



## Beccles and Sibson Skydivers Safeguarding Adults Policy

Amendment	Version	Date	Page	Incorporated By

## Contents

<b>1.0</b>	<b>Aim</b> .....	<b>3</b>
<b>1.1</b>	<b>Safeguarding Policy Statement</b> .....	<b>3</b>
<b>1.2</b>	<b>Scope of Policy</b> .....	<b>4</b>
<b>1.3</b>	<b>The Legal Framework</b> .....	<b>4</b>
<b>1.4</b>	<b>Supporting Documents</b> .....	<b>5</b>
<b>1.5</b>	<b>Safeguarding Definitions</b> .....	<b>5</b>
<b>1.6</b>	<b>Safeguarding</b> .....	<b>6</b>
<b>1.7</b>	<b>Management Accountability</b> .....	<b>7</b>
<b>1.8</b>	<b>Responsibilities</b> .....	<b>7</b>
<b>2.</b>	<b>Beccles and Sibson Skydivers Safeguarding Adults Procedure</b> .....	<b>8</b>
<b>2.1</b>	<b>Training</b> .....	<b>8</b>
<b>2.2</b>	<b>The Safeguarding Leads</b> .....	<b>8</b>
<b>2.3</b>	<b>Raising a Concern</b> .....	<b>8</b>
<b>2.4</b>	<b>Procedure for Handling Safeguarding Issues Raised</b> .....	<b>9</b>

## 1.0 Aim

The aim of this policy is to ensure that Beccles and Sibson Skydivers fulfils its moral and legal obligations toward safeguarding its staff, volunteers, customers, and visitors. The organisation must take a pro-active approach to safeguarding children and vulnerable adults. Beccles and Sibson Skydivers acknowledges the long term as well as immediate harm that can be caused by abuse or neglect. Beccles and Sibson Skydivers is committed to upholding the rights and safety of staff, volunteers, customers, and visitors. This policy is supported by robust safety management system and works in conjunction with British Skydiving's Instructor Code of Practice. Consideration of safety does not only apply to the sport of parachuting but to all aspects of the day to day running of the PTO (Parachute Training Organisation).

### 1.1 Safeguarding Policy Statement

Beccles and Sibson Skydivers has a responsibility to promote the safety welfare of everyone affected by our undertakings. We recognise that the welfare of each individual is paramount. All adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse. We acknowledge that some adults are more vulnerable due to previous experiences, their level of dependency, communication needs or other issues, and that a disabled adult may not identify themselves as being 'at risk'. The rights, dignity and worth of all adults will be respected. Any allegations will be taken seriously and will follow the safeguarding procedures in place.

Beccles and Sibson Skydivers recognises its duty to provide safeguarding training to its staff and to ensure that all instructors have read and adhered to the Beccles and Sibson Skydivers Safeguarding Adult Policy and British Skydiving Form 288: and any amendments or updates that are made. The PTO will make available the Instructor Code of Practice and request a signature to evidence this has been read annually and adhered to. The Safeguarding Lead will ensure that practices are in line with recent and relevant legislation.

Beccles and Sibson Skydivers will ensure the above by putting in place robust procedures, information, training, and checks. Beccles and Sibson Skydivers will adopt a duty of care towards their staff, volunteers, customers, and visitors and ensure that any potential allegations are dealt with swiftly and in a manner that ensures confidentiality, respect and dignity.

As the National Governing Body of sport parachuting, British Skydiving will ensure that safeguarding is promoted within PTOs and that instructors adhere to the Instructor Code of Practice. All British Skydiving instructors are trained to a high standard and required to always ensure a professional approach. British Skydiving respects equality and diversity of all members of the Association.

## 1.2 Scope of Policy

This policy applies to anyone working on behalf of Beccles and Sibson Skydivers including staff, volunteers, instructors, coaches, students, customers, and visitors. This policy and its supporting documents must be understood by all.

All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.

The rights, dignity and worth of all adults will be respected. We recognise that a disabled adult may not identify themselves or be identified as being 'at risk'. Any allegations will be taken seriously and responded to swiftly. Beccles and Sibson Skydivers recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

## 1.3 The Legal Framework

The Beccles and Sibson Skydivers Safeguarding policy and procedure is developed and maintained on the principles contained within UK Legislation. Government Guidance is used as a framework for this policy to complement the Adults Boards policy.

Beccles and Sibson Skydivers works under the auspices of the British Skydiving Operations Manual with regards to all operational aspects of the business. This policy must be read by all those working within the company; including any amendments or updates that are made. It is the responsibility of all those within the scope of this policy to ensure that the outlined measures are followed. The PTO holds the responsibility for ensuring there is a safeguarding policy in place and that all people participating in skydiving activities are adhering to this.

The Beccles and Sibson Skydivers Safeguarding policy draws its content and adheres to the following Government guidance:

- The Care Act 2004
- The Data Protection Act 1994 and 1998
- The Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012
- Sexual Offences Act 2003
- Mental Capacity Act 2005
- Domestic Violence, Crime and Victims (Amendment) Act 2012

## 1.4 Supporting Documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents.

- Beccles and Sibson Skydivers Safeguarding Children Policy
- Beccles and Sibson Skydivers Safeguarding Adult Policy
- Beccles and Sibson Skydivers Code of Conduct (Staff & Volunteers)
- Beccles and Sibson Skydivers Grievance Policy & Disciplinary Procedures
- Beccles and Sibson Skydivers Modern Slavery Policy
- Beccles and Sibson Skydivers Whistleblowing Policy
- Beccles and Sibson Skydivers Safety Management System
- Beccles and Sibson Skydivers Health and Safety Policy

British Skydiving Forms:

- Form 304 Safeguarding Policy Statement
- Form 256 Grievance Policy
- Form 319(i) Equality and Diversity Policy
- Form 323 Whistleblowing Policy
- Form 288 Code of Practice for British Skydiving Instructors and Coaches

## 1.5 Safeguarding Definitions

Safeguarding is a term used in the United Kingdom and Ireland to denote measures to protect the health, wellbeing and human rights of individuals, which allow people to live free from abuse and harm and protected by the Human Rights Act 1998. An adult is defined as those over the age of 18, a vulnerable adult is any person aged 18 years or over who is, or may be, unable to take care of themselves or who is unable to protect themselves against significant harm or exploitation.

Safeguarding includes:

Protecting the right to live in safety, free from abuse and neglect.

People and organisations working together to prevent the risk of abuse or neglect, and to stop cases from happening.

Making sure a person's well-being is promoted, taking their views, wishes, feelings and beliefs into account.

Adult at Risk – a person aged 18 or over who is considered in need of care and support (regardless of whether they are in receipt of this) and because of those needs are less able to protect themselves against abuse or harm.

Abuse – a violation of an individual's human and civil rights by another person or persons. Capacity – the ability to make decisions at a particular time, such as under considerable stress.

The assumption is that a person has the capacity to make decisions unless it can be established that they lack the capacity (MCA 2005).

The following outlines the types of abuse and neglect (Care Act, 2014) that may apply to skydiving:

- Discrimination
- Organisational abuse
- Physical abuse
- Sexual abuse
- Financial or material abuse
- Neglect
- Emotional or psychological abuse
- Self-neglect

## 1.6 Safeguarding

All adults have a responsibility to report any safeguarding concern to the Safeguarding Lead, Parachute Training Organisation owners or designated Chief Instructor, and participate fully in any safeguarding actions. The Beccles and Sibson Skydivers Safeguarding Procedure must be followed when there is reasonable cause to suspect there may be a safeguarding issue or concern. Consideration should be given as to whether staff, volunteers, customers, and visitors are adequately protected from exploitative behaviour and treated professionally at all times.

Any employee with concerns for the welfare of another person is required to speak with the Safeguarding Lead, Parachute Training Organisation owners or designated Chief Instructor. This discussion will be recorded and held confidentially on file with password protection. The recording must show agreement about who will take what action/when and, if no action is to be taken, why. It is also necessary to ensure that any actions taken are recorded and reviewed until the issue is resolved. Where there is immediate risk the police and British Skydiving must immediately be informed. All staff will be expected to participate fully in any safeguarding actions. It is the duty of the PTO to inform relevant agencies where required, which may include the local authority and/or local police. The designated Safeguarding Lead is required to identify the relevant contact details of local safeguarding services. British Skydiving must be informed at the soonest opportunity if there is an allegation against an employee/instructor.

Beccles and Sibson Skydivers will:

- appoint a safeguarding lead
- adopting safeguarding best practice through our policies, procedures and code of conduct for staff, instructors, coaches, volunteers, students, customers and visitors

- provide effective management for staff through supervision, support, training and quality assurance measures so that all staff know about and follow our policies, procedures and behaviour codes confidently and competently
- record, store and use information professionally and securely, in line with data protection legislation and guidance
- make sure that it is made known where and how to report a concern
- use our safeguarding procedures to share concerns and relevant information with agencies when necessary
- use our procedures to manage any allegations against staff appropriately
- ensure that we have effective complaints and whistleblowing measures in place
- ensure that we provide a safe physical environment by applying health and safety measures in accordance with the law and regulatory guidance
- build a safeguarding culture where everyone treats each other with respect and are comfortable sharing concerns
- 

## 1.7 Management Accountability

The lead role in safeguarding within Beccles and Sibson Skydivers must be identified by the PTO. Management of the PTO are aware of and in agreement with the appointment of the designated safeguarding lead, who is: Mark King. All staff will be DBS checked using British Skydiving as the 'umbrella organisation' as the sponsor.

## 1.8 Responsibilities

Instructors and coaches hold a duty of care and are responsible for the welfare of their students throughout. Instructors and coaches will adopt a professional approach, ensuring that the student feels comfortable and are treated respectfully. Instructors and coaches are responsible for ensuring they attend safeguarding training that is offered by the Parachute Training Organisation. Instructors will sign a training sheet to outline they have read and understood the Instructors Code of Practice and Safeguarding Policy.

## 2. Beccles and Sibson Skydivers Safeguarding Adults Procedure

### 2.1 Training

All Beccles and Sibson Skydivers staff regardless of whether they are full time, part time or self-employed will be given access to the safeguarding policies and procedures. It will be made clear that all staff must understand and comply with those policies and procedures. This will be recorded on a training database and updated periodically. New staff will receive a safeguarding brief on commencement of their employment, during the induction process. An employee 'handbook' will be made available to all staff which will highlight the safeguarding policies and procedures as well as signpost support important information such as:

- Safeguarding lead
- Secondary persons if safeguarding lead is unavailable
- Care agencies and relevant numbers

### 2.2 The Safeguarding Leads

A Safeguarding lead will be designated and both of our Parachute Centres. The safeguarding leads will make themselves aware of their roles and responsibilities.

The identity of the safeguarding leads will be advertised on the site in various places so that anyone working or visiting the centres will know who to raise concerns to.

The current safeguarding leads are:

- Mark King (Beccles)
- Steven Taylor (Sibson)

### 2.3 Raising a Concern

Employees, Instructors, Apprentices, Visitors and Customers should raise a concern if they believe that a safeguarding issue has arisen or likely to arise.

If an employee, instructor or apprentice raises a concern which they consider to be in conflict with the safeguarding adult policy or in breach of statutory laws or regulations, it is important that the concern is raised straight away. Proof is not required as this is the organisation's responsibility to acquire. The employee must, however, have a reasonable belief that disclosing the information is in everyone's best interest before raising a concern using this procedure. The following paragraphs outline the different ways in which to raise a concern.



The concern should, in most instances, be raised with the safeguarding lead or senior instructor, though it is important that the concern is raised with the person best placed to deal with the matter and with whom the employee feels most comfortable.

There may be certain rare occasions, however, when it would be inappropriate to raise the concern with one of those persons named above, for example, the concern:

- May implicate them in some way;
- Is about a senior manager within the line management chain.
- Is particularly serious and needs to be dealt with as a matter of urgency.

Concerns may also be raised with a more senior manager or Director outside of the line management chain if it is not appropriate to raise the concern with the line manager or the employee feels more comfortable doing so.

## 2.4 Procedure for Handling Safeguarding Issues Raised

It is likely that all safeguarding concerns will be taken to the safeguarding lead. All investigations will be conducted quickly, sensitively, and discreetly. The safeguarding lead will decide on the best available course of action and how and where to escalate the issue to.

Once a concern has been raised, the person to whom a complaint has been raised to should arrange a meeting to establish facts and determine how the concern should be taken forward.

Once the nature of the concern has been established, the person conducting the meeting will decide the appropriate person or department to escalate the issue to. This could include senior management, but not necessarily. It is more likely that an external governing body or agency such as British Skydiving, the LADO (Local Area Designated Officer), or in serious circumstances, the police.