand that this information will only be used for that purpose and will be retained for as long as necessary to comply with the organiser’s legal obligations.

I AGREE / I DO NOT AGREE (*delete as appropriate*)

Signed ..... Date .....

## Appendix 4.7.5 BSAC Adult Safeguarding Policy Statement

Club name is committed to creating an inclusive environment in which all adults participating in its activities have a safe and positive experience.

The Club will adopt and implement BSAC's Adult Safeguarding Policy in full:

- It recognises that all adults participating in the Club (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in scuba diving and snorkelling in a safe environment and be protected from harm.
- It will ensure that those individuals who work with adults in the Club, whether paid or voluntary, provide a positive, safe and enjoyable experience.
- It will appoint a Club Welfare Officer (CWO) with the necessary skills, training and DBS check as outlined by BSAC who will take the lead in good practice and dealing with all safeguarding matters raised within the Club.
- It will ensure that the Club Welfare Officer's name and contact details are known to all Club members, carers and families of members, and will be registered at BSAC HQ.
- The Club Welfare Officer will be freely available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with BSAC policy.
- It will ensure all those persons who work with adults in the Club have undertaken the appropriate training and relevant level of DBS check and adhere to the required practices for safeguarding adults as outlined in BSAC policy.
- It will ensure that all individuals who will be working or will work with adults in the Club have been recruited in accordance with the BSAC Safe Recruitment Policy.
- It will ensure that all individuals who work with adults in the Club have the appropriate training and codes of practice to follow in line with the guidance in BSAC policy.
- It will provide all Club members, and carers and families of members, with the opportunity to raise concerns in a safe and confidential manner, should they have a concern about welfare.
- It will ensure that all adult safeguarding matters are dealt with appropriately in accordance with the guidance for reporting and action in the BSAC Adult Safeguarding Policy.
- It will ensure that confidentiality is maintained appropriately and in line with the best interest of the adult.
- It will ensure all papers relating to adult safeguarding matters are held in a safe and secure manner.

**Club Welfare Officer (CWO) signature**

**Dated:**

**Club Chair signature**

**Dated:**