

Hykeham Sailing Club

Safeguarding Children and Adults at Risk

Policy & Procedures

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1 Policy Statement

This is the Safeguarding Children and Adults at Risk Policy and procedures of Hykeham Sailing Club (known in this policy hereafter as HSC). Hykeham Sailability Ltd and Lincoln and District Sailing Association (LDSA), both affiliates of HSC, have policies more specific to their membership.

As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.

The term Vulnerable Adults/Adults at Risk is defined in the Care Act 2014 and applies to persons 18 or over who are in need of temporary or permanent care or support, and because of those needs are unable to protect themselves against abuse or neglect.

This policy applies to all HSC employees, contractors and volunteers and members .

HSC is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children and adults at risk taking part in HSC activities. HSC recognises that the safety, welfare and needs of children and adults at risk are paramount and that all children and adults at risk, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

HSC takes all reasonable steps to ensure that, through appropriate procedures and training, children and adults at risk, participating in activities organised by HSC, do so in a safe and enjoyable environment.

HSC feels it is important to support a culture within HSC 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.

HSC considers that Safeguarding children and adults at risk is a responsibility of ALL HSC members. All members have access to an electronic copy of this policy and a document entitled 'HSC Safeguarding – A Short Guide for Members'. Both of the above documents will be available to view on the club website and a paper copy for everyday use will be available in the Clubhouse (this will include a paper copy of all relevant forms to use where required).

In the best interests of children, adults at risk, club members and volunteers, HSC has decided that the Club Welfare Officer, all paid staff, members and volunteers, instructing, coaching or supervising young people and adults at risk, be required to undergo a Disclosure and Barring Service (DBS) check at the required Disclosure level (see level details in section 3.2) before working with young people or other persons at risk. Furthermore each DBS applicant must register with the (free to volunteers) 'Update Service' which allows up to date records to be checked periodically (with the DBS holders permission) for on-going compliance. In a 3 year period every DBS Certificate should be checked at least once.

Any current CRB or DBS certificate holder not registered with the Update Service will be required to re-apply for a current DBS assessment/certificate.

HSC has also decided to require instructors at all levels to hold a current DBS certificate/ assessment with the required Update Service registration.

2 Code of Practice

2.1 Club Welfare Officer

The role of the Club Welfare Officer is undertaken by:-

Sandra Dean

Tel: (home) 01507 313934 (mobile) 07734 456213

Email- smobrien1@gmail.com

2.2 Good Practice

All staff and volunteers working with HSC should follow the Good Practice Guidelines later in this document (see section 4).

2.3 First Aid – Medical Treatment

First aid provided by an appropriately trained/qualified person is part of HSC normal duty of care. All volunteers should endeavour to have a current first aid qualification.

2.4 Changing Rooms and Showers

Adults are requested not to enter the showers and changing rooms at times when children are changing. If this is unavoidable it is strongly advised that another accompanying adult be also present.

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 sex.

The use of cameras of any kind is prohibited in changing areas and toilets.

2.5 Photography

As a large part of HSCs funding comes from grants and awards it is probable that the club will be involved with the public surrounding such donations. This may involve the local press or an organisation's own publicity department.

HSC will seek written consent from a child's parents/guardian before taking photos or video at an event or training session or publishing such images. In the case of a vulnerable person, written consent will be sought from the individual, if that person does not have 'capacity', then written consent will be sought from a Carer.

For further information please see 'HSC Safeguarding Policy on Photography, Image and Video' which accompanies this policy. Further copies can be obtained via the Club Welfare Officer.

'HSC Safeguarding Parent/Carer Consent Forms' accompany this policy. Additional copies are available via the Club Welfare Officer.

2.6 Grooming

All members especially those working with children should be aware of the issue of grooming and report any instance. Grooming is when someone develops a relationship with a child over a period of time to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know.

2.7 Bullying

HSC considers bullying of any kind at any level unacceptable.

2.8 Organising and Hosting Events

When hosting an open junior or youth event at HSC, the organisers should liaise with the relevant class association to ensure that all involved with the event are operating to similar policies. It should be made clear to all young competitors and their parents that there is someone responsible for their welfare who can be contacted if they have any concerns.

2.9 Away Events

It is essential that those accompanying young people to away events or training camps, and the competitors themselves, have a clear understanding of their responsibilities and the conduct expected of them. Section 4 gives more guidance to those accompanying Children to away events.

2.10 Organising an Open Training Event for Children

Should HSC ever organise or host an 'Open' Training Event for Children it will be organised using RYA Guidelines. An 'open' event is one that is accessible to children who may not be members of the club.

2.11 Prevention of Abuse

Members organising sailing sessions should plan them in a way that minimises the possibility of child or adult abuse. Guidelines for good practice are shown in section 4.

2.12 Confidentiality and Data Storage/Handling/Retention/Disposal

All personal information will be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties to protect children or vulnerable adults.

As an organisation using the Disclosure and Barring Service (DBS) to help assess applicants' suitability for positions of trust, RYA (as our umbrella body) and Hykeham Sailing Club undertake to comply with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Barring Information. RYA also complies with their obligations under the General Data Protection Regulation (GDPR) and HSC by implementing "HSC Data Privacy Policy."

HSC has a clear policy for the handling, storage, retention and disposal of records relating to Child Protection issues which is reviewed annually in line with this Safeguarding Policy.

3 General Guidance for Recruitment of Staff/Volunteers

It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006 for a Barred Individual to work in Regulated Activity/Regulated Work. It is also a criminal offence for an organisation to knowingly allow someone who has been barred to work in Regulated Activity/Regulated Work, and for an organisation to fail to make a referral to the DBS if they have dismissed someone from Regulated Activity/Regulated Work for harming or posing a risk of harm to a child or vulnerable person.

3.1 Safe Recruitment

All staff working through HSC are currently volunteers. When enlisting the help of volunteers it is the RYA's suggestion that the factors below should be considered.

Are they competent?

Do they hold adequate qualifications and/or experience for what they are being asked to do.

Are they safe?

Is their experience and attitude towards working with children and adults at risk known or evident?

Can they provide a reference from someone who has first-hand experience of their previous work with children or adults at risk?

HSC will, where possible, ensure that staff/volunteers working with children and adults at risk have undertaken training appropriate to their role. This may be through formal training, an online course, induction or mentoring.

A DBS check should only be used in conjunction with the other checks and not relied on in isolation. A clear DBS check is not a guarantee that the applicant has never done anything wrong, it only shows whether or not they have been caught.

Under the Rehabilitation of Offenders Act, application for a DBS check should not be made unless the person in question is going to be in a position of trust, i.e. 'in regular, close or unsupervised contact' with children. For further information on this topic please see 'HSC Policy on Recruitment(Volunteering) of Ex-offenders'.

Standard forms to aid the recruitment process are available as below (contact Club Welfare Officer).

HSC Safeguarding Employment Standard Application Form

HSC Safeguarding Employment Self Disclosure Form

HSC Safeguarding Employment Reference Request Form

3.2 Disclosure Barring Service (DBS)

The Disclosure and Barring Service (DBS) is an agency of the Home Office. It replaced the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS is responsible for maintaining the lists of people barred from working with children and/or with adults (the Barred Lists) and making barring decisions and issuing criminal records disclosures.

Staff and volunteers undertaking relevant roles in regulated sectors eg. schools, healthcare, nursing homes and childminders are required by law to apply for a criminal records disclosure (known as a DBS certificate) There is currently no statutory requirement for other private or voluntary organisations such as HSC to ask staff/volunteers to apply for a DBS check, however it has become accepted good practise and strongly recommended by the RYA.

The RYA is registered with the Disclosure and Barring Service(DBS) as an 'umbrella body' and processes Disclosure Applications through the DBS process on behalf of the HSC.

All HSC DBS applications must be processed via the Club Welfare Officer named above. In the absence of this person the HSC Commodore will co-ordinate disclosure applications.

Before sending the Disclosure and Barring Service (DBS) Application Form to the RYA the Club Welfare Officer will check that the form has been completed in accordance with RYA guidelines and that appropriate identity documentation has been provided and checked.

Application levels

Standard DBS Check – checks the Police National Computer records for spent and unspent convictions, cautions, reprimands and warnings. Normally used for positions of trust in the

financial sector etc. RYA does not feel this category is relevant to sailing and therefore will not pay for this type of DBS check.

Enhanced DBS Check – as above and also provides other relevant information disclosed as the discretion of the Chief Police Officer(s). Can be requested where the individual's role involves close and regular contact with a vulnerable group but does not fall within the definition of a 'Regulated Activity' (definition below) for example because it is supervised.

Enhanced DBS Check with Barred List Check – as for enhanced but additionally checks that the individual has not been barred from working with the relevant vulnerable group. A Barred List Check can only be requested if the person's role involves 'Regulated Activity' (definition below).

Regulated Activity with Children is defined as:

- Unsupervised activities such as teach, train, instruct, care for or supervise children, or provide advice /guidance on well being if done frequently and intensively, this means at least once a week, or 4 times in any one 30 day period, or overnight.
- Day to day management or supervision of individuals carrying out work which would be Regulated Activity if unsupervised.

'Supervised' - definition:

- there must be supervision by a person who is in Regulated Activity and has been checked
- the supervision must be regular and day to day
- the supervision must be 'reasonable in all aspects to ensure the protection of children.' Relevant factors will be number of people being supervised, the physical environment, the ages of the children, the ratio of adults to children and any additional vulnerabilities the children may have.

Regulated Activity with Adults – definitions that apply to sailing and boating activities are:

- Providing personal care to adults
- Day to day management or supervision of individuals carrying out Regulated Activity.

After consultation with RYA Safeguarding and Equality Officer the only DBS check level that applies currently to HSC is level 2 – Enhanced DBS check

3.3 DBS Certificate Results Notification

When the DBS check is complete the results will be sent directly to the individual applicant and not to the Club Welfare Officer, RYA or HSC. The applicant must then contact the Club Welfare Officer who must then follow the procedure shown in 'HSC Policy for Handling DBS Certificates'

If an applicant already has a relevant Disclosure Certificate for the same or similar workforce i.e. children or vulnerable adults and has registered for the DBS Update Service the current status of the certificate can be confirmed online. Applicants who have a Disclosure Certificate but have not registered for the DBS Update Service must re-apply via the normal application process.

4 Good Practice Guidelines

4.1 Good Practice Guide for Instructors and Volunteers

By promoting good practice, situations arising to the abuse of children and vulnerable adults can be avoided. This in turn protects staff and volunteers. Clear guidelines are as follows:

- Always communicate clearly, in whatever way best suits the individual and check their understanding and expectations.
- Do not spend excessive amounts of time alone with children or adults at risk.
- Do not take children or adults at risk alone in a car on journeys, however short.
- Do not take children or adults at risk to your home.
- Where any of these steps are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents.
- Design training programmes that are within the ability of the individual.
- Do not photograph or video children, or publish their pictures, without the knowledge and consent of their parents. Be sensitive to the risk, that images could be misused by a third party. Do not publish information, in print or on a website that might enable someone to contact the child.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allow the use of inappropriate language or for this to be unchallenged if it should occur.
- Make sexually suggestive comments even in fun.
- Let allegations a child or person at risk makes go unacknowledged.
- Do things of a personal nature that a child or adult at risk can do for themselves.

However, it may be sometimes necessary to do things of a personal nature for children or adults at risk, particularly if they are very young or lack capacity. These tasks should only be carried out in an emergency situation with the full understanding and consent of a child's parents. In the case of an adult at risk this should be with the understanding of the individual themselves, In these situations it is important to ensure all staff are sensitive to the child or adult at risk and undertake personal care tasks with the utmost discretion.

In addition, no medical treatment will be administered to children at the club unless duly authorised and advised by the parent/guardian and without the administrator of the medication being fully aware of his/her responsibilities in this respect. However, the duty of care by all adults does extend to providing immediate necessary first aid and obtaining appropriate early medical care where necessary.

Additional vulnerability

Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example:

- a disabled child who relies on a carer to help them get changed may worry that they won't be able to sail any more if they report the carer.
- a deaf child or adult may not be able to express themselves or speak confidentially if they need an interpreter.
- a child or adult who has experienced racism may find it difficult to trust an adult from a different ethnic background.
- a child or adult at risk with low self-esteem or mental health problems can be more vulnerable to bullying or abuse, as can gay, lesbian, bisexual or transgender young people, or any child or adult who has a characteristic that marks them out in others' eyes as 'different'.

4.2 What is Child Abuse?

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to damage done to a child's physical or mental health. Child abuse can take many forms:

Physical abuse where adults or other children:

- physically hurt or injure children (eg. by hitting, shaking, squeezing, biting or burning).
- give children alcohol, inappropriate drugs or poison.
- attempt to suffocate or drown children 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.

Neglect includes situations in which adults:

- fail to meet a child's basic physical needs (eg. for food, water, warm clothing, essential medication).
- consistently leave children alone and unsupervised.
- fail or refuse to give children love, affection or attention.
- neglect in a sailing situation might also occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

Sexual abuse. Boys and girls are sexually abused when adults or other young people use them to meet their own sexual needs. This could include:

- full sexual intercourse, masturbation, oral sex, fondling.
- showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes.

- 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.

Emotional abuse can occur in a number of ways. For example, where:

- there is persistent lack of love or affection.
- there is constant overprotection which prevents children from socialising.
- children are frequently shouted at or taunted.
- there is neglect, physical or sexual abuse.
- Emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Grooming is when someone develops a relationship with a child over a period of time to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. Sometimes the perpetrator grooms the entire family, building a relationship with the child's parents/carers so that they are allowed more access to the child than would normally be the case.

Bullying 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 may often be 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, physically small, having a disability or belonging to a different race, faith or culture.

4.3 Recognising Child Abuse

It is not always easy, even for the most experienced carers, to spot when a child 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 (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- the child describes what appears to be an abusive act involving him/her.
- a change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt).

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- 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 could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is 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 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.

4.4 What is Abuse of an Adult

Abuse of an Adult is the violation of the individual's human and civil rights by another person and can take the form of

- Physical abuse - Including assault, hitting, slapping, misuse of medication.
- Domestic violence -Including psychological, physical, sexual, financial.
- Sexual abuse – including rape, indecent exposure, inappropriate touching.
- Psychological abuse – including emotional threats of harm, controlling.
- Financial abuse – including theft fraud, internet scamming.
- Discriminatory - including all forms of harassment due to race, gender, sexual orientation or disability.
- Neglect – including ignoring medication, protection from sun or cold.
- Self neglect – including personal hygiene.
- Modern slavery – includes human trafficking, forced labour, domestic servitude.
- Bullying – may be seen as deliberate hurtful behaviour.
- Mate Crime – where vulnerable people are befriended by members of the community who then go on to exploit them.

4.5 Recognising Abuse in an Adult

Patterns of abuse vary and can include

- Serial abusing in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse.
- Long term abuse in the context of an ongoing family relationship such as domestic violence.
- opportunistic abuse such as theft occurring because money or valuables have been left lying around.

- Signs of abuse.
- unexplained injuries and bruises.
- someone losing or gaining weight or having an unkempt appearance.
- a change in behaviour.
- Self harming.
- non-attendance or no longer enjoying sessions.
- fear of a person or particular group or individual.

5 Handling, Reporting and Recording Procedures

A complaint, concern or allegation may come from a number of sources including a child, their parents, an adult at risk, carers or someone else within the organisation. It may involve the behaviour of a volunteer or employee, or something that has happened outside the sport. Children and adults at risk may confide in someone they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your own or another person's concerns.

5.1 Reporting Procedures and Incident Report Forms

Reporting flowchart procedures are different for children and adults. Procedural flowcharts and Incident Report Forms for both categories accompany this policy. Additional copies are available from the Club Welfare Officer.

Document observations and what the person says as soon as possible using the HSC Safeguarding Incident Referral Form which accompanies this policy.

If you are uncertain what to do at any stage, contact the RYAs Safeguarding and Equality Manager, Jackie Reid, on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

Details of Social Care departments and emergency duty teams are listed on local authority websites and in local phone books. If you are unable to find the appropriate contact number, call the RYAs Safeguarding and Equality Manager or, if the person is at immediate risk, the Police.

5.2 Handling an Allegation

Always:

- Stay calm - ensure the child/adult is safe and feels safe.
- Show and tell the child/adult that you are taking what s/he says seriously.
- Reassure the child/adult and stress that s/he is not to blame.
- Be careful about physical contact, it may not be what the child/adult wants.
- Be honest, explain you will have to tell someone else to help stop the alleged abuse.
- Make a note of what the child/adult has said as soon as possible after the event. (see section 5.4).
- follow HSC safeguarding flowchart procedures.

Never:

- Rush into actions that may be inappropriate.
- Make promises you cannot keep. (e.g. you won't tell anyone).
- Ask more questions than are necessary for you to act.
- Take sole responsibility- consult someone else so you can begin to protect the child/adult and gain support for yourself but confidentiality is critical.

If I do something, might it make things worse?

You may be upset about what the child/adult has said or you may worry about the consequences of your actions. However, one thing is certain you cannot ignore it. Taking appropriate action, if you are worried about an allegation, is never easy.

Professionals involved in taking decisions about children and adults at risk must take all of the circumstances into account and act in the individual's best interests. You are not expected to be able to take such decisions but you are expected to report it.

5.3 Handling Incident Information

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 HSC, only the child's parents/vulnerable persons carers, the Club Welfare Officer (unless they are the subject of the allegation), HSC Commodore, the relevant authorities and the RYA Safeguarding Co-ordinator should be informed. If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who needs to be informed. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the Club Welfare Officer. and Club Commodore.

5.4 Handling the Media

If there is an incident within HSC which attracts media interest, or if you are contacted by the media about an allegation concerning an instructor or volunteer, do not give any response until you have had an opportunity to check the facts and seek advice. You should immediately contact HSC Welfare Officer and HSC Commodore who will in turn seek professional advice on handling the media from the RYAs Communications Department on 023 8060 4215

5.5 Statutory Authorities

Should HSC be contacted by the Local Authority or Police concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to contact the RYA Safeguarding and Equality Manager as soon as possible for guidance and support. Co-operate fully with official requests for factual information, but **do not** express any personal opinions on the person's conduct.

6 Useful Contacts - Safeguarding children

Lincolnshire County Council children's Safeguarding

Tel: 01522 782111

Tel: 01522 782333 (Emergency Out of Hours)

NSPCC 24 hour free helpline

Tel: 0808 800 5000

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

Childline 24 hour free helpline

Tel: 0800 1111

Website: www.childline.org.uk

Royal Yachting Association

Katie Loucaides, Safeguarding and Equality Manager

Andrea Gates, Safeguarding Officer

RYA House, Ensign Way, Hamble, Southampton SO31 4YA

Tel: 023 8060 4104

E-mail: safeguarding@rya.org.uk Website: www.rya.org.uk/go/safeguarding

Child Protection in Sport Unit (CPSU) England

Tel: 0116 366 5590

E-mail: cpsu@nspcc.org.uk Website: www.thecpsu.org.uk

Disclosure and Barring Service (DBS - formerly CRB) – RYA is Registered Body

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

sportscoach UK – provide Safeguarding and Protecting Children training

Website: www.sportscoachuk.org

7. Useful Contacts - Safeguarding Adults at Risk

Royal Yachting Association

Katie Loucaides, Safeguarding and Equality Manager

Andrea Gates, Safeguarding Officer

RYA House, Ensign Way, Hamble, Southampton SO31 4YA

Tel: 023 8060 4104

E-mail: safeguarding@rya.org.uk Website: www.rya.org.uk/go/safeguarding

Ann Craft Trust

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

Tel: 0115 9515 400

Website: www.anncrafttrust.org/safeguarding-adults-in-sport

Action on Elder Abuse Helpline

Tel: 0808 808 8141

Website: www.elderabuse.org.uk

Mencap Direct

Tel: 0808 808 1111

E-mail: help@mencap.org.uk

Website: www.mencap.org.uk

MIND – mental health charity

Tel: 0300 123 3393

Text: 86463

E-mail: info@mind.org.uk

Website: www.mind.org.uk

National Autistic Society

Tel: 020 7833 2299

Website: www.nas.org.uk