



# **Blackpool Boccia Vulnerable Adults Protection Policy**

## **Statement**

As leaders/volunteers of Blackpool Boccia Club, we are committed to the protection and safeguarding of vulnerable adults who are members or visitors to our club.

We will treat all vulnerable adults with respect and we will adhere to the policy and good practice guidelines below.

## **The Club's Aims**

It is the object of the club to provide a social and sporting environment where the disabled adults of Blackpool and surrounding areas can meet. Currently, the club meets every Tuesday and Thursday to provide a base for its members to take part in the sport of Boccia.

It is also the club's intention to interact with other local and regional clubs/groups and to foster good inter-club relationships and social mixing.

## **References**

- Care Act (2014)
- Mental Capacity Act (2005)
- Council Adult Safeguarding Team Tel:0808 808 8141
- Safeguarding Vulnerable Adults Act (2006)
- Lancashire County Council P.O Box 78 Preston PR1 8XJ Tel:0300 123 6721
- Sexual Offences Act 2003
- Data Protection Act 1998
- Domestic Violence Crime /Victims Act 2004
- Human Rights Act 1998

## **The Designated Persons**

The designated persons with responsibility for the welfare of the members of the club are: Elaine Tennant as the Vulnerable Adults Protection Representative and Tony Edmond as the Deputy VAPR. Any concerns should be brought to their attention. The designated persons shall ensure that leaders and volunteers:

- Are kept up to date with current legislation and local authority requirements.
- Know how to report their concerns about possible abuse or neglect to the designated persons.
- Are aware that information is held on file about local statutory agencies with responsibility for Vulnerable Adults.

## **Recruitment, Vetting and Support Procedures**

All leaders and volunteers of the club shall be vetted to ensure that they are safe and responsible to work with the club's members. Leaders and Volunteers shall be classed

as any adult, who is either a committee member, coaching staff, team manager, individual's personnel helper or any adult who regularly attends the club's meetings in a voluntary role.

The vetting procedure is to be undertaken prior to any leader or volunteer taking part in the club's meetings or activities and shall be carried out by the Adult Protection Representative and/or his/her deputy

The vetting process shall include the following checks:

1. DBS Check.
2. Completion of (leader/official) application form.
3. Review of references
4. Interview to be carried out by the VAPR Representative and she/or his deputy
5. Review of previous work with Vulnerable Adults including reasons for any gaps that may have occurred during this work.

### **Probationary Period**

On completion of the vetting process, the vetted leader/volunteer shall undergo a 3-month probationary period of work within the club, during which time he/she shall be under the surveillance and supervision of the VAPR Representative and/or his Deputy. It is the VAPR Representative and his Deputy's responsibility to ensure that any new leader's/volunteers are satisfying the conditions of the clubs Vulnerable Adults Protection Policy and are working in a safe and responsible manner.

### **Training**

All leaders/volunteers are to undergo appropriate training to enable them to carry out their duties in a competent and responsible manner.

### **Casual Volunteers**

It is noted that the club may be attended by parents/guardians of the clubs Adults disabled members. These adults shall be classed as casual volunteers whose role will be restricted to looking after their own adults/charge. If however, a casual volunteer becomes involved in the clubs activities or expresses a wish to become more involved in the running of the club, then the casual volunteer shall be reclassified as a leader or volunteer, and as such shall then be subject to the vetting procedure.

### **Number of Leader's/Volunteer's**

There shall always be a minimum of one female and one male leader/volunteer, when running activities for up to 20 members at Blackpool Boccia Club, traveling to the center, or attending competitions. (Three would be present for a group of 20-32 members) Membership is presently restricted to those over the age of 18 years. .

### **Leader/Volunteer Code of Behavior**

Leaders/volunteers and members will be in public areas at all times. Any member who needs personal care or, in the opinion of the leaders/volunteers, needs personal supervision, must attend with a family member or carer.

## **Good practice**

Written advice given by Blackpool Vulnerable Adults Protection Committee to voluntary organizations is accepted by Blackpool Boccia Club and incorporated into this policy. Leaders/volunteers will not permit any of the following activities by adults.

- Invading the privacy of people or offering personal care
- Sexually provocative or physical games
- Sexually suggestive comments
- Inappropriate touching
- Scapegoating, ridiculing or rejecting a vulnerable person
- Physical punishment

Additionally, leaders/volunteers are instructed as follows

- Do not let members involve you in excessive attention-seeking that is overtly sexual or physical
- Do not invite a member of the club to your home alone. Ensure that another leader or parent is present and that parents know where the person is and the purpose of the visit.
- Do not share sleeping accommodation when the club is away from home.

If you see another adult acting in ways, which might be misconstrued, be prepared to speak to them or the designated persons about your concerns.

## **Recognising & Reporting the Different Types of Abuse**

The club's VAPR and their Deputy maintain files on Health & Safety for vulnerable adults and Child Protection (including Child Abuse) issued by the relevant authorities. This information is available to all leaders, volunteers and members of the club.

It is important that all leaders and volunteers understand the various forms of abuse and must be able to recognize the warning signs. Refer to Annex A of this policy for Definitions of Abuse, Bullying and Harassment.

If a leader or volunteer suspect that any form of abuse has occurred, regardless of whether it is within the club or outside club hours. It must be reported to the VAPR and/or their Deputy immediately. In all cases the details must be recorded by means of the "Record of Allegation or Suspicion of Abuse" form, copy attached.

If the VAPR and/or his deputy feel there are sufficient grounds for concern, the VAPR and/or their Deputy must inform the local authority immediately.

I.E. Blackpool Council Social Services Adult Protection Unit      Tel: 01253 477592  
Lancashire County Council / Adult Services                                      Tel: 0300 123 6721

## **Records**

All members will complete a membership form giving the name of a family contact, phone number and health details. These records will be available to the leaders/volunteers and a register of attendance will be kept.

## **Insurance**

The Blackpool Boccia Club has insurance to cover activities and attendance at competitions.

**Premises**

Blackpool Sports Centre and Thornton YMCA Sports Centre where the club meets, has accessible facilities that meet the needs of our members. The club holds a copy of the recreation center policy and members will be required to adhere to this.

Name..... Signed.....

Vulnerable Adult Protection Representative

Name..... Signed.....

Deputy V AP Representative

Date:.....

To be distributed to all club officials and volunteers.

**Record of Allegation or Suspicion of Abuse**

APR/Deputy making Record ..... Date .....

Name of Adult Involved ..... DoB: .....

Home address of Adult involved: .....  
.....  
.....  
.....

Parents Names: .....  
Telephone No.: .....

Who is expressing concern: .....

When were these concerns expressed to you and how:

What has prompted these concerns (including dates and times):

Describe signs of possible abuse including physical/behavioral/indirect:

Has the ADULT been spoken to: Yes/No. If Yes by who: ..... Date: .....

Content of discussion:

Has the parent been contacted: Yes/No. If Yes by who: ..... Date: .....

Has anyone been named as the alleged abuser: Yes/No, If Yes who: .....

Is the address of the alleged abuser known: Yes/No. If Yes, enter address here: .....

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Has the local authority/outside agency been contacted yet: Yes/No. If Yes give details:

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## **Annex 'A'**

### **Definitions of Abuse, Bullying and Harassment**

#### **Abuse**

Any person may abuse or neglect a Vulnerable Adult by inflicting harm, or by failing to act to prevent harm. vulnerable Adults may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. vulnerable Adults can be abused by Adults. There is growing evidence to suggest that peer abuse is an increasing concern for vulnerable Adults.

The effects of abuse can be extremely damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a young person may find it difficult or impossible to maintain stable, trusting relationships and may become involved with drugs or prostitution, attempt suicide or even abuse a Young/Adult Person in the future.

There are four main forms of abuse:

Neglect - where Adults fail to meet a Young/Adult Person's basic physical and/or psychological needs, likely to result in the serious impairment of the Young/Adult Person's health or development (e.g. failure to provide adequate food, shelter and clothing, failure to protect a Young/Adult Person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment). It may also include refusal to give Young/Adult People love, affection and attention.

Neglect in any disability sports could include a Teacher or Coach not ensuring that Young/Adult People are safe, exposing them to undue cold, heat or to unnecessary risk of injury.

Physical abuse - where someone physically hurts or injures a Young/Adult Person by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing physical harm to a Young/Adult Person. Physical harm may also be caused when a Parent or Carer feigns the symptoms of, or deliberately causes, ill health to a Young/Adult Person whom they are looking after e.g. fictitious illness by proxy or Munchausen's syndrome by proxy.

Examples of physical abuse in any disability sports may be when the nature and intensity of training and competition exceeds the capacity of the Young/Adult Person's immature and growing body or where drugs are used to enhance performance or delay puberty.

## **Annex 'A'**

Sexual abuse - where girls and boys are abused by Adults or other Young People (both male and female), who use Young/Adult People to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing Young/Adult People pornographic material (books, videos, pictures) is also a form of sexual abuse.

In any disability sport involving Coaching techniques which involve physical contact with Young/Adult People could potentially create situations where sexual abuse may go unnoticed. The power of the Coach over vulnerable adult performers, if misused, may also lead to abusive situations developing.

Emotional abuse - is the persistent emotional ill-treatment of a vulnerable adult such as to cause severe and persistent adverse effects on the vulnerable adult emotional development. It may involve conveying to vulnerable adult that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on vulnerable adult. It may involve causing vulnerable adults to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the vulnerable adult very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a vulnerable adult.

Emotional abuse in any disability sports may occur if vulnerable adults are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

### **Bullying**

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms; the three main types are:

- Physical (e.g. hitting, kicking, theft)
- Verbal (e.g. racist or homophobic remarks, threats, name calling)
- Emotional (e.g. isolating an individual from the activities and social acceptance of the peer group).

### **Harassment**

An essential characteristic of harassment is that it is unwanted by the recipient. It is for individuals to determine what behaviour is acceptable to them and what they regard as offensive. It is the unwanted nature of the conduct which distinguishes harassment from acceptable behaviour.

The above definitions are adapted from Department of Health (1999) Working Together to Safeguard vulnerable Adults - A guide to inter-agency working to safeguard and promote the welfare of vulnerable adults.