



Lowestoft and Oulton Broad Motor Boat Club

Safeguarding Children, Young People & Adults at Risk

Policy and Guidelines

Including the

Anti-bullying policy

First Issued April 2010 Updated April 2022 by REDACTED

Club Safeguarding Lead

REDACTED

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Lowestoft
NR33 7HR
07901 695375**

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PART 1 - POLICY

1 Introduction

In the context of this document, 'child' refers to any young person under the age of 18. The policy also covers adults at risk, for the purposes of this policy, 'adult at risk' refers to someone over 18 years old who, according to paragraph 42.1 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

In the context of this document, 'The Club' refers to Lowestoft and Oulton broad Motor Boat Club.

The Club promises:

- To safeguard children and adults at risk from physical or emotional harm, both on and off the water.
- To assure parents that their children are as safe at the club as they are when taking part in any other sport or leisure activity.
- To raise awareness amongst all of our members and visitors so that they know what to do if they are concerned about a child, whether the concern relates to the child's welfare at our club or outside the sport.
- To protect instructors, officials and volunteer helpers by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- To protect the club, by showing that we have taken 'all reasonable steps' to provide a safe environment.

'Safeguarding is everyone's responsibility'

(Statutory guidance 'Working Together to Safeguard Children' 2018).



**LOWESTOFT AND OULTON BROAD MOTOR BOAT CLUB Safeguarding Children, Young People and Adults at Risk,
Policy Statement in conjunction with the CPA.**

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to adults at risk. For the purposes of this policy, 'adult at risk' refers to someone over 18 years old who, according to paragraph 42.1 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

It is the policy of LOBMBC to safeguard children and adults at risk taking part in boating from neglect, physical, sexual or emotional harm. The Club will take all reasonable steps to ensure that, through appropriate procedures and training, children and adults at risk participating in club activities do so in a safe environment. We recognise that the safety and welfare of the child and adult at risk is paramount and that all children and adults at risk, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

The Club actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children and adults at risk, can have fun and develop their skills and confidence.
- Recognise that safeguarding children and adults at risk is the responsibility of everyone, not just those who work with children and adults at risk .
- Ensure that LOBMBC-organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.

We will:

- Treat all children and adults at risk with respect and celebrate their achievements.
- Carefully recruit and select all volunteers and contractors.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual abuse.

This policy relates to all volunteers and contractors who work with children and/or adults at risk in the course of their club duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to:

**The Club Safeguarding Lead,
REDACTED,**

Telephone: 07901 695375, or e-mail haylockjandn@sky.com at other times.



Lowestoft and Oulton Broad Motor Boat Club Code of Conduct

It is the policy of LOBMBC that all participants, coaches, instructors, officials, parents 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 club. 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, coaches, instructors, officials and volunteers.
- Abide by the rules and play fairly.
- Do your best at all times.
- Never bully others either in person, by phone, by text, via social media or online.
- Take care of all property belonging to other participants, the club or its members.

Parents

- Support your child's involvement and help them enjoy their sport.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Never punish or belittle a child for losing or making mistakes.
- Encourage and guide your child to accept responsibility for their own conduct and performance.
- Respect and support the coach.
- 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 your child wears suitable clothing and has appropriate food and drink.
- Provide contact details and be available when required.
- Take responsibility for your child's safety and conduct in and around the clubhouse/event venue.

Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance.
- Encourage participants to value their performance and not just results.
- 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 young people.
- Be an excellent role model and display consistently high standards of behaviour and appearance.
- Do not drink alcohol or smoke when working directly with young people.
- Communicate clearly with parents and participants.
- Be aware of any relevant medical information.
- Follow CPA and club guidelines and policies.
- Holders of CPA Instructor and training qualifications must also comply with the CPA Code of Conduct.
- Holders of CPA Race Official appointments must also comply with the CPA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform your club safeguarding lead, the officer of the day or the commodore.

PART 2 – Procedures

3 Designated Person

Although everyone has a role to play in ensuring that children and adults at risk are safe, we have a designated individual with specific responsibility for implementing our policy, and acts as the point of contact to receive information and advice. This person is known as the 'Club safeguarding Lead'.

The designated person's general terms of reference include:

- Maintaining an up to date policy and procedures, compatible with the CPA's and are compliant with Suffolk Safeguarding Children and Suffolk Safeguarding Adult's Boards policies and procedures.
- Ensuring that relevant volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advising the management committee on safeguarding issues as required.
- Maintaining contact details for local Social Services and Police.

If there is a concern, the designated person would:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the Club's and Suffolk Safeguarding Board procedures in conjunction with the person in charge.
- Keep the CPA informed as necessary.

Everyone in the Club should know who the Safeguarding Lead is and how to contact them.

LOBMBC designated person

The Club Safeguarding Lead is:

REDACTED, Telephone: **REDACTED** on race days, or
e-mail **REDACTED** at other times.

Also recognised by the CPA on behalf of LOBMBC are: **REDACTED**

4 Safe recruitment

If a good recruitment policy is adopted, and the issue of child and adult at risk protection covered in the club's risk assessment and operating procedures, both children and adults should be adequately protected. Potential abusers have difficulty operating in a well-run organisation.

The way the Club's fixtures and training are organised, no person has regular weekly contact with any child on an individual basis and a parent or guardian is always present, as such no member needs a formal check.

The clubs centre principal and instructors/trainers, all hold the relevant CPA accreditation. All management members, volunteers and helpers are club members. All trainers have been club members for a minimum of three years.

Although not required by law for voluntary clubs in England and Wales, the club may consider asking officials working closely with young people to apply for a Criminal Records Disclosure. The CPA can process CRD applications on behalf of affiliated organisations.

All club trainers will however, be asked to complete a self-disclosure form.

5 Good practice guidelines

Safeguarding Training

The club will ensure that all staff or volunteers working with children have undertaken training appropriate to their role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development.

Culture

The Club feels that it is important to develop a culture within, where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.

Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example, a child who relies on a parent, guardian or carer to help them may worry that they won't be able to take part any more if they report the parent, guardian or carer. A child who has experienced racism may find it difficult to trust an adult from a different ethnic background.

Minimising risk

The club promotes good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone – children, adults at risk and volunteers.

These guidelines are available to everyone within the Club:

- Avoid spending any significant time working with children in isolation.
- Do not take children alone in a car, however short the journey.
- Do not take children to your home as part of the Club's activity.
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the Club or the child's parents.
- Training programmes are within the ability of the individual child.
- If a child is having difficulty with a buoyancy aid, ask them to ask a friend to help if at all possible.
- If you do have to help a child, make sure you are in full view of others, preferably another adult.

You should never:

- engage in rough, physical or sexually provocative games.
- allow or engage in inappropriate touching of any form.

- allow children to use inappropriate language unchallenged, or use such language yourself when with children.
- make sexually suggestive comments to a child, even in fun.
- fail to respond to an allegation made by a child; always act.
- do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children/adults at risk, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents/carers should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child/adults at risk and undertakes personal care tasks with the utmost discretion.

Responsibilities of volunteers and members.

The Club will make sure volunteers are given clear roles and responsibilities, and that all members are aware of the Club's child protection policy and procedures.

Parental responsibility and club liability.

Although the Club has a duty of care to their members, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility.

First aid and medical treatment.

First aid is part of our normal duty of care. The club will obtain consent if medication or medical treatment may be required in the absence of the parent/carer. All competitors under the age of 18 will have a parent/guardian present at all times.

Changing rooms and showers.

It is preferable for adults to stay away from the changing rooms while there are children there. However bullying etc. can be an issue here, and a balance should be struck depending on the situation. In general it is better that one adult is not alone. If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, it is advised that they are accompanied by another adult of the opposite gender.

The use of cameras or camera phones in changing areas will not be permitted in any circumstances. Such use by young people should be regarded as a form of bullying.

Bullying.

If anyone alleges bullying or shows signs of being bullied, this will be investigated.

Photography.

Publishing articles and photos in club newsletters, websites, local newspapers etc is an excellent way of recognising young people's achievements and of promoting the Club and the sport as a whole. However it is important to minimise the risk of anyone using images of children in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images.

There are two key principles to bear in mind:

Before taking photos or video, the club should obtain written consent from the child and their parents/guardians for their images to be taken and used.

- Consent should be sought with the event entry form (e.g. when signing in)
- Any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance on our expectations regarding his/her behaviour and the issues covered by these guidelines.
- Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- Consent should also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the Club's and CPA's Code of Ethics and Conduct.
- Care must be taken in the storage of and access to images.

When publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child/adult at risk

- It is preferable to use a general shot showing participants on the water, or a group shot of the prize winners, without identifying them by name.
- If you are recognising the achievement of an individual driver and wish to publish their name with their photo, DO NOT publish any other information (e.g. where they live, name of school, other hobbies and interests) that would enable someone to contact, befriend or start to 'groom' them.
- Ensure that the people pictured are suitably dressed, to reduce the risk of inappropriate use.

Most racing activity takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the club's safeguarding lead and treated in the same way as any other safeguarding concern. Parents/carers and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

The use of cameras or camera phones in changing areas will not be permitted in any circumstances. Such use by young people should be regarded as a form of bullying.

6 Handling concerns, reports or allegations.

This section is primarily for the Club's designated safeguarding lead, but everyone should be aware of the procedures to follow if there are concerns (see flowcharts below).

A complaint, concern or allegation may come from a number of sources: the child, the adult at risk, their parents, their carers or someone else within our club. It may involve the behaviour of one of our volunteers or members, or something that has happened to the child/adult at risk outside the sport, perhaps at home or at school. Children/adults at risk may confide in adults they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying (not a safeguarding issue) to physical or sexual abuse. If you are concerned that a child/adult at risk may be being abused, it is NOT our responsibility to investigate further BUT it is our responsibility to act on our concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, see Appendix A.

Handling an allegation from a child or adult at risk

Always:

- stay calm – ensure that the child/adult at risk is safe and feels safe.
- show and tell the child/adult that you are taking what he/she says seriously.
- reassure that child/adult and stress that he/she is not to blame.

- be careful about physical contact, it may not be what the child/adult wants.
- be honest, explain that you will have to tell someone else to help stop the alleged abuse.
- make a record of what the child/adult has said as soon as possible after the event, using the child/adult own words.
- follow the Club's safeguarding procedures.

Never:

- rush into actions that may be inappropriate.
- make promises you cannot keep (e.g. Say you won't tell anyone).
- ask more questions than are necessary for you to be sure that you need to act.
- take sole responsibility – consult someone else (ideally the designated Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

Recording and handling information

If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Social Services or the Police who have trained experts to handle such cases. Do not start asking questions which may jeopardise any formal investigation. Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities.

(see Template 7 for Incident Report Form)

All information must be treated as confidential, stored securely and only shared with those who need to know.

If the allegation or suspicion concerns someone within our club, only the child's parents/carers, the person in charge of the club (unless they are the subject of the allegation), the relevant authorities and the CPA Safeguarding Manager should be informed. If the alleged abuse took place outside the sport, the Police or Social Services will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the club other than the person who received or initiated the allegation and, if different, the person in charge.

Confidential information must be stored securely. It is recommended that it should be retained for at least 3 years and destroyed by secure means, e.g. by shredding or burning.

Procedures

The club has clear and agreed procedures to follow. These include:

- procedures to be followed by anyone concerned about a child's or adult at risk's welfare, either outside the sport or within our club (*see flowcharts in section 3*)
- a disciplinary procedure setting out how an allegation of misconduct will be investigated and, if substantiated, acted upon.

Allegations of abuse or malpractice against a member or volunteer

It is essential that any allegation of abuse made against a person who works with children and young people including those who work in a voluntary capacity are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation.

This procedure applies to a wider range of allegations than those in which there is reasonable cause to suspect a child is suffering, or likely to suffer, significant harm. **It also includes allegations that might indicate that the alleged perpetrator is unsuitable to continue to work with children in their present position, or in any capacity. This may be due to concerns about the persons conduct in their personal or professional life that might indicate their unsuitability to work with children.**

It must be used in respect of all allegations that are consistent with the guidance in Working Together i.e. cases in which it is alleged that a person who works with children has:

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

If the allegation is against a LOBMBC member of staff or volunteer the allegation must be reported immediately, at least within one working day, to the LOBMBC Safeguarding Lead.

If the allegation is against the Safeguarding Lead then the allegation must be reported to the LOBMBC Deputy Safeguarding Lead. The LOBMBC Safeguarding Lead/or Deputy must then report the allegation to the Local Area Designated Officer (LADO) on the same day.

Contact details for LADO's 0300 123 2044

Email: lado@suffolk.gov.uk

Statutory Authorities

If LOBMBC is contacted by the Police or Social Services concerning information received or a complaint made by or about a member, we are advised to contact the CPA Safeguarding Manager as soon as possible for guidance and support. We will co-operate fully with official requests for factual information, but will not express any personal opinions on the person's conduct. See also 'Handling the media'.

Handling the media

If there is an incident at the club premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of our members, do not give any response until you have had an opportunity to check the facts and seek advice. You may wish to contact the CPA's Communications department for professional advice on handling the media.

Reference to the Disclosure and Barring Service

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland.

If our club permanently dismisses or removes someone from regulated activity, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, we have a duty to refer them to the DBS.

It is a criminal offence not to make such a referral. For guidance on the grounds and process for making a referral, see the relevant website (see Section 7 Useful Contacts) or contact the CPA's Safeguarding Manager.

Reporting Procedures

If you are uncertain what to do at any stage, contact the CAS (Community Action Suffolk's Safeguarding Team) on 01473 345400 or the NSPCC free 24-hour helpline 0808 800 5000.

Customer First, (Suffolk County Council social care services) call [03456066167](tel:03456066167) **Email:** customer.first@suffolk.gov.uk

If a child or adult is at immediate risk, call the Police on 999.

For concerns about the behaviour of any professional contact the LADO and refer through the MASH (in an emergency dial 999)

Referrals forms

Referral to children's social care services should be made using the [Multi-Agency Referral Form](#).

Vulnerable to Radicalisation ([VTR](#)) [referral form](#)

All professionals making telephone referrals to Suffolk's children's social services (including via Customer First) **MUST** confirm this in writing **within 24 hours**. If you are worried about the **immediate** safety of a child/young person and cannot contact a Safeguarding Officer call the police on 999. You can also contact the local authority.

Your report must be accurate and where possible use the child's exact words if they disclosed the information to you, not your own.

The report must be signed and dated, including the year. Ensure the form is emailed safely following the directions on the form and ensure a copy is sent to Lowestoft & Oulton Broad Motor Boat Clubs Safeguarding Lead in the same manner marked "Confidential SG".

PART 3 – INFORMATION

Revised Apr 2022

7 Useful Contacts

Suffolk County Council's Children and Young People's Services (CYPS)

If you are worried that a child, young person or adult is at risk of abuse, harm or neglect, please call [Customer First](#) on **0808 800 4005 24 hour service** (free from landlines and most mobiles)

Multi-Agency Safeguarding Hub (MASH) is made up of a range of organisations in Suffolk who are responsible for safeguarding adults and children. based at Landmark House in Ipswich, with some designated professionals working remotely.

Contact MASH: **0345 6061499**

If you are worried that a child, young person or adult is at risk of abuse, harm or neglect, please call [Customer First](#) on **0808 800 4005**.

MASH includes:

- Suffolk County Council
- Suffolk Police
- Health services
- District and Borough Council Housing Services
- Education
- Probation
- The Youth Offending Service

Who to contact:

Telephone 0808 800 4005

Email Customer.first@suffolk.gov.uk

Website <https://www.suffolk.gov.uk/adult-social-care-and-health/keeping-you-safe/multi-agencysafeguarding-hub-mash/>

Address:

Customer First
Customer Service Direct
PO Box 771
Needham Market
Suffolk
IP6 8WB

Suffolk Police Tel: 01473 613 500 or dial 101

The Police and Social Services have joint working arrangements for responding to suspected child abuse. For all **non urgent** calls to Suffolk Police Tel: 101

In an Emergency dial 999

CPA Safeguarding Manager:**CPA Communications for handling the media:**

REDACTED Circuit PA Limited (CPA) Chair t:


015394 46832 I m: REDACTED w-

www.ukcircuitracing.com

e- chair@ukcircuitracing.com

Local Area Designated Officer (LADO) on the same day. **Contact details for LADO's 0300 123 2044**

Email: lado@suffolk.gov.uk

Child Exploitation and Online Protection (CEOP) Centre, Web: www.ceop.police.uk 

Tel:0870 000 3344

CEOP is the UK's national police agency for dealing with child protection, particularly tackling offenders who use online technology to abuse children. If you are worried about someone's behaviour towards a child

NSPCC Helpline

0808 800 5000

E-mail: help@nspcc.org.uk Website:

www.nspcc.org.uk The NSPCC website

also includes: Sexting: advice for professionals which was last updated:

16 Mar 2022

Childline 24 hour free helpline

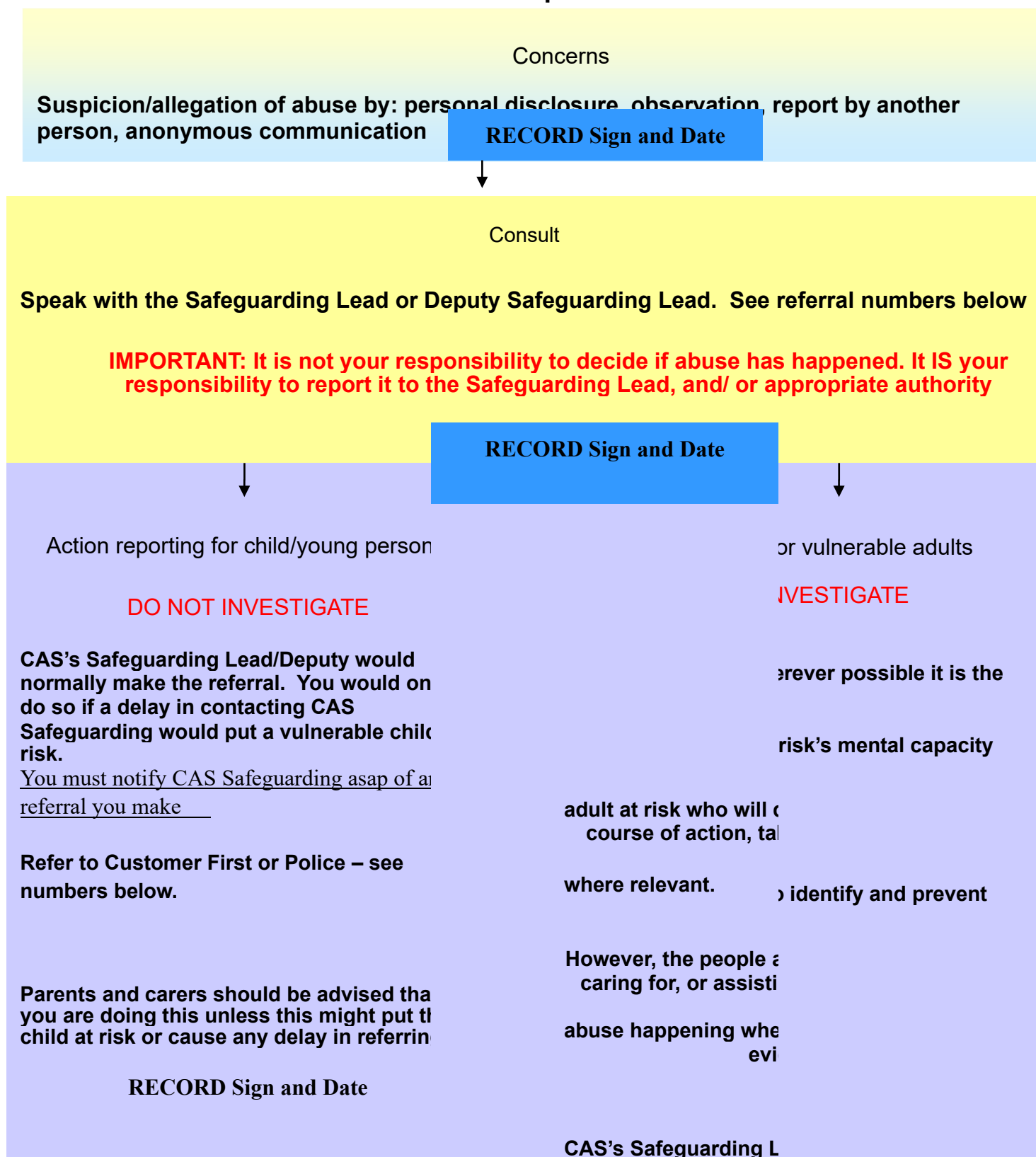
0800 1111

Website: www.childline.org.uk

Disclosure and Barring Service (DBS - formerly CRB)

Website: www.homeoffice.gov.uk/government/organisations/disclosure-and-barring-service

Flowchart 1. For referral of actual or suspected abuse



<p style="text-align: center;">Confirm</p> <p>Verbal referrals must be followed by a written MARF using the Secure Online Portal. Send a copy of the notes/ referral to CAS safeguarding within 24 hours</p> <p style="text-align: center;">RECORD Sign and Date</p>	<p>do so if a delay in corferral. You would only</p> <p>at risk out a vulnerable person <u>afeguarding asap of any</u></p> <p>referral you make</p>
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Contacts:

Customer First, if you are a professional call [03456 066 167](tel:03456066167). Members of the public call [0808 800 4005](tel:08088004005)
Professionals wanting guidance on making a referral call the MASH Professionals Consultation line
[03456 061 499](tel:03456061499) **Call the police on 999 if it is an emergency**

LOBMBC Safeguarding Lead: REDACTED

LOBMBC Safeguarding Deputy Leads: REDACTED.

PREVENT: Vulnerable to radicalisation (VTR) or influenced by Extremism

Staff may notice a change in a child or adults behaviour that may suggest they are vulnerable to violent extremism.

After having discussed concerns with appropriate colleagues, being mindful of confidentiality, where the staff member still has concerns that the individual may be vulnerable to violent extremism, a [Vulnerable To Radicalisation \(VTR\) referral form](#) is to be completed and sent to the [MASH](#) and relevant CYPS team if under 18. The MASH will notify Special Branch to carry out deconfliction checks and an initial assessment of the VTR prior to any further information gathering on the individual.

For urgent safeguarding concerns call Customer First 03456 066 167

UNLIKE SAFEGUARDING STAFF MUST NOT DISCUSS CONCERNS WITH THE INDIVIDUAL PRIOR TO REFERRAL

The Channel Programme

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- identifying individuals at risk
- assessing the nature and extent of that risk
- developing the most appropriate support plan for the individuals concerned

Channel **may be appropriate for anyone who is vulnerable to being drawn into any form of terrorism**. Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist activity.

For urgent safeguarding concerns call Customer First 03456 066 167

UNLIKE SAFEGUARDING STAFF MUST NOT DISCUSS CONCERNS WITH THE INDIVIDUAL PRIOR TO REFERRAL

PREVENT: Vulnerable to radicalisation (VTR) or influenced by Extremism

If a member notices a change in a child or adults behaviour that may suggest they are vulnerable to violent extremism.

After having discussed concerns with appropriate colleagues, being mindful of confidentiality, where the member still has concerns that the individual may be vulnerable to violent extremism, an online [Vulnerable To Radicalisation \(VTR\) referral form](#) is to be completed and sent to the [MASH](#) (address is on the form) and relevant CYPS team if under 18. The MASH will notify Special Branch to carry out deconfliction checks and an initial assessment of the VTR prior to any further information gathering on the individual.

For urgent safeguarding concerns call Customer First 03456 066 167

REMEMBER:

UNLIKE SAFEGUARDING STAFF MUST NOT DISCUSS CONCERNS WITH THE INDIVIDUAL PRIOR TO REFERRAL

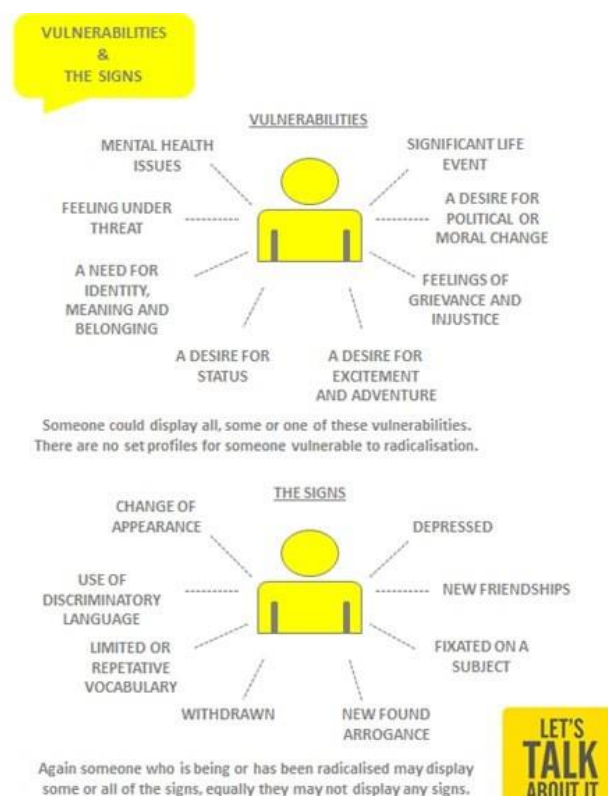
GUIDANCE NOTES FOR RECOGNISING VTR

Who is Vulnerable to Radicalisation?

People who are vulnerable to radicalisation come from all walks of life, genders, ages and social groups, income levels, professions etc.

There is no profile for someone who could be drawn into terrorism.

Extremism is any form of extremism; this includes extreme right wing views, animal rights issues as well as religious views. It is unhelpful to have a narrow view of who can be VTR. It is important to keep an open mind. Looking at the factors associated with a person who becomes vulnerable to it can be helpful to look at. They include;



This guide is to help you refer concerns about an individual who may be vulnerable to being drawn into terrorism. Below are questions which may help you to quantify and structure your concerns. The list is not exhaustive and other factors may be present but they are intended as a guide to help communicate your professional judgement about what has led you to make a referral.

Faith / ideology

- Are they new to a particular faith / faith strand?
- Do they seem to have naïve or narrow religious or political views?
- Have there been sudden changes in their observance, behaviour, interaction or attendance at their place of worship / organised meeting?
- Have there been specific examples or is there an undertone of “ Them and Us “ language or violent rhetoric being used or behaviour occurring?
- Is there evidence of increasing association with a closed tight knit group of individuals / known recruiters / extremists / restricted events?
- Are there particular grievances either personal or global that appear to be unresolved / festering? ▪
Has there been an increase in unusual travel abroad without satisfactory explanation?

Personal / emotional / social issues

- Is there conflict with their families regarding religious beliefs / lifestyle choices?
- Is there evidence of cultural anxiety and / or isolation linked to insularity / lack of integration? Is there evidence of increasing isolation from family, friends or groups towards a smaller group of individuals or a known location?
- Is there history in petty criminality and / or unusual hedonistic behaviour (alcohol/drug use, casual sexual relationships, and addictive behaviours)?
- Have they got / had extremist propaganda materials (DVD's, CD's, leaflets etc.) in their possession?
- Do they associate with negative / criminal peers or known groups of concern?
- Are there concerns regarding their emotional stability and or mental health?
- Is there evidence of participation in survivalist / combat simulation activities, e.g. paint balling?

Risk / Protective Factors

- What are the specific factors which are contributing towards making the individual more vulnerable to radicalisation? E.g.; mental health, language barriers, cultural anxiety, impressionability, criminality, specific grievance, transitional period in life etc.
- Is there any evidence of others targeting or exploiting these vulnerabilities or risks?
- What factors are already in place or could be developed to firm up support for the individual or help them increase their resilience to negative influences? E.g. positive family ties, employment, mentor / agency input etc.

Vulnerable to Radicalisation [\(VTR\) referral form](#)

All professionals making telephone referrals to Suffolk's children's social services (including via Customer First) **MUST** confirm this in writing **within 24 hours**. If you are worried about the **immediate** safety of a child/young person and cannot contact a Safeguarding Officer call the police on 999. You can also contact the local authority.

Your report must be accurate and where possible use the child's exact words if they disclosed the information to you, not your own.

The report must be signed and dated, including the year. Ensure the form is emailed safely following the directions on the form and ensure a copy is sent to LOBMBC's Safeguarding Lead in the same manner marked "Confidential SG".

Information sharing procedures relating to safeguarding

Through the safe and effective sharing of information it aims to ensure that vulnerable adults and or children get the support they require from external services and that the people it works with are protected from harm, abuse or neglect. It also seeks to prevent them from offending.

In many reviews into deaths of children and or vulnerable adults the lack of information sharing between agencies and organisations is often highlighted as a contributory, if not causal, factor in the death. **It is imperative that LOBMBC staff / volunteers understand the requirement to share safeguarding information in order to protect vulnerable children from harm.**

Confidentiality and information sharing must be integrated across all aspects of LOBMBC services and management as its users have the right to privacy and confidentiality and to understand when “secrets” cannot be protected for their best interests.

information sharing Definitions

Confidentiality: Not all information is confidential. Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood that it would not be shared with others.

LOBMBC understands confidentiality to mean that no information regarding a service user shall be given directly or indirectly to any third party which is external to the club, without that service user’s prior expressed consent to disclose such information.

Breach of confidentiality: Confidence is only breached where the sharing of **confidential** information is not authorised by the person who provided it or to whom it relates. If the information was provided on the understanding that it would be shared with a limited range of people or for limited purposes, then sharing in accordance with that understanding will not be a breach of confidence. Similarly, there will not be a breach of confidence where there is explicit consent to the sharing.

Even where sharing of confidential information is not authorised, LOBMBC may lawfully share it if this can be justified in the public interest.

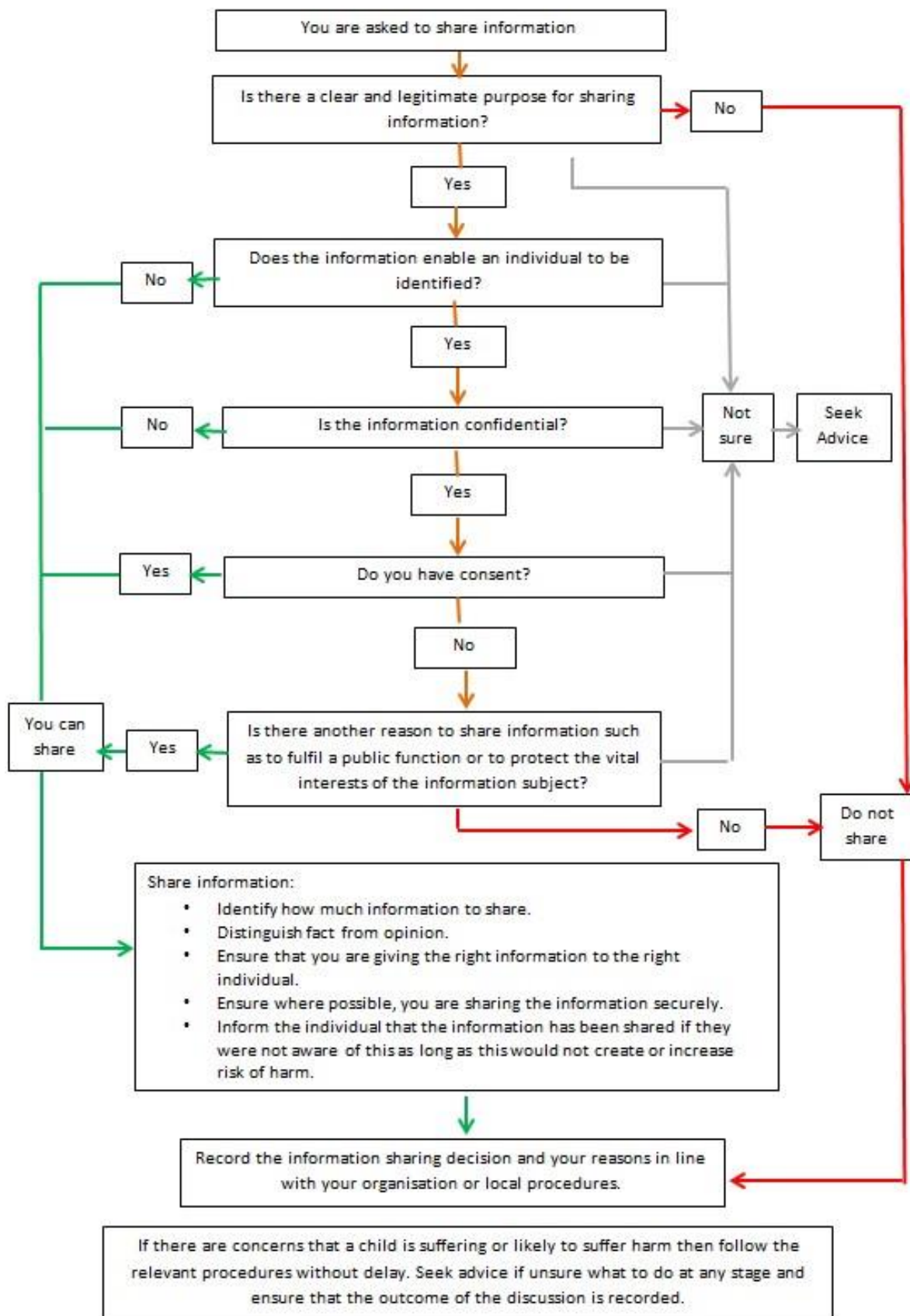
Seeking consent should be the first option, if appropriate. Where consent cannot be obtained to the sharing of the information or is refused, or where seeking it is likely to undermine the prevention, detection or prosecution of a crime, the question of whether there is a sufficient public interest must be judged by the Safeguarding Lead with the Directors on the facts of each case.

Therefore, where you have a concern about a child or young person, you should not regard refusal of consent as necessarily precluding the sharing of confidential information

Public interest: A public interest can arise in a wide range of circumstances, for example, to protect children or other people from harm, to promote the welfare of children or to prevent crime and disorder. There are also public interests, which in some circumstances may weigh against sharing, including the public interest in maintaining public confidence in the confidentiality of certain services. The key factor in deciding whether or not to share confidential information is proportionality, i.e. whether the proposed sharing is a proportionate response to the need to protect the public interest in question.

Serious crime: This means any crime which causes or is likely to cause significant harm to a child or young person or serious harm to an adult.

Flowchart 2: Information Sharing



Good Practice Guide for Instructors, Coaches and Volunteers

This guide only covers the essential points of good practice when working with children and young people. You should also read LOBMBC's Child Protection Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children in isolation.

- Do not take children alone in a car, however short the journey.
- Do not take children to your home as part of your organisation's activity.
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents.
- Design training programmes that are within the ability of the individual child.
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible.
- If you do have to help a child, make sure you are in full view of others, preferably another adult.

You should never:

- engage in rough, physical or sexually provocative games.
- allow or engage in inappropriate touching of any form.
- allow children to use inappropriate language unchallenged, or use such language yourself when with children.
- make sexually suggestive comments to a child, even in fun.
- fail to respond to an allegation made by a child; always act.
- do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

Lowestoft and Oulton Broad Motor Boat Club Anti-Bullying Policy

1. INTRODUCTION

- 1.1 It is the Policy of the LOBMBBC to safeguard children/adults at risk taking part in boating from physical, sexual and emotional harm. The club considers bullying of any kind unacceptable in all activities under its direct remit and control.
- 1.2 This document sets out what the club means by bullying, how you can recognise it and what to do about it if you think it might be happening.

2. OBJECTIVES

- 2.1 The objective of this Policy is to prevent bullying occurring, but if it does, to provide a mechanism where it can be quickly brought to the attention of nominated individuals who can investigate the situation and work with both the victim and the bully in order to resolve the problem.

3. WHAT IS BULLYING

3.1 Bullying is the use of aggression with the intention of hurting another person.

The three key bullying behaviours are:

- 3.1.1 It does not just happen once; it is ongoing over time.
- 3.1.2 It is deliberate and intentional- it is not accidentally hurting someone.
- 3.1.3 It is unfair/there is an unequal power balance (imbalance of power). The person/people doing the bullying is/are stronger, or there are more of them or they have 'influence' (higher status or power).

3.2 Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding possessions or equipment, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing.

3.3 Why is it important to respond to bullying?

- 3.3.1 Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.
- 3.3.2 Bullying is often a call for help by the person showing bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often symptomatic of other issues which they may need help with. Therefore promptly informing an appropriate person about these behaviours helps everyone.

4. SIGNS AND SYMPTOMS OF BULLYING

- 4.1 A child's behaviour may be indicative that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of being left alone with other children.
- Changes their usual routine.
- Suddenly doesn't wish to attend training or events.
- Becomes withdrawn, anxious or lacking in confidence.
- Starts stammering.
- Has cuts or bruises that can not adequately be explained.
- Attempts or threatens suicide.
- Attempts or threatens to run away.
- Cries themselves to sleep or has nightmares.
- Feels ill in the mornings.
- Begins to perform poorly without good reason.
- Comes home with clothes torn or belongings damaged.
- Has possessions suddenly start go missing.
- Asks for money or starts stealing money (e.g. to give to the bully)

- Continually 'loses' money.
- Become aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Is frightened to say what is wrong.
- Gives improbable excuses or reasons for any of the above.

4.2 These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

5. PROCEDURES

5.1 If anyone, junior or adult, suspects that bullying is taking place it is expected of them that they inform an appropriate person. This should be the clubs Safeguarding Lead or any management member.

5.2 This person will then follow the procedure laid down in the clubs Safeguarding Policy and Guidelines.

5.3 Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.

5.4 Being found to know of bullying without reporting it is a disciplinary offence.

6. OUTCOMES

6.1 All interviews will be conducted under Best Practice Guidelines, which includes all children being accompanied by a parent or responsible adult.

6.2 The child who is bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible the children will be reconciled.

6.3 It may be recommended that the child seek the help of Professional Health Counsellors to deal with their behaviour.

6.4 If incidents take place at club events, hearings may take place.

6.5 Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or the club might be necessary.

6.6 After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

6.7 All incidents will be reported to the CPA Safeguarding Manager and kept on record to monitor any future reports

7. MONITORING AND REVIEW

7.1 The Policy will be monitored by the clubs Safeguarding Lead.

7.2 The Policy will be reviewed annually by the clubs Safeguarding Lead in conjunction with management and in consultation with the CPA Safeguarding Manager.



Self-disclosure form. Private and Confidential

Self-declaration form for roles involving contact with children, young people and adults at risk.

Lowestoft & Oulton Broad Motor Boat Club is committed to safeguarding children, young people and adults at risk from all forms of neglect and abuse.

As part of our Safeguarding policy, we require those involved and applicants for posts involving contact with children, young people and adults at risk to complete this selfdeclaration form.

If your role does / will involve regular or frequent contact with or responsibility for children, young people and adults at risk you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

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

Name

- 1. Have you ever been known to any Social Services Department as being an actual or potential risk to children, young people or adults at risk? YES / NO If yes, please supply details.**
- 2. Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children, young people or adults at risk? YES / NO If yes, please supply details.**

Declaration

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

If required I agree to provide a valid Criminal Records Disclosure

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 children, young people or 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 children, young people and adults at risk.

I have read and understood the LOBMBC Safeguarding Children, Young People and Adults at risk Policy and Guidelines including the Anti Bullying and Club Code of Ethics and Conduct - Instructors and Trainers Policies.

Signed: Date:

Parent/guardian, signed: Date:

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

Revised February 2022

Photography consent form

Consent form for the use of photography or video

Lowestoft and Oulton Broad Motor Boat Club recognises the need to ensure the safety and welfare of children and young people and adults at risk taking part in boating. In accordance with our safeguarding policy we will not arrange for photographs, video or other images of young people to be taken or published without the consent of the parents/guardians/carers and children/adults at risk.

LOBMBC will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform:

Joy Shulver, safeguarding lead, immediately.

Conditions of Use

1. We will not re-use any images after your child/adult at risk has left LOBMBC.
2. We will normally only identify a child/adult at risk by reference to the their first name.
3. We will not use personal details or full names (i.e. first name and surname) of any child/adult at risk to accompany a photographic image on video, on our website, in our organisation brochure or any other electronic or printed publications without good reason. 'Good reason' includes using the full name of a child/adult at risk in a newsletter to organisation members if they have won a trophy or award.
4. We will not include personal email or postal addresses or telephone numbers on video, on our website, in our organisation brochure or in other electronic or printed publications.
5. We may use group photographs or footage with very general labels, such as Junior Racing.
6. We will only use images of children/adult at risk who are suitably dressed, to reduce the risk of such images being used inappropriately.

Declaration of parent or person with Legal Responsibility:

Name of child:

1. I agree that my son's/daughter's photograph may be used in LOBMBC's brochure and other printed publications. **Yes / No**
2. I agree that my son's/daughter's image may be used on LOBMBC's website. **Yes / No**
3. I agree that my son/daughter may be photographed or filmed by the media and the images used in local or national newspapers, televised news programmes etc. **Yes/No**
4. Certain publications require full names in racing reports and to accompany pictures of prize winners. May we give this information to reputable publications such as Lowestoft journal and Eastern Daily Press **Yes / No**

I have read and understood the Conditions of Use above.

I agree to notify LOBMBC of any relevant changes in my child's/adult at risks circumstances. I confirm that my child is not under a court order.

Signed: Date:

Name:

Safeguarding referral form If unable to use local electronic form (Revised Apr 2019)

Date and time of incident	
---------------------------	--

Name and position of person about whom report, complaint or allegation is made	
Name and age of child/adult at risk involved	
Name of club or organisation (if relevant)	Lowestoft & Oulton Broad Motor Boat Club
Nature of incident, complaint or allegation (continue on separate page if necessary).	
Action taken by Lowestoft & Oulton Broad Motor Boat Club (continue on separate page if necessary)	
If Police or Social Services contacted, name, position and telephone number of person handling case	
Name of person completing form Organisation Position of person completing form	Lowestoft & Oulton Broad Motor Boat Club
Contact telephone number and e-mail address	
Signature of person completing form	
Date and time form completed	
Name and position of Lowestoft & Oulton Broad Motor Boat Club safeguarding lead or person in charge (if different from above)	
Contact telephone number and e-mail address	

This form should be copied, marked 'Private and Confidential', to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.



Lowestoft and Oulton Broad Motor Boat Club

Safeguarding Lead REDACTED.

Communication Sheet.

Date:.....

Signature:.....

Appendix A – What is child abuse? (Based on the statutory guidance 'Working Together to Safeguard Children')

Abuse and neglect are forms of maltreatment of a child/adult at risk. Somebody may abuse or neglect a child/adult at risk by inflicting harm, or by failing to act to prevent harm. Children/adult at risk may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children inflicting physical harm:

- by hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
- giving children alcohol or inappropriate drugs.
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

Emotional abuse is the persistent emotional maltreatment of a child/adult at risk such as to cause severe and persistent adverse effects on the child/adult at risk's emotional development. It may involve:

- conveying to a child/adult at risk that they are worthless, unloved or inadequate.
- not giving the child/adult at risk opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- imposing expectations which are beyond the child/adult at risk's age or developmental capability.
- overprotection and limitation of exploration and learning or preventing the child/adult at risk from participating in normal social interaction.
- allowing a child/adult at risk to see or hear the ill-treatment of another person.
- serious bullying (including cyber bullying), causing children/adults at risk frequently to feel frightened or in danger.
- the exploitation or corruption of children/adult at risk.
- emotional abuse in sport might also include situations where parents, carers or coaches subject children/adults at risk to constant criticism, bullying or pressure to perform at a level that the child/adult at risk cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child/adult at risk.

Sexual abuse. Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person or adult at risk to take part in sexual activities, whether or not the child/adult at risk is aware of what is happening, to gratify their own sexual needs. The activities may involve:

- physical contact (e.g. kissing, touching, masturbation, rape or oral sex).
- involving children/adult at risk in looking at, or in the production of, sexual images.
- encouraging children/adults at risk to behave in sexually inappropriate ways.
- grooming a child/adult at risk in preparation for abuse (including via the internet).
- sport situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people/adult at risk.

Neglect is the persistent failure to meet a child's/adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of that person's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter.
- protect a child/adult at risk from physical and emotional harm or danger.
- ensure adequate supervision.
- ensure access to appropriate medical care or treatment.

- respond to a child's/adult at risks basic emotional needs.
- neglect in a boating situation might occur if an instructor or coach fails to ensure that children/adults at risk are safe, or exposes them to undue cold or risk of injury.

Child/adult at risk sexual exploitation is a form of child/adult at risk sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 or adult at risk into sexual activity in exchange for something the victim needs and wants (e.g. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been exploited even if the sexual activity appears consensual. Child/adult at risk sexual exploitation can also occur online without involving physical contact.

Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities on the basis of race, faith or denomination; justify discrimination e.g. towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Bullying (not included in 'Working Together' but probably more common in a sport situation than some of the other forms of abuse described above)

Bullying (including online bullying, for example via text or social media) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully is often another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture.

Bullying can include:

- physical pushing, kicking, hitting, pinching etc.
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals.
- posting of derogatory or abusive comments, videos or images on social network sites.
- racial taunts, graffiti, gestures, sectarianism.
- sexual comments, suggestions or behaviour.
- unwanted physical contact.

The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.

Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child/adult at risk has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- sexually explicit language or actions.
- a sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- the child/adult at risk describes what appears to be an abusive act involving him/her.
- a change observed over a long period of time (e.g. the child/adult at risk losing weight or becoming increasingly dirty or unkempt).
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected.
- an unexpected reaction to normal physical contact.
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child/adult at risk could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that they being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's/adult at risks behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult our designated safeguarding lead or the person in charge. It is this person's responsibility to make the decision to contact Social Services or the Police.

It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on these concerns.

Appendix B - HOW TO REACT WHEN A CHILD/YOUNG PERSON WANTS TO TALK ABOUT ABUSE

- **General points**

- Take seriously what the child/young person says (however unlikely the story may sound)
- Keep calm
- Look at the child/young person directly
- Be honest
- Let them know you will need to tell someone else – don't promise confidentiality
- Reassure them they are not to blame for the abuse
- Be aware that the child/young person may have been threatened
- Never push for information
- Ask questions for clarification only; avoid asking questions that suggest a particular answer.

- **Helpful things to say or show**

- Show acceptance of what the child/young person says
- "I am glad you have told me"
- "It's not your fault"
- "I will help you"

- **Avoid saying**

- "Why didn't you tell anyone before?"
- "I can't believe it"
- "Are you sure this is true?"
- Never make false promises
- Never make statements such as "I am shocked!", or "don't tell anyone else"

- **Concluding**

- Reassure the young person that they were right to tell you and that you take them seriously
- Let the young person know what you are going to do next and that you will let them know what might happen Immediately report the matter, as per procedures

Appendix C: Questions to ask yourself before making an adult safeguarding referral

Are the three safeguarding threshold criteria met?

- Do they have care and support needs?
- Are they experiencing, or are at risk of, abuse or neglect?
- as a result of their care and support needs they are unable to protect himself or herself against the abuse or neglect or the risk of it?

Remember that being safe is only one part of a person's life. Wellbeing, learning and quality of life are also important factors.

2. What is the concern?
3. What are the person's personal preferences and circumstances that create a proportionate tolerance of acceptable risk?
4. What would be a proportionate intervention to the potential risk?
5. What is/are the vulnerability/ vulnerabilities of the adult?
6. What is the nature and extent of the abuse?
7. How long has the abuse been occurring?
8. What is the impact of the abuse on the individual?
9. What is the risk of repeated or increasingly serious acts involving the adult or other adults?
10. What is the equality of the relationship between the adult and the alleged abuser?
11. Are there similar allegations against the alleged abuser?
12. Is the person safe?
13. Do you have consent to share, If not is there an overriding public interest or vital interest to share the information without consent? e.g. Is any one else at risk? Could a crime have happened/ be about to happen? There is a high risk to the health and safety of the adult at risk

You must make a referral if:

- The adult considers they are being abused
- The adult is caused distress or there is a deliberate attempt to cause the adult distress
- Incidents are repetitive and targeted
- A crime has been committed
- The incident involves a member of staff

5. Details must be recorded on an adult protection referral form. All appropriate information must be recorded clearly including dates and times when events took place. Facts and opinion should be clearly differentiated. Complete an adult safeguarding online referral form at www.suffolkas.org

6. Staff will follow the operational guidance on 'Making Safeguarding personal' as set out in 'Suffolk County Council Safeguarding Adults Policy and Operational Guidance

This includes the following;

- Seeing people as experts in their own lives and working alongside them in a way that is consistent with their rights and capacity and that prevents abuse occurring wherever possible.
- Person-led and outcome focussed safeguarding, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. Listening to the person and providing options that permit them to help themselves
- Recognising different preferences, histories, circumstances and lifestyles
- Wherever possible the adult at risk will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant. However, staff caring or assisting them must do everything they can to identify and prevent abuse from happening wherever possible and evidence their efforts.

Remember you can discuss your concerns with the mash professionals consultation line.

Appendix D: RECOGNISING POSSIBLE CHILD/ADULT ABUSE

The following behavioural signs **may** be indicators of child/young person abuse, but care should be taken in interpreting them in isolation.

CHILD ABUSE

Physical signs

- Any injuries, bruises, bites, bumps, fracture, etc. which are not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which appear to have been caused by a weapon e.g. cuts, welts, etc.
- Injuries which have not received medical attention.
- Instances where children/young people are kept away from the group inappropriately or without explanation.
- Self-mutilation or self-harming e.g.. cutting, slashing, drug abuse.

Emotional signs

Changes or regression in mood and behaviour, particularly where a child/young person withdraws or becomes clinging. Also depression/aggression.

- Nervousness or inappropriate fear of particular adults.
- Changes in behaviour e.g., under-achievement or lack of concentration, inappropriate relationships with peers and/or adults e.g., excessive dependence attention-seeking behaviour.
- Persistent tiredness, wetting or soiling of bed or clothes by an older child.

Signs of neglect

- Regular poor hygiene
- Persistent tiredness
- Inadequate clothing
- Excessive appetite
- Failure to thrive e.g. poor weight gain, consistently being left alone and unsupervised

Indicators of possible sexual abuse

- Any direct disclosure made by a child/young person concerning sexual abuse.
- Child/Young person with excessive preoccupation with sexual matters and detailed knowledge of.
- Adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Preoccupation with sexual activity through words, play or drawing.
- Child/Young person who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Other emotional signs (see above) may be indicative of sexual or some other form of abuse.

Domestic abuse

Be aware that a referral must be made direct to Children's Social Care, following the reporting flowchart below, if it seems reasonable to suspect that:

- a child sees, hears, experiences or is otherwise aware of domestic abuse – i.e. that domestic abuse is part of their experience of family life. This applies regardless of whether they actually witness any particular event or are physically harmed, and
- the non-abusing parent will not be able – for whatever reason – to ensure the safety and well being of their child without significant professional assistance and support.

(Refer to [Domestic Abuse policy](#) on LSCB website for further guidance and accompanying THE ORGANISATION procedure for more information).

Recognising signs and symptoms of possible and actual abuse can be found at Appendix B of this document.

Appendix E: ADULT ABUSE TYPES AND INDICATORS

The lists below are purely for Operational Guidance. The presence of one or more does not automatically confirm abuse. The existence of a number of the indicators may, however, suggest a potential for abuse and should therefore necessitate further assessment or scrutiny. If there is any concern at all about the possibility of abuse then advice should be sought and an alert should be submitted to Customer First without delay.

Abuse can generally be viewed in terms of the following categories; Physical, Domestic, Sexual, Psychological, Financial/ material, Modern Slavery, Discriminatory, Organisational, Neglect and acts of omission, and Self-neglect.

Physical Abuse

Physical injuries which have no satisfactory explanation or where there is a definite knowledge, or a reasonable suspicion that the injury was inflicted with intent, or through lack of care, by the person having custody, charge or care of that person, including hitting, slapping, pushing, misuse of or lack of medication, restraint, or inappropriate sanctions.

Possible Indicators of physical abuse

- History of unexplained falls or minor injuries
- Unexplained bruising – in well protected areas, on the soft parts of the body or clustered as from repeated striking
- Unexplained burns in an unusual location or of an unusual type
- Unexplained fractures to any part of the body that may be at various stages in the healing process
- Unexplained lacerations or abrasions
- Slap, kick, pinch or finger marks
- Injuries/bruises found at different stages of healing for which it is difficult to suggest an accidental cause
- Injury shape similar to an object
- Untreated medical problems
- Weight loss – due to malnutrition or dehydration; complaints of hunger
- Appearing to be over medicated

Domestic Abuse

Domestic abuse can also involve the abuse of an 'adult at risk'. Safeguarding Adults procedures only apply where the adult:

- 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. (Sec 42 Care Act)

The Government definition of domestic abuse is: 'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over (Safeguarding Adults applies from age 18) who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional
- 'Honour' based violence
- Female Genital Mutilation •forced marriage

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain,

depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.' (Home Office 2013) Agencies that are concerned that an adult is subject to domestic abuse consider a referral to a multi-agency risk assessment conference (MARAC).

Action should always be taken to pass on referrals for all incidents of domestic abuse relating to adults at risk, to Customer First. Where the victim is not an adult at risk, concerns should be raised directly with the police.

The Government definition of domestic abuse, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group. Below is a brief outline of Honour Based Violence, FGM and Forced Marriage. Please visit the Adult Safeguarding Board website for the full Honour Based Violence and Forced Marriage policies.

Honour Based Violence

Honour Based Violence (HBV) is a crime or incident which has or may have been committed to protect or defend the honour of the family or community. It is a collection of practices used to control behaviour within families or other social groups, to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when a relative has shamed the family and/or community by breaking their honour code.

Women are predominately but not exclusively the victims of so called Honour Based Violence which is used to assert male power in order to control female autonomy and sexuality. Honour Based Violence can be disguised from other forms of violence as it is often committed with some degree of approval and/or collusion from family and/or community members. Such crimes cut across all cultures, nationalities, faith groups and communities and should be referred within existing adult protection procedures where the victim is an 'adult at risk' as defined by the Care Act 2014.

Where children or adults at risk are identified as being victims of, involved in, or witness to Honour Based Violence, contact should be made with Customer First on 0808 800 4005. Victims of Honour Based Violence can also access help and advice from Karma Nirvana at www.karmanirvana.org.uk or by contacting 0800 5999247.

Forced Marriage

A forced marriage is where one or both people do not (or in cases of people lacking the mental capacity to make the relevant decisions, cannot) consent to the marriage and pressure or abuse is used. Forced marriage is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights.

The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they are bringing shame on their family). Financial abuse (removal of wages or deprivation of finances or necessities) can also be a factor.

All Forced Marriage alerts relating to adults at risk are to be submitted to Customer First on 0808 800 4005. Further support can be accessed via the Forced Marriage Unit (FMU). The FMU is a joint Foreign and Commonwealth Office and Home Office unit which was set up in January 2005 to lead on the Government's forced marriage policy, outreach and casework. It operates both inside the UK, where support is provided to any individual, and overseas, where consular assistance is provided to British nationals, including dual nationals.

The FMU operates a public helpline to provide advice and support to victims of forced marriage as well as to professionals dealing with cases. The assistance provided ranges from simple safety advice, through to aiding a victim to prevent their unwanted spouse moving to the UK ('reluctant sponsor' cases),

and, in extreme circumstances, to rescue victims held against their will overseas. Tel: +44 (0) 20 7008 0151.

Victims of Forced Marriage can also access help and advice from Karma Nirvana at www.karmanirvana.org.uk or by contacting 0800 5999247.

It is important to remember the following when addressing issues of Forced Marriage and/or Honourbased violence:

DO NOT go directly to, share information with, or use as an interpreter a relative, friend, neighbour, community leader or other with influence in the community. This will alert them to your enquiries and may place the adult at further risk.

DO NOT attempt to give the person immigration advice. It is a criminal offence for any unqualified person to give this advice.

Female Genital Mutilation (FGM)

Female genital mutilation/ FGM (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. Girls under the age of 15 are mainly at risk but it is important for everyone working with adults at risk to be mindful of this practice and refer any concerns to Customer First if they believe that the adult or a child within the family may be at risk of FGM. The police and Health colleagues will be notified in the Multi-Agency Safeguarding Hub.

Sexual Abuse

Sexual acts which might be abusive include non-contact abuse such as looking, pornographic photography, indecent exposure, harassment, unwanted teasing or innuendo, or contact such as touching breasts, genitals, or anus, masturbation, penetration or attempted penetration of vagina, anus, and mouth with or by penis, fingers or other objects (rape).

Possible Indicators of sexual abuse

- A change in usual behaviour for no apparent or obvious reason
- Sudden onset of confusion, wetting or soiling
- Withdrawal, choosing to spend the majority of time alone
- Overt sexual behaviour/language by the adult at risk
- Disturbed sleep pattern and poor concentration • Difficulty in walking or sitting
- Torn, stained, bloody underclothes
- Love bites
- Pain or itching, bruising or bleeding in the genital area
- Sexually transmitted urinary tract/vaginal infections
- Bruising to the thighs and upper arms
- Frequent infections
- Severe upset or agitation when being bathed/dressed/undressed/medically examined
- Pregnancy in a person not able to consent

Psychological Abuse

Psychological, or emotional abuse, includes the use of threats, fears or bribes to negate an adult at risk's choices, independent wishes and self-esteem; cause isolation or overdependence (as might be signaled by impairment of development or performance); or prevent an adult at risk from using services, which would provide help.

Possible Indicators of psychological abuse

- Ambivalence about carer
- Fearfulness expressed in the eyes; avoids looking at the carer, flinching on approach • Deference
- Overtly affectionate behaviour to alleged source of risk
- Insomnia/sleep deprivation or need for excessive sleep
- Change in appetite
- Unusual weight gain/loss
- Tearfulness

- Unexplained paranoia
- Low self-esteem
- Excessive fears
- Confusion
- Agitation

Financial Abuse

This usually involves an individual's funds or resources being inappropriately used by a third person (i.e. theft) It includes the withholding of money or the inappropriate or unsanctioned use of a person's money or property or the entry of the adult at risk into financial contracts or transactions that they do not understand, to their disadvantage. Possible Indicators of financial abuse

- Unexplained or sudden inability to pay bills
- Unexplained or sudden withdrawal of money from accounts
- Person lacks belongings or services, which they can clearly afford
- Lack of receptiveness to any necessary assistance requiring expenditure, when finances are not a problem – although the natural thriftiness of some people should be borne in mind • Extraordinary interest by family members and other people in the adult at risk's assets
- Power of Attorney obtained when the adult at risk is not able to understand the purpose of the document they are signing
- Recent change of deeds or title of property
- Unpaid carer or support worker only asks questions of the worker about the user's financial affairs and does not appear to be concerned about the physical or emotional care of the person
- The person who manages the financial affairs is evasive or uncooperative
- A reluctance or refusal to take up care assessed as being needed
- A high level of expenditure without evidence of the person benefiting
- The purchase of items which the person does not require or use
- Personal items going missing from the home
- Unreasonable and /or inappropriate gifts

Modern Slavery

Modern slavery encompasses human trafficking, domestic servitude and forced labour. 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.

Possible indicators of modern slavery

- Marked isolation from the community
- Seeming under the control and influence of others and relying on others to communicate on their behalf
- Restricted freedom of movement
- Unusual travel times
- Unfamiliarity with the local neighbourhood
- Signs of physical or psychological abuse such as looking malnourished or unkempt or appearing withdrawn
- Poor living conditions such as unhygienic, overcrowded accommodation or living and working at the same address
- Few or no personal effects and no identification documents
- Reluctance to seek help often characterized by hesitance to speak to strangers or professionals and limited eye contact • Fear of law enforcement

This list is not exhaustive. The signs of slavery are often hidden, making it difficult to recognise victims. Where modern slavery is suspected and the victim is an adult at risk, a Safeguarding Adults referral should be made to Customer First on 03456 066 167. All other victims should be referred to the police directly by dialling 101.

However, if you think a person is in immediate danger, call 999 and ask for the police.

Advice and Guidance can be sought from the Modern Slavery Helpline on 08000 121 700.

Discriminatory Abuse

This is abuse targeted at a perceived vulnerability or on the basis of prejudice including racism or sexism, or based on a person's impairment, origin, colour, disability, age, illness, sexual orientation or gender. It can take any of the other forms of abuse, oppressive treatment, harassment, slurs or similar treatment. Discriminatory abuse may be used to describe serious, repeated or pervasive discrimination, which leads to significant harm or exclusion from mainstream opportunities, provision of poor standards of health care, and/or which represents a failure to protect or provide redress through the criminal or civil justice system.

Possible Indicators of discriminatory abuse

- Hate mail
- Verbal or physical abuse in public places or residential settings
- Criminal damage to property
- Target of distraction burglary, bogus officials or unrequested building/household services
- Discriminatory abuse can manifest itself as the other types of abuse; physical or sexual abuse/ assault, financial abuse/ theft, neglect, psychological abuse.

Organisational Abuse

Organisational abuse happens when the routines in use force residents or service users to sacrifice their own needs, wishes or preferred lifestyle to the needs of the institution or service provider. Abuse may be a source of risk from an individual or by a group of staff embroiled in the accepted custom, subculture and practice of the institution or service.

Possible Indicators of Organisational Abuse

- Organisations may include residential and nursing homes, hospitals, day centres, sheltered housing schemes, group or supported housing projects. It should be noted that all organisations and services, whatever their setting, can have institutional practices which can cause harm to adults at risk.
- It may be reflected in an enforced schedule of activities, the limiting of personal freedom, the control of personal finances, a lack of adequate clothing, poor personal hygiene, a lack of stimulating activities or a low quality diet – in fact, anything which treats the person concerned as not being entitled to a 'normal' life.

The distinction between abuse in institutions and poor care standards is not easily made and judgements about whether an event or situation is abusive should be made with advice from appropriate professionals and regulatory bodies.

Neglect / Acts of Omission

Neglect can be both physical and emotional. It is about the failure to keep an adult at risk clean, warm and promote optimum health, or to provide adequate nutrition, medication, being prevented from making choices. Neglect of a duty of care or the breakdown of a care package may also give rise to safeguarding issues i.e. where a carer refuses access or if a care provider is unable, unwilling or neglects to meet assessed needs. If the circumstances mean that the 'adult at risk' is at risk of significant harm, then Safeguarding Adults procedures should be invoked.

Possible Indicators of neglect

- Poor condition of accommodation
- Inadequate heating and/or lighting
- Physical condition of person poor, e.g. ulcers, pressure sores etc.
- Person's clothing in poor condition, e.g. unclean, wet, etc.
- Malnutrition
- Failure to give prescribed medication or appropriate medical care
- Failure to ensure appropriate privacy and dignity
- Inconsistent or reluctant contact with health and social agencies
- Refusal of access to callers/visitors

A person with capacity may choose to self-neglect, and whilst it may be a symptom of a form of abuse it is not abuse in itself within the definition of these procedures.

Wilful Neglect and Ill-Treatment

Section 44 of the Mental Capacity Act 2005 and Section 127 of the Mental Health Act 1983 make it a criminal offence to ill-treat or wilfully neglect a person who lacks the capacity to care for themselves, or where the 'abuser' believes the individual lacks capacity.

The abuser is committing an offence when they are responsible for the care of the adult at risk and they wilfully neglect or ill treat them. This includes paid carers, senior staff or managers in a hands-off role, family carers, any donee of a lasting power of attorney or court appointed deputy.

The terms 'ill-treatment' or 'wilful neglect' are not defined in either the Mental Health Act or Mental Capacity Act. In addition, the offences are separate.

Wilful neglect means deliberate failure to do something that was a duty, often with an element of recklessness. It does not require any proof of any particular harm or distress or proof of the risk harm. Illtreatment involves deliberate conduct which ill-treats a person who lacks mental capacity to make the relevant decisions, whether or not it causes any harm to them. Ill-treatment also involves a guilty mind, with the alleged abuser having an appreciation that he or she was inexcusably or recklessly ill-treating the adult.

Most of the indicators of the other types of abuse may also indicate willful neglect or ill treatment if the adult at risk lacks the mental capacity to make the relevant decisions so these two offences should always be considered with each allegation of abuse in such circumstances.

Self-neglect

Self-neglect differs from the other forms of abuse listed here because it does not involve a perpetrator. Self-neglect is failing to care for one's personal hygiene, health or surroundings in such a way that causes, or is reasonably likely to cause significant physical, mental or emotional harm or substantial damage to or loss of assets. Self-neglect falls into the Safeguarding Adults remit when the adult meets the requirements of the three stage test. Self-neglect can happen as a result of an individual's choice of lifestyle or the person may have

- depression or other mental health condition,
- poor physical health,
- cognitive difficulties
- substance misuse

Possible indicators of self-neglect

- Living in grossly unsanitary conditions which endangers health and wellbeing
- Grossly inadequate self-grooming or personal care and/ or inappropriate or inadequate clothing.
- Maintaining an untreated illness, disease or injury or lacking eyeglasses, dentures, hearing aids, etc.
- Being malnourished or dehydrated to such an extent that, without intervention, the adult's physical or mental health is likely to be severely impaired
- Creating severely hazardous living conditions that will likely cause serious physical harm to the adult or others or cause substantial damage to or loss of assets, such as severe hoarding, improper wiring, lack of indoor plumbing or heating, infestation
- Managing ones assets in a manner that is likely to cause substantial damage to or loss of assets

The scope of this policy does not include issues of risk associated with deliberate self-harm. However, it may be appropriate to address the concerns by raising an Safeguarding Alert if:

- The self-harm appears to have occurred due to an act(s) of neglect or inaction by another individual or service
- There appears to be a failure by regulated professionals or organisations to act within their professional codes of conduct
- Actions or omissions by third parties to provide necessary care or support where they have a duty either as a care worker, volunteer or family member to provide such care/ support.

Please see the Suffolk Safeguarding Adults Board Self-Neglect policy for detailed information and operational guidance on Self-neglect.

Radicalisation

Radicalisation is not included as an abuse type in the Care Act Guidance. It is however important to include it to raise awareness and provide operational guidance to staff. The Prevent Strategy (Home Office 2011) recognises that the presence of key vulnerabilities such as Learning Disabilities, autism or Mental Health problems can increase an individual's susceptibility towards radicalisation and to be influenced by extremism. Channel is a key element of the Prevent strategy. It is a multi-agency approach to protect people at risk of radicalisation, using existing collaboration between local authorities, statutory partners (such as the education and health sectors, social services, children's and youth services and offender management services), the police and the local community to identify individuals at risk of being drawn into terrorism.

The aim is to assess the nature and extent of that risk; and develop the most appropriate support plan for the individuals concerned. Early intervention is required to protect and divert people away from the risk they face before illegality occurs. Any concerns that an adult at risk is being radicalised must be referred to the MASH via Customer First on 03456 066 167. There are a number of behaviours and other indicators that may indicate the presence of vulnerability.

Example indicators that an individual may be engaged with an extremist group, cause or ideology include:

- Increasingly spending time in the company of other suspected extremists;
- Changing their style of dress or personal appearance to accord with the group;
- Their day to day behaviour increasingly centred around an extremist ideology, group or cause; • Loss of interest in other friends and activities not associated with the extremist ideology, group or cause;
- Possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups);
- Attempts to recruit others to the group/cause/ideology; or
- Communications with others that suggest identification with a group/cause/ideology.

Example indicators that an individual has an intention to use violence or other illegal means include: • Clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills;

- Using insulting or derogatory names or labels for another group;
- Speaking about the imminence of harm from the other group and the importance of action now;
- Expressing attitudes that justify offending on behalf of the group, cause or ideology;
- Condoning or supporting violence or harm towards others;
- Plotting or conspiring with others. Example indicators that an individual is capable of contributing directly or indirectly to an act of terrorism include:
- Having a history of violence;
- Being criminally versatile and using criminal networks to support extremist goals;
- Having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction);
- Having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).

NB. The examples above are not exhaustive and vulnerability may manifest itself in other ways. There is no single route to terrorism nor is there a simple profile of those who become involved. For this reason, any attempt to derive a 'profile' can be misleading. It must not be assumed that these characteristics and experiences will necessarily lead to individuals becoming terrorists, or that these indicators are the only source of information required to make an appropriate assessment about vulnerability.

Crime and Anti-Social Behaviour

Antisocial behaviour is any aggressive, intimidating or destructive activity that damages or destroys another person's quality of life; defined by the Crime and Disorder Act 1998 as 'acting in a manner that caused or was likely to cause harassment, alarm or distress to one or more persons not of the same household as the defendant'.

Antisocial behaviour against an adult at risk should be referred under Safeguarding Procedures to Customer First on 03456066167

Appendix F - Lowestoft & Oulton Broad Motor Boat Club Instructor Code of Conduct

Revised April 2022

Lowestoft & Oulton Broad Motor Boat Club Instructor Code of Conduct for Instructors, Coach Assessors, Trainers and Examiners

This document outlines the code of conduct under which all holders of CPA instructor qualifications and CPA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and CPA appointment holders the high standards to which all are expected to conform. Instructors must:

- If working with people under the age of 18 or adults at risk, read and understand the Safeguarding Policy as detailed by the Lowestoft & Oulton Broad Motor Boat Club
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the CPA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through Lowestoft & Oulton Broad Motor Boat Club i.e. they must be a club member.
- Not develop inappropriate working relationships with students (especially children/adults at risk). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold or be training for a relevant up to date governing body qualifications as approved by the CPA.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents/guardian/carer) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (eg courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the CPA or Lowestoft & Oulton Broad Motor Boat Club into disrepute.
- Act with integrity in all customer and business to business dealings pertaining to CPA training.
- Not teach or purport to provide CPA courses or CPA certification outside of the framework of an CPA recognised training centre
- Notify the Lowestoft & Oulton Broad Motor Boat Club and CPA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and adults at risk).
- Not carry out CPA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the Lowestoft & Oulton Broad Motor Boat Club Instructor Code of Conduct may result in the suspension or withdrawal of CPA qualifications or appointments.