



Knottingley Canoe Club

Safeguarding Adults at Risk Policy

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Safeguarding Adults at Risk Policy

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Review cycle	Annual unless a different review cycle is agreed.

Purpose

Set out how KCC safeguards adults at risk who take part in club activity, and how concerns about adult abuse, neglect, coercion, exploitation or unsafe conduct should be recognised, recorded and reported.

Scope

Applies to KCC activity involving adults who may be at risk because of care and support needs, disability, illness, mental health needs, learning disability, neurodivergence, age, trauma, social isolation, dependency, communication needs, coercion or other circumstances.

Document Content

1. Policy Statement

Knottingley Canoe Club is committed to supporting adults to participate in paddlesport safely, with dignity, respect, autonomy and appropriate support.

KCC recognises that adult safeguarding is not the same as child safeguarding. Adults generally have the right to make their own decisions, including decisions involving risk, unless there is a legal or safeguarding reason to act differently.

KCC will seek to balance:

- respect for adult choice and independence
- reasonable adjustments and inclusive participation
- realistic risk management
- protection from abuse, neglect, coercion and exploitation
- clear escalation where an adult or another person is at risk of harm

2. Definition

For this policy, an adult at risk is an adult who:

- has care and support needs, whether or not those needs are being met by a local authority
- is experiencing, or is at risk of, abuse or neglect
- may be unable to protect themselves from abuse or neglect because of those care and support needs

An adult may also need additional support in KCC activity because of disability, illness, mental health needs, learning disability, neurodivergence, age, trauma, social isolation, dependency, coercion, communication needs, low confidence,

poor water confidence or other personal circumstances.

Not every adult who needs support is an adult at risk. KCC should not label people unnecessarily. The club should use proportionate support and escalate concerns when there is a safeguarding reason to do so.

3. KCC Safeguarding Principles for Adults

KCC will:

- treat adults with dignity and respect
- avoid assumptions about capacity, independence, confidence or ability
- listen to the adult's wishes wherever possible
- offer clear information so people can make informed choices
- make reasonable adjustments where practical
- manage activity risks openly and proportionately
- respond to concerns about abuse, neglect, coercion, exploitation or unsafe conduct
- share information where necessary to protect the adult or others from harm
- keep records factual, confidential and secure
- seek advice from the Club Welfare Officer, Paddle UK or statutory services where needed

4. Adult Choice, Consent and Capacity

KCC should assume that adults can make their own decisions unless there is a reason to believe otherwise.

Adults should be given:

- clear information about the activity
- clear information about expected risks and support arrangements
- opportunity to ask questions
- opportunity to decline or stop participation
- reasonable support to communicate their needs

If an adult appears unable to understand or weigh up a significant safety or welfare decision, the organiser should pause, seek advice, and avoid pressuring the adult into participation.

5. Wellbeing, Referral and Social-Prescribing Style Activity

For wellbeing, referral or social-prescribing style sessions, KCC is a community activity provider, not a healthcare provider.

KCC should:

- keep referral arrangements simple and proportionate
- collect only information needed for safe participation
- be clear about what the club can and cannot provide
- avoid taking on clinical responsibility
- identify a named project/session contact
- identify a welfare/safeguarding contact route
- offer calm, beginner-friendly and low-pressure activity
- provide clear pre-session information
- allow participants to progress at an appropriate pace
- record learning and adaptations without exposing sensitive personal details

Where a participant needs support beyond KCC's role or competence, the club should signpost or refer back to the appropriate referrer, support service, emergency service or statutory route.

6. Recognising Concerns

Adult safeguarding concerns may include, but are not limited to:

- physical, emotional, sexual or financial abuse
- neglect or acts of omission
- coercive or controlling behaviour
- discriminatory abuse
- organisational abuse
- domestic abuse
- exploitation
- self-neglect where there is serious risk
- unsafe or inappropriate conduct by a club member, volunteer or external provider
- an adult appearing frightened, controlled, distressed or unable to speak freely
- pressure to take part in activity beyond their confidence or ability
- misuse of personal, medical or welfare information

KCC members and volunteers are not expected to investigate. The role of KCC adults is to notice, listen, record and report.

7. Responding to a Concern or Disclosure

If an adult discloses a concern:

1. Listen calmly.
2. Take the concern seriously.
3. Do not promise secrecy.
4. Ask what they would like to happen, unless there is immediate danger.
5. Do not investigate or confront the person alleged to be involved.
6. Record the facts as soon as possible.
7. Report to the Club Welfare Officer or safeguarding lead.
8. If there is immediate danger, call 999.

Information may need to be shared without the adult's consent where:

- there is immediate risk of serious harm
- another person, including a child, may be at risk
- a serious crime may have been committed
- there is a legal requirement to share information
- the adult may be unable to protect themselves from abuse or neglect

Where possible, the adult should be told what information is being shared and why.

8. Reporting Routes

If there is immediate risk of harm or urgent medical need:

- call 999 or 112
- then inform the Club Welfare Officer or another appropriate club officer as soon as it is safe

If there is no immediate danger:

- report to the Club Welfare Officer or safeguarding lead
- if the Club Welfare Officer is unavailable, conflicted or implicated, report to Iain Marris or directly to Paddle UK

Current KCC Club Welfare Officer:

- Name: Eleanor Tookey
- Contact route: website safeguarding form and safeguarding@knottingleycanoecub.com

Deputy / alternative club contact:

- Name: Iain Marris
- Contact route: website safeguarding form and safeguarding@knottingleycanoeclub.com

Safeguarding contact route submissions are monitored by Eleanor Tookey. Iain Marris is the backup contact.

External routes may include:

- Police / ambulance / emergency services: 999
- Wakefield Council adult social care / safeguarding adults: 0345 8 503 503; social_care_direct@wakefield.gov.uk
- NHS or mental health crisis route where relevant
- Paddle UK safeguarding reporting route: <https://paddleuk.org.uk/report-a-safeguarding-concern/>; Paddle UK Safeguarding Team phone 0115 8655354

KCC is based in Wakefield District, so Wakefield Council is listed as the club's primary local authority adult social care / safeguarding adults route. Adults involved with KCC may live in other council areas. Where a concern relates to an adult at risk outside Wakefield, or where the concern clearly took place in another local authority area, the Club Welfare Officer should contact the relevant local authority adult safeguarding team for the adult's home area or the area where the concern occurred. If unsure, contact Wakefield Social Care Direct, Paddle UK or the police and ask for routing advice.

9. Records and Confidentiality

Safeguarding records about adults at risk must be:

- factual
- dated
- stored securely
- shared only with people who need the information for safeguarding, welfare, legal or governance reasons
- kept out of public chat groups and general club folders
- retained in line with safeguarding, legal and data protection requirements

Detailed handling, access and transfer arrangements for safeguarding concern records are managed through KCC's separate Safeguarding Concern Record Handling SOP.

10. Safer Recruitment, Training and Role Suitability

KCC will use safer recruitment and role-checking principles for roles involving adults at risk.

This may include:

- clear role descriptions and responsibilities
- safeguarding training appropriate to the role
- DBS checks where the role meets eligibility requirements
- Paddle UK membership or role requirements where relevant
- references or internal sign-off where appropriate
- committee or delegated approval before deployment
- induction into KCC safeguarding policies and codes of conduct

11. Practical Controls for Activity

For activity involving adults who may need additional support, KCC should consider:

- activity suitability
- water confidence
- medical or access needs
- communication needs
- equipment fit and accessibility
- privacy and dignity
- transport boundaries

- changing arrangements
- emergency contact information
- whether the participant wants a supporter, carer or trusted person involved
- welfare or safeguarding contact route
- whether the club has enough volunteer capacity to deliver safely

12. Related Documents

This policy should be read alongside:

- KCC Safeguarding Policy
- KCC Privacy Policy
- KCC Communications Policy
- KCC Photography and Videography Policy
- KCC Changing Room Policy
- KCC Code of Conduct for Coaches and Volunteers
- KCC Club Code of Conduct
- KCC risk assessment, trip planning and incident reporting procedures
- KCC Live Well / wellbeing project delivery notes where relevant

13. Review

This policy should be reviewed annually, or sooner if:

- KCC starts or changes wellbeing, referral or social-prescribing style activity
- there is a safeguarding concern, incident or learning review
- legislation, statutory guidance or Paddle UK guidance changes
- the committee or Club Welfare Officer identifies a need for review

Policy owner: KCC Committee / Club Welfare Officer

Review cycle: annual

Next review due: 2027-05-11

Adopted by committee on: 2026-05-11

Changelog:

- 2026-05-11: Confirmed safeguarding email/form route and monitoring by Eleanor Tookey with Iain Marris as backup.
- 2026-05-11: Added Wakefield adult social care contact and out-of-area local authority routing rule.
- 2026-05-11: Added public website/email safeguarding route and verified Paddle UK/emergency escalation route.
- 2026-05-11: Added Iain Marris as secondary safeguarding contact.
- 2026-05-11: Added Eleanor Tookey as current Club Welfare Officer and clarified alternative committee escalation role.
- 2026-05-11: Standardised document control, purpose and scope structure for policy PDF generation.
- 2026-05-11: Created explicit KCC safeguarding policy for adults at risk.