

North Dorset Sub-Aqua Club Policy on Safeguarding Vulnerable People.



(British Sub-aqua Club Branch 0975)

BRANCH POLICY, STRATEGY AND GUIDELINES

North Dorset Sub-Aqua Club (NDSAC) Policy

North Dorset Sub-Aqua Club (NDSAC) believes in the safeguarding of all of its members, both adults and children, as its first consideration. We recognise that all vulnerable people participating in its activities (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in diving in a safe environment and to be protected from harm. The term 'vulnerable people' potentially includes all members.

NDSAC fully adopts Buddy Guard, BSACs Safeguarding and Protecting Children Policy and Procedures, as confirmed by this Policy on Safeguarding of Vulnerable People. The Buddy Guard policy is reviewed periodically by BSAC. NDSAC Branch Committee, will take all practicable steps to ensure that the document is enacted as far as is possible.

In accordance with BSAC recommendations NDSAC asks all of its members to observe the requirements of Buddy Guard and strongly recommends that all those directly involved with the training of minors or vulnerable adults make themselves aware of and act on these guidelines.

The full BSAC Buddy Guard policy document is linked to the NDSAC Google Group Document Share with a copy of this document and a link will be available from the NDSAC Website.

NDSAC Safeguarding Strategy:

1. The Branch Committee has appointed a club Safeguarding Officer with the necessary skills and training as outlined by BSAC, who will take the lead in dealing with all safeguarding matters raised within the club.

It will ensure that the NDSAC Safeguarding Officer's name and contact details are known to all officers, club members and parents of members. The club's Safeguarding Officer will be available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Buddy Guard

2. The Branch Committee will ensure to the best of its ability that all members are aware of the NDSAC Policy on Safeguarding of Vulnerable People and the club's codes of conduct

3. The Safeguarding Officer and Training Officer will try to ensure that all members who work with children and vulnerable adults in NDSAC have undertaken the appropriate training and relevant level

of Disclosure and Barring Service (DBS) check and adhere to good practice for safeguarding children as outlined in Buddy Guard, and NDSAC codes of practice and guidance.


4. The Safeguarding Officer provides all club members and parents of members with opportunities to raise concerns in a safe and confidential manner if they have a concern about a child or vulnerable adult's welfare.

5. The Safeguarding Officer will try to ensure that all child safeguarding matters, including those concerned with child welfare or protection, are dealt with appropriately, in accordance with the guidance for reporting and action in Buddy Guard. He / she will also seek to ensure that confidentiality is maintained appropriately and in line with the best interest of the child, with any papers relating to child safeguarding matters being held in a safe and secure manner.

6. Both BSAC and NDSAC Branch committee will support any member who, in good faith, reports his or her concern that a vulnerable person is at risk of, or may actually be harmed.



NDSAC Safeguarding Guidelines (2019)

	<h2>NDSAC Safeguarding Guidelines (2019)</h2>
<p>All members</p>	<p>Safeguarding of vulnerable people is the responsibility of all members. Be familiar with and abide by the NDSAC Policy on the Safeguarding of Vulnerable People.</p> <p>Do not take photographs, video or other images of young people without the consent of parents/carers, children and the establishment where the event is being held. Photography Consent Form will provide a record.</p> <p>Avoid situations where you are alone with a young or vulnerable person either in pool or diving locations.</p> <p>Inform the club Safeguarding Officer if you feel a vulnerable person is at risk.</p>
<p>Buddies</p>	<p>No additional responsibilities to the above. Members have a duty of care to their buddies as usual. The nature of this responsibility does not change if you are diving with a junior.</p>
<p>Dive managers</p>	<p>Ensure that parents and juniors are fully briefed prior to any dive, for instance by using the Dive Information for Parents and Junior Divers template.</p> <p>Consider dive buddy pairings as for any other diver.</p> <p>Ensure you have contact details for the parents/guardians of each junior.</p> <p>In case of an incident with a junior or vulnerable person:</p> <ul style="list-style-type: none"> • Seek permission from the child or vulnerable adult for any course of action after such action has been discussed with them in language they understand. • Inform the child's or vulnerable adult's parents/guardians or carers of any injury and any action taken as soon as possible, unless you are given professional advice that it is not in the child or vulnerable adult interests to do so. • Complete and sign A Notification of Accident Form and pass it to the Diving Officer as soon as possible.
<p>Boat Handlers</p>	<p>The boat handler has responsibility for decisions about the safety of the boat and crew as usual, but these do not change as a result of having juniors aboard.</p>
<p>Instructors</p>	<p>Complete Disclosure & Barring Service (DBS) check if you work with junior members or vulnerable adults*. (You may choose not to work with these vulnerable groups).</p> <p><i>Be familiar with the Safeguarding policy and good practice identified in BSAC Buddy Guard strategy- for example:</i></p> <ul style="list-style-type: none"> • Avoid training in a one to one situation. Always have an independent observer to support your position in case of misinterpretations of your actions • Certain underwater skills require close physical contact, such as Rescue Breaths (RB), Controlled Buoyant Lift, etc. Before going under water during the

	<p>lesson briefing give a dry run, with a verbal commentary to the whole group explaining what you are going to do. Advise students to wear Tee shirts or pool suits as this can avert potentially embarrassing situations.</p> <ul style="list-style-type: none"> • Never engage in rough or unnecessary physical contact
<p>Parents/ guardians/loco parentis.</p>	<p>Complete an in loco parentis form. This allows DBS checked members to act on their behalf in exceptional circumstances.</p> <p>Juniors aged 14-17 can dive and train with the club if either a parent or guardian is present, or if a designated person is able to act in loco parentis. Otherwise, they will be unable to dive.</p> <p>Be present during pool sessions and take responsibility for your child's safety and behaviour when using the pool.</p> <p>Children and non-NDSAC members won't be able to use the pool, unless accompanied by a club member.</p> <p>Be responsible for your child's dive kit and for transport to and from diving.</p> <p>People acting in loco parentis must:</p> <ul style="list-style-type: none"> • Decide on the appropriate level of oversight as if they were a parent. • Keep a copy of parents contact details and give a copy to them the dive manager * • Liaise closely with parents.

* Disclosure and Barring Service (DBS) checks help ensure that people a past history of inappropriate behaviour are prevented from significant contact with vulnerable people. The Safeguarding Officer can provide forms and instructions on how to get these checks. DBS checks only provide information to the club on whether an individual may not be suitable to work with children and doesn't disclose any personal information. (e.g. previous investigations by police or social services or disciplinary investigations in relation to contact with children).

Further guidance and examples of good practice can be found in Buddy Guard, BSACs Safeguarding and Protecting Children Policy and Procedures – see <http://bit.ly/1N30z0L>

Appointment to Act in Loco Parentis ('in Place of Parent')

This form should be completed and signed by the parent or guardian of any young person under the age of 18 wishing to train or dive with NORTH DORSET SUB-AQUA CLUB (NDSAC). Please complete this form using capital letters and return it to the North Dorset Sub-Aqua Club Diving Officer, or Training Officer.

Name of young person:

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Date of Birth: BSAC*Membership Number:

Name of parent/guardian:

Relationship to young person:

Address:

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Telephone No: Mobile No:

Please give details of anyone else who holds parental responsibility for the above-named young person; someone who can be contacted in an emergency if you cannot be reached.

Name: Relationship to young person:

Emergency contact No:

I hereby consent to, or their qualified designate**, acting in loco parentis on my behalf of my son/daughter/charge named above while they are scuba diving with North Dorset Sub-Aqua Club. I authorise this person to make decisions on any emergency medical treatment necessary.

Signed.....

Date

* BSAC – British Sub-Aqua Club

** The named person should be the Diving Officer. Their qualified designate will always be an appropriately qualified BSAC diver who is also DBS (Disclosure and Barring Service) cleared. The Diving Officer or a designate will be present during all NDSAC diving activities carried out by the above young person. All diving activities will have been approved by the NDSAC Diving Officer and carried out in accordance with the club's safety procedures. `



Dive Information for Parents and Junior Divers

Name of Junior member:

Date of Diving:

Site / Launch site:

Approximate Times that young person will be away from home:

Diving Activity:

Important Information

Transport arrangements / Collection and dropping off arrangements:

Phone contacts during the day

Instructor acting in loco parentis:

Dive Manager for the day:

Club Diving Officer:

Training Officer:

Safeguarding Officer:

N.B. phone signals cannot be guaranteed and there may be times in the day when it is not possible to take a call. Leave a message with one of those on site who will try to return the call.

A reminder about what the junior diver will need:

Full Diving Kit

- Semi-dry suit/dry-suit, boots, hood and ideally gloves
- Mask, snorkel and fins - and bag in which to carry them on the boat
- SCUBA gear: BCD jacket, regulators, tank (or borrowed by arrangement through club, at no cost)
- Weight belt (or borrowed by arrangement through club, at no cost)

- Computer, torch, reel and DSMB if they have them

Clothing

- Waterproof / windproof jacket and warm hat for wearing on boat,
- Towel and dry, warm clothes

Food and drink

- Drinking water
- Flask with hot drink
- Snacks, sandwiches
- Some money if you want to use the cafe etc.

Other

- Qualification Record book and logbook
- Parents' contact numbers

Costs

These could include:

- Transport/parking.
- Boat dives costs
- Vobster Quay Inland Dive Centre entrance fee.
- Cost of cylinder fills.

Photography Consent Form for the use of photographs or video (Parents, Children & Establishment)

North Dorset Sub Aqua Club recognises the need to ensure the safeguarding and safety of all young people in sport.

In accordance with our safeguarding policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers, children and approval from the establishment where the event is being held.

North Dorset Sub Aqua Club will follow the guidance for the use of photographs, a copy of which is available from (insert name of Photographer)

North Dorset Sub Aqua Club will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform North Dorset Sub Aqua Club immediately.

I (parent/carer) consent to North Dorset Sub Aqua Club photographing or videoing for the North Dorset Sub Aqua Club for training/ promotional material purposes only.

Date.....

I (insert name of child) consent to North Dorset Sub Aqua Club photographing or videoing my involvement in (diving/snorkelling)

Date

I (insert the name of Pool Manager) on behalf of consent to North Dorset Sub Aqua Club for photography to be undertaken during their pool time.

Date.....