

Hengistbury Head Adult Sailors Club  
(HHASC)  
Safeguarding and Child Protection Policy and Procedures

**Reviewed and updated in April 2022**

## **Part 1 – Policy**

### **Introduction**

This Policy has been produced by the HHASC Welfare Officer, who is responsible for safeguarding, based at Hengistbury Head Outdoor Education Centre. It is an amended document, using the RYA child safeguarding policy and guidelines, to which HHASC is member.

This is to enable children and young people who are able to join our club at 16 years old, to enjoy the sports of sailing, power boating and other outdoor activities in all their forms, in a safe environment.

### **Definition of a child**

The Children Act 1989 defined any person under the age of 18 as a ‘child’. In this document and in day to day communications the terms ‘children’ and ‘young people’ are both used, recognising that older teenagers may prefer not to be referred to as ‘children’ although they are still children in the eyes of the law.

### **Safeguarding adults**

Many of the safeguarding principles in these guidelines also apply to ‘vulnerable adults’ or ‘adults at risk’ (Care Act 2014), but the categories of abuse and the statutory procedures to be followed in the case of a concern are different.

*Due to this HHASC will have a separate policy.*

HHASC has adopted this child safeguarding policy in order:

- to safeguard children from physical or emotional harm, both on and off the water
- to assure parents that their children are as safe at HHASC as they are when taking part in any other sport or leisure activity
- to raise awareness amongst all of our members, volunteers or employees so that they know what to do if they are concerned about a child, whether the concern relates to:
  - the child’s welfare at your site or
  - something happening outside the sport that a child discloses to someone they trust at your club or centre
- to protect coaches, instructors, officials or volunteer helpers by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- to protect our club, by showing that we have taken ‘all reasonable steps’ to provide a safe environment.

HHASC:

- Recognises that safeguarding children is the responsibility of everyone, not just those who work directly with them.
- Carefully recruits and selects all employees, contractors and volunteers in roles involving close contact with children and provides them with appropriate information or training.

- Responds swiftly and appropriately to all complaints and concerns about poor practice or suspected abuse, referring to external agencies as necessary.
- Regularly reviews safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes.

## **HHASC Safeguarding and Child Protection Policy Statement**

**As defined by the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy applies to all HHASC employees, (currently none), Contractors and Volunteers.**

**HHASC is committed to safeguarding children from physical, sexual or emotional harm, neglect or bullying, and for children taking part in its activities. We recognise that the safety, welfare and needs of the child are paramount and that all children, 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.**

**The HHASC takes all reasonable steps to ensure that, through appropriate procedures and training, children participating in activities organised by the HHASC, do so in a safe and enjoyable environment.**

Although our current membership is mainly over 18 years, HHASC wants to welcome and encourage members aged 16 years and over, making them feel welcome and recognising their particular welfare concerns and legal protection. We therefore want to make sure that all members are able to access and read this policy, so everyone can then enjoy all that our sailing club has to offer.

### **HHASC Code of CONDUCT, practices and procedures which governing how our organisation runs:**

- Currently we are a small sailing club, run by a voluntary committee, by the members, for the members. All Instructors and senior Instructors, paid or volunteers will be DBS checked in line with RYA recommendations.
- The safeguarding lead for HHASC, will be informed of all those persons with completed DBS checks, who work with our club.
- HHASC will not need to know any details of this check, other than if for any reason they have not been successful and wish to be part of our club membership.

HHASC have adopted the policy that all Welfare Officers will be DBS checked via the RYA (free for volunteer's roles)

HHASC will seek written consent from parents/carers before taking photos or video of a child at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

It has been agreed that this policy will be available for all members to access and read on the HHASC web site

**The RYA Safeguarding and Equality Manager should be notified of all relevant concerns, allegations or complaints. Email: [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)**

The Club Welfare Officer is: Pat Waller 07831803315

Deputy Welfare Officer is Bill Howlett 07957861140

Both can be emailed on welfare or safeguarding issues at:[safeguarding@hhasc.com](mailto:safeguarding@hhasc.com)

### Staff and Volunteers

All Club staff and volunteers whose role brings them into regular contact with young people will be asked to provide references. The Club Welfare Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

### Good Practice

All members of the Club should follow the good practice guidelines and agree to abide by our adopted Club Code of Conduct.

Adults are requested not to enter the showers and changing rooms at times when children are using them.

Members are ask to check with the SI or event lead, the situation with the changing rooms, if unsure, prior to entry.

If this is unavoidable it is advised that they are accompanied by another adult.

### Concerns

Anyone who is concerned about a young member or participant's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will then take appropriate action.

Any member of the Club failing to comply with the Safeguarding policy or any relevant Codes of Conduct may be subject to their membership and attendance at the centre being reviewed, or even revoked (under Club rule E.f, and if appropriate, their conduct being reported to relevant safeguarding authorities.

## PART 2 – PROCEDURES

### Designated Person

Although everyone has a role to play in ensuring that children are safe, HHASC has a designated Welfare Officer. Currently Pat Waller and in her absence, Bill Howlett. In the absence of these members you can also seek advice from the Senior Instructor in charge at the time.

The designated person's role description includes:

- Maintaining up-to-date policy and procedures, compatible with the RYA's.
- Ensuring that relevant staff and/or volunteers are aware of and follow procedures, including implementing safe volunteer recruitment procedures.
- Advising the management committee on safeguarding and child protection issues.
- Maintaining contact details for local Children's Services and Police.
- Keep the RYA informed as necessary (*see flowcharts in Section 6*).

If there is a concern, the designated person will:

- Be the first point of contact for any concerns or allegations, from children or adults, **ensuring that confidentiality is maintained in all cases.**
- **ONLY THE PEOPLE WHO NEED TO KNOW WILL BE KEPT INFORMED.**
- Decide on the appropriate action to be taken, in line with HHASC's procedures and in conjunction with the Club Chair and/or Membership Secretary.
- Keep the RYA informed as necessary.

**Everyone in HHASC should know who the Safeguarding and Welfare Officer for HHASC is and how to contact them.**

The Club Welfare Officer is: Pat Waller 07831803315

Deputy Welfare Officer is Bill Howlett 07957861140

Both can be emailed on welfare or safeguarding issues at:[safeguarding@hhasc.com](mailto:safeguarding@hhasc.com)

### RYA designated person

The RYA's Safeguarding and Equality Manager can be contacted on 023 8060 4104, or E-mail [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)

## 4 Recruitment and training

A good safeguarding policy is adopted by HHASC, and therefore the opportunity for an individual with poor intent towards children to gain access to our club, or to abuse a position of trust should be minimised.

All applications at HHASC, whether paid or voluntary work, will be subject to an appropriate level of scrutiny. The level of checking will be proportionate to the role and the level of risk involved, and in line with relevant statutory requirements. The risk is higher if the person will be in regular contact with the same child or children, in sole charge of children with no parents or other adults present, and/or in a role involving authority and trust, such as an instructor or coach.

HHASC has a clear policy and will apply it fairly and consistently:

- **who to check**
  - paid staff and/or volunteers (if they have the same level of responsibility and contact, they should be treated in the same way whether they are paid or not)
  - new applicants only and existing volunteers/staff, to make sure our club is current and up to date with current legislation.
  - those with specific responsibilities (eg. Senior Instructor, Instructor, welfare officer and deputy) or anyone who regularly helps with junior/youth activity
- the **level of check** to be conducted for each category
  - references for employees
  - Enhanced Criminal Records Disclosure (and Barred List check if appropriate), if the role is eligible.
- **It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006**
  - for a Barred individual to work in Regulated Activity,
  - for an organisation to knowingly allow someone who has been Barred to work in Regulated Activity/ Work, and
  - for an organisation to fail to make a referral to the DBS if they have dismissed someone from Regulated Activity/Work for harming or posing a risk of harm to a vulnerable person.

### Are they competent?

HHASC will recruit and retain individuals who are well suited to their roles, whether as volunteers or employees, and ensure equality of opportunity, and will:

- provide the applicant with a clear job or role description so that they understand what the work involves
- draw up a ‘person specification’ listing the key qualifications, skills, experience and qualities you’re looking for
- check that the applicant is competent for the role, eg. they hold an appropriate and valid RYA instructor certificate, coach qualification or powerboat/safety boat certificate if required

- provide an induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarise them HHASC's operating procedures.

## **Are they safe?**

If the role within HHASC involves contact with children, the Welfare officer will at least:

- ask them to provide information about their past career or relevant experience
- ask their reasons for leaving earlier posts, or moving area, and make sure there are no unexplained gaps in their career history
- explore their experience of and attitude towards working with children
- take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with children, and make the nature of the work clear to the referees.

If the role involves regularly training or supervising children or is a position of trust or authority over children's welfare and eligible for a Criminal Records check, HHASC will:

- First ask the applicant to complete a self-declaration form. Although they might make a false declaration, the fact that HHASC has these procedures in place may deter anyone with a criminal record related to their suitability to work with children from proceeding any further
- Before confirming their appointment, ask the applicant to apply for an Enhanced Criminal Records Disclosure (with Barred List check if appropriate) or Protection of Vulnerable Groups scheme membership (see below).

## **Criminal Records Disclosures (DBS/AccessNI) and Protection of Vulnerable Groups (PVG)**

As HHASC is affiliated to the RYA, we can access the DBS (previously CRB), Access NI or PVG processes through the RYA which is a registered Umbrella/ Intermediary Body. The service is free for volunteers. Up to date information is available from the RYA website [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

DBS checks, Access NI checks and the PVG Scheme will only be used in conjunction with the other checks listed above and not relied on in isolation.

Although it is not a legal requirement for HHASC to ask their staff or volunteers to apply for Disclosures, it is an offence to allow someone to undertake regulated activity/work at our club, if they have been barred from working with the relevant vulnerable group. There is a risk that determined known offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors.

## **England, Wales and Northern Ireland**

An individual is only eligible to apply for an Enhanced Disclosure, which will disclose their 'spent' as well as their 'unspent' record, if they will be in a position listed under the exceptions to the Rehabilitation of Offenders Act 1974, ie. one that involves regularly teaching, training, instructing, caring for or supervising persons under 18. They can only be required to apply for the additional Barred List check if they will be undertaking

'regulated activity' with children or vulnerable adults as defined under the Safeguarding Vulnerable Groups Act 2006, amended by the Protection of Freedoms Act 2012.

### **Confidentiality and data storage**

All personal information, including Disclosure information, will be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children, in accordance with the DBS/PVG/Access NI Codes of Conduct and HHASC's Data Privacy Policy. HHASC will comply with this.

### **Safeguarding Training**

**HHASC will ensure that all staff or volunteers working with children have undertaken training appropriate to their role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development.**

## 5 Good practice guidelines

### Culture

HHASC will adopt a culture within our organisation 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.

### Minimising risk

HHASC will promote good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone – children, volunteers and staff.

HHASC have common sense guidelines as follows:

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of an HHASC activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of HHASC or the child's parents
- Design training programmes that are within the ability of the individual child.
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. **If it's essential to send an individual message, copy it to the child's parent or carer.**

### You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- **fail to respond to an allegation made by a child; always act**
- do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents/carers should be informed as soon as possible, after the event. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

## **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 may not be able to express themselves or speak confidentially if they need an interpreter
- a child who has experienced racism may find it difficult to trust an adult from a different ethnic background
- children 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 who has a characteristic that marks them out in others' eyes as 'different'.

## **Grooming**

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. For more information on possible signs of grooming, see <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/> 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.

Similar behaviour could be used to radicalise young people and recruit them to a religious or political cause. This is unlikely to happen in a sailing club setting, but under the government's 'Prevent' strategy teachers and others working with young people are receiving training on recognising the warning signs.

## **Bullying**

If a child alleges bullying or shows signs of being bullied, this must be investigated. HHASC complies with the law on anti-bulling procedures.

## **Managing challenging behaviour**

### **HHASC adopts The RYA guidance in full.**

Guidance for instructors and coaches on handling young people who display challenging behaviour is available as a download from the RYA website [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding), under RYA Safeguarding and Child Protection Guidelines.

## **Responsibilities of staff and volunteers**

HHASC staff and volunteers are given clear roles and responsibilities, will be made aware of HHASC's safeguarding policy and procedures and are issued with guidelines on:

- following good practice as per HHASC procedures
- recognising signs of abuse

## **Parental responsibility and club liability**

Parents play an essential part in their children's participation, but occasionally their desire to see their child achieve success can put the child under too much pressure or give rise to friction between families or interference in coaching. HHASC will adopt a Code of Conduct, if relevant, that can be signed up to by everyone involved, whether they are participants, parents, staff or volunteers, so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour fails to meet the expectations set out in the Code.

HHASC has a duty of care to their members, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility, outside formal club-organised activities.

When children are attending an organised training or coaching session or activity, the organisers have a duty of care for their safety and welfare at all times. If the club/class/centre requires a parent (or designated responsible adult) to be on site, it must be made clear at what point responsibility transfers from the instructor, coach or organiser to the parent.

HHASC adopts the RYA information on a Club's legal liability and duty of care, please go to the Clubs section on the RYA website and select Club Management, Health & Safety, Organising and Managing Events, or click on the link below.

<http://www.rya.org.uk/clubs/support/management/healthandsafety/Pages/organisingandmanagingevents.aspx>

## **Changing rooms and showers**

Shower areas will, where possible, be designed to allow both adults and children to shower and dress in reasonable privacy. As a minimum there will be separate male and female changing rooms and, if possible, unisex disabled changing.

It is preferable for adults to stay away from the changing rooms while there are children there. If this is unavoidable because adults are sailing at the same times, or the site is open to the public, it is better if one adult is not alone. Parents should be made aware that adult club members and/or members of the public may be in the changing rooms.

Bullying can be an issue in changing rooms and showers and this will be dealt with appropriately if this comes to one of our members attention.

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 and the occupants of the changing room are asked to 'cover up'.

## **First aid and medical treatment**

First aid, provided by an appropriately trained and qualified person, is part of HHASC normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer.

## **Organising and hosting events**

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. HHASC should be made aware of any person U18 years taking part in such event.

### **Away events**

IF any member of HHASC is U18, it is essential that those accompanying that young person to the event or training camps, and the competitors themselves, have a clear understanding of their responsibilities and the conduct expected of them.

The RYA Racing Department has Sailor Supervision Guidelines and other detailed policies for the RYA junior and youth squad programmes. These are available on the RYA website, see Racing & Performance, Youth and Junior, Information, Policy Guidance, or click on [www.rya.org.uk/racing/youthjunior/information/Pages/Policies.aspx](http://www.rya.org.uk/racing/youthjunior/information/Pages/Policies.aspx). They may be a useful reference for events organised by bodies other than the RYA but should not be taken as prescriptive.

### **Communication and Images**

The world of the internet, social media and apps is constantly and rapidly evolving and it is hard to keep up to date, but it is important for parents and for anyone working with young people to develop some understanding of how they use technology, the risks involved and how to keep them safe. Suggested sources of information, mainly intended for parents but useful for anyone, are:

[www.nspcc.org.uk/shareaware](http://www.nspcc.org.uk/shareaware)    [www.net-aware.org.uk](http://www.net-aware.org.uk)  
[www.internetmatters.org](http://www.internetmatters.org)    [www.getsafeonline.org](http://www.getsafeonline.org)

### **Parents**

Organisations are responsible for the content published on their sites, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones. See the links above for guidance.

### **Advice for Coaches and Instructors**

When working with children and young people you are advised to:

- where possible have a business phone and a personal phone
- only contact sailors on your business phone (or using your organisation's text system)
- avoid using over-familiar language and try to copy in the child's parent/carer
- only communicate regarding organisational matters, not for social or personal contact.

When using social media, it is recommended that you:

- have a personal and a professional page for your social media
- do not allow young sailors to follow or be friends with your personal account
- set your privacy settings as high as possible on your personal account
- challenge the way that young sailors post or comment to you or others on social media if it is inappropriate
- educate young sailors about the boundaries between them and their Coach or Instructor.

Coaches on the RYA's Youth and Junior squad programmes are expected to comply with the RYA Youth Racing Communications Policy.

### **Children and young people**

Children and young people use modern technology as a matter of course, but they don't always understand the risks involved and their parents are not always fully aware of their children's risky behaviour. Online communication and texting can often be used as a means of bullying. 'Cyberbullying' will be treated in the same way as any other form of bullying. If someone is made aware of a bulling issue, this should be reported to the Welfare officer for the club, as soon as possible.

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) provide guidance and support for children and young people in different age groups, as well as for parents and carers, on matters such as online bullying, sharing images and 'sexting'.

### **Photography, images and video**

**Before taking photos or video, written consent will be obtained from the child's parents/carers for their images to be taken and used**

- Any photographer, or member of the press or media attending a HHASC event should wear identification at all times, and should be fully briefed in advance on the clubs expectations regarding his/her behaviour and the issues covered by these guidelines.
- HHASC will not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- Consent will also be obtained for the use of video as a coaching aid. **Any other use by a coach will be regarded as a breach of the RYA's Code of Conduct.**
- Care will be taken in the storage of and access to images of all our members, but by law for U18 years.
- HHASC will ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.
- any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the organisation's child protection/welfare officer and treated in the same way as any other child protection concern. **Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.**
- **HHASC does not allow the use of cameras or smart phones/tablets in changing areas, at any time, and will not be permitted in any circumstances. Such use by any person should be regarded as a form of bullying, and reported immediately to the senior member of staff. HHASC would encourage their members not to take such device into the changing areas, for their own protection. If there is any reason for a member to have any device with them to use, it would be good practice to let the senior member of staff aware, and discuss the reason.**

## **6 Handling concerns, reports or allegations**

**This section is primarily for HHASC designated Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns, and please refer to HHASC flow charts.**

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within your organisation. It may involve the behaviour of one of your volunteers or employees, or something that has happened to the child outside the club or centre, perhaps at home or at school. Children may confide in adults 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 that a child may be being abused, **it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report them to the appropriate statutory authorities.**

### **Handling an allegation from a child**

#### **Always:**

- stay calm – ensure that the child is safe and feels safe
- show and tell the child that you are taking what he/she says seriously
- reassure the child and stress that he/she is not to blame
- be careful about physical contact, it may not be what the child wants
- be honest, explain that you will have to tell someone else to help stop the alleged abuse, but only the people who need to know, will be told.
- make a record of what the child has said as soon as possible after the event, using the child's own words, and dates and time.
- Record your contact details if you are not at the centre, and any witnesses to the disclosure or event.
- Follow HHASC child protection procedures.

#### **Never:**

- rush into actions that may be inappropriate.
- make promises you cannot keep (eg. you won't tell anyone)
- ask leading questions (see 'Recording and handling information' below)
- Don't take sole responsibility – consult someone else (ideally the designated Child Protection/Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

## **Recording and handling information**

If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Children's Social Care or the Police who have trained experts to handle such cases. **Do not start asking leading questions which may jeopardise any formal investigation.**

A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the child to explain things in their own words. An example would be asking 'did X hit you?' instead of 'how did you get that bruise?'. Use open questions such as 'what happened next?'. Only ask questions to confirm that you need to refer the matter to someone else. Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities recorded on HHASC flow charts.

**All information will be treated as confidential and will only be shared with those who need to know.** If the allegation or suspicion concerns someone within your club or centre, only the child's parents/carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities and the RYA Safeguarding and Equality Manager should be informed. The RYA will be informed by HHASC Welfare officer, unless urgent. If the alleged abuse took place outside the club or centre, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.

Confidential information will be processed, stored and destroyed in accordance with HHASC's Data Privacy Policy and Data Protection legislation.

## **Procedures**

It is essential to have clear and agreed procedures to follow. These include:

- procedures to be followed by anyone concerned about a child's welfare, either outside the sport or within your organisation. Please refer to HHASC flow charts.
- a disciplinary procedure (which may be included in a staff handbook or contract, depending on the nature of the organisation) setting out the process to be followed if an allegation or complaint is made about an employee
- a procedure for handling a complaint about a member. Please refer to HHASC flow chart.

The RYA's information sheet on the Conduct of Members including a fair hearing can be accessed at <http://www.rya.org.uk/club-zone/your-people/members/Pages/expulsion-of-members.aspx>.

## **Statutory Authorities**

If HHASC is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, the club will advise 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.

## **Handling the media**

If there is an incident at HHASC premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members or employees, do not give any response until you have had an opportunity to check the facts and seek advice. You may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

## **Insurance**

If there is a serious allegation involving harm caused to a child either at your premises or as a result of taking part in your activities, the person in charge should consider notifying your insurers in case there is a subsequent claim against the organisation.

## **Historical allegation**

If someone raises a child protection concern relating to incidents that took place some time ago, with HHASC follow the same procedure as you would for a new concern, even if the person about whom the allegation is being made is no longer active within your organisation. If the concern appears to relate to a criminal offence, encourage the individual to contact the Police on 101.

## **Reference to the Disclosure and Barring Service or Disclosure Scotland**

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. Disclosure Scotland fulfils this function in Scotland. If your organisation permanently dismisses or removes someone from a role involving Regulated Activity/Work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, HHASC Welfare officer has a duty to refer them to the DBS or Disclosure Scotland, as appropriate. *It is a criminal offence not to make such a referral.*

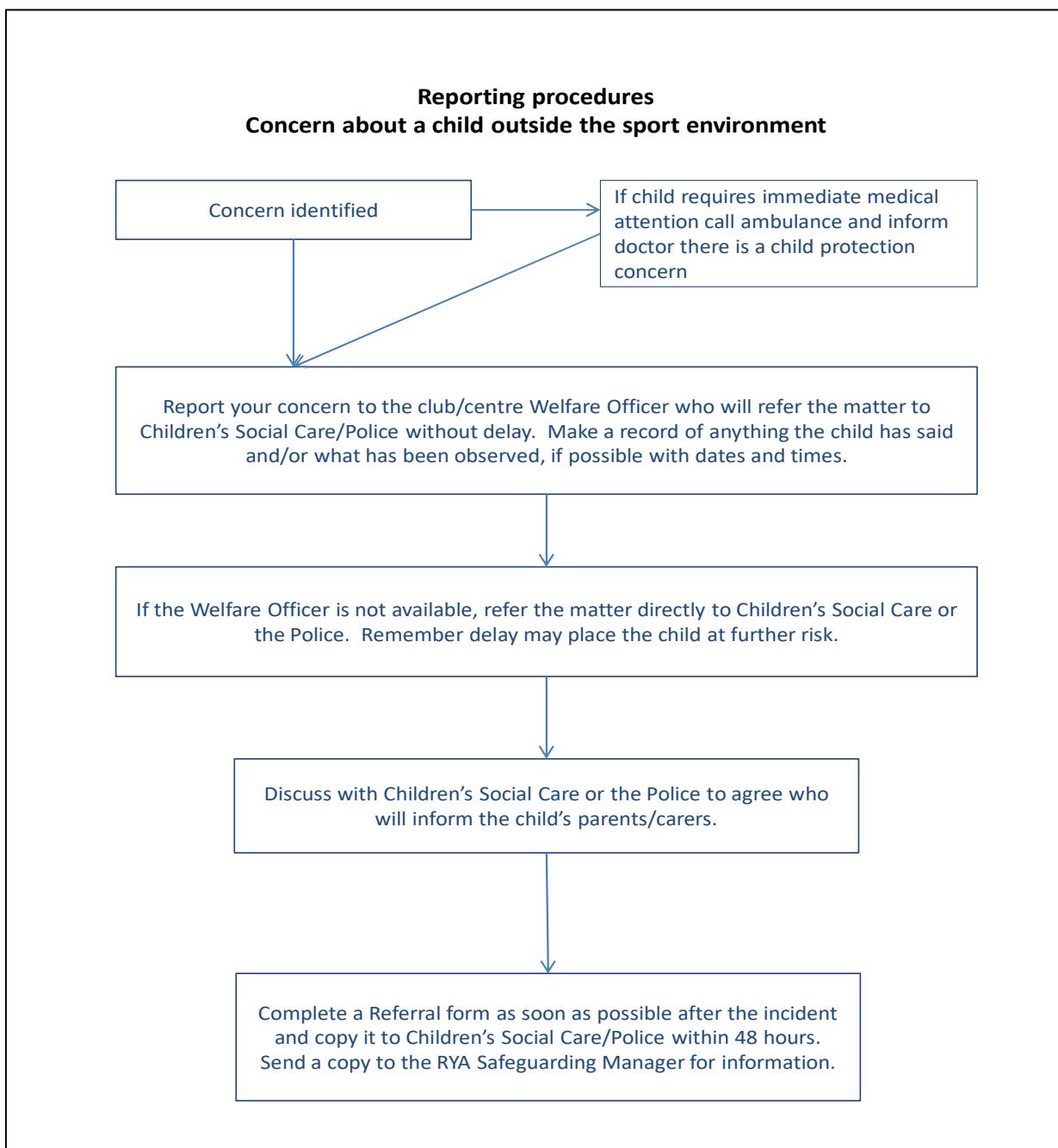
**This Policy was reviewed and updated in April 2022.**

## Reporting Procedures

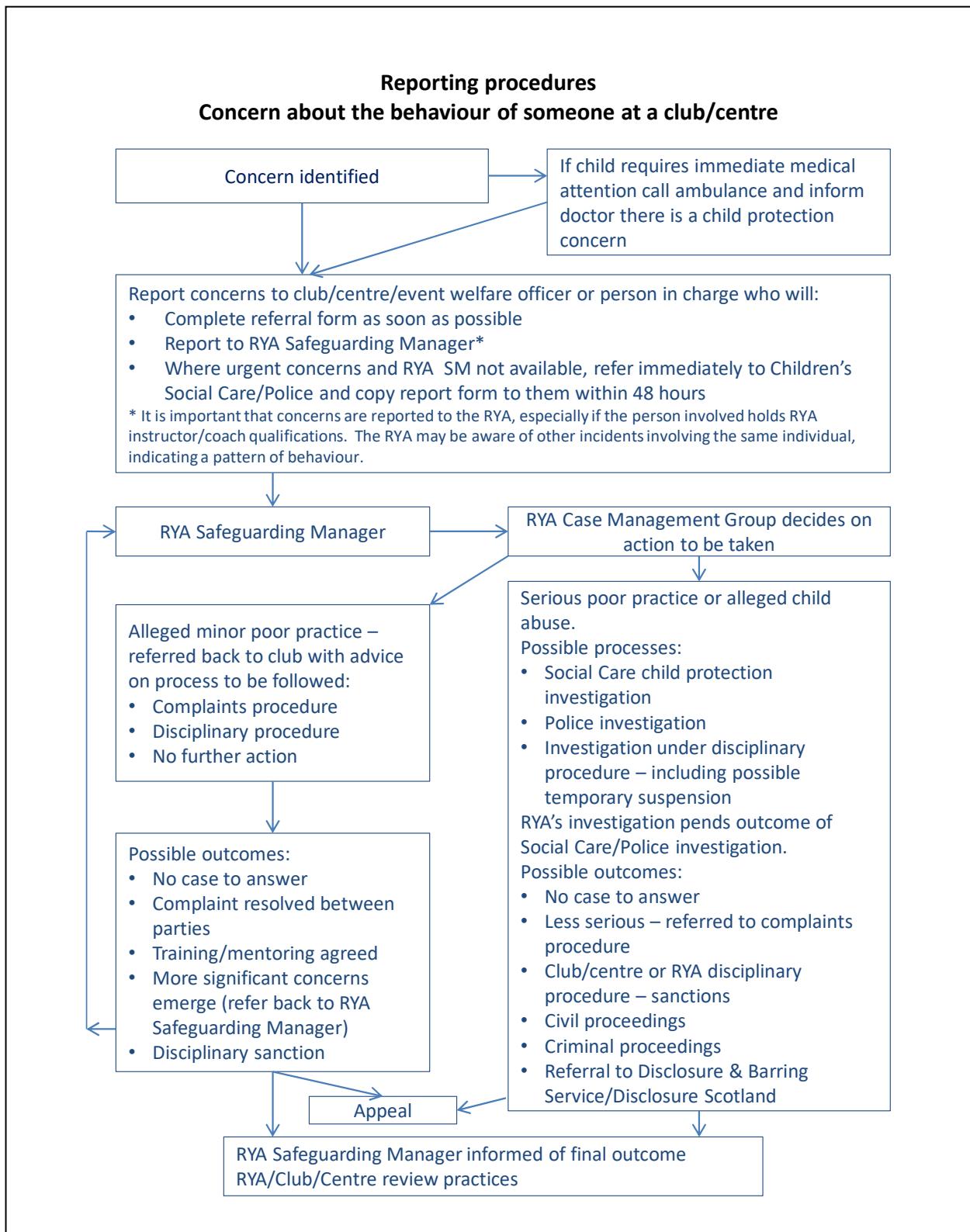
If you are uncertain what to do at any stage, contact the RYA's Safeguarding and Equality Manager on 02380604297 and press 1 for safeguarding or the NSPCC free 24-hour helpline 0808 800 5000.

Details of Children's 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 RYA's Safeguarding and Equality Manager or, if a child is at immediate risk, the Police.

Flowchart 1



Flowchart 2



# Part 3 – Information

## 7 Useful Contacts

### Royal Yachting Association

Safeguarding and Equality Manager  
RYA House, Ensign Way  
Hamble  
Southampton  
SO31 4YA

Tel: 02380604297 and press 1 for safeguarding  
E-mail: [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)  
Website: [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

### Social Care Services

Your local phone book or the website for your County Council or unitary local authority will list numbers for Adult Services, generally with separate numbers for Adult Social Care and for the Emergency Duty Team (out of hours service).

### Ann Craft Trust

The Ann Craft Trust (ACT) supports organisations in the statutory, independent and voluntary sectors across the UK to protect disabled children and adults at risk.  
'Safeguarding Adults in Sport and Physical Activity' is a programme 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 951 5400  
Website: <http://www.anncrafttrust.org/safeguarding-adults-sport-activity/>

The following is a small selection of charities that support people with different needs and disabilities. A more comprehensive list can be found in the Resource Pack on the Ann Craft Trust website.

### Action on Elder Abuse helpline

Tel: 0808 808 8141  
Website: [www.elderabuse.org.uk](http://www.elderabuse.org.uk)

### Dementia UK

Tel: 0800 888 6678  
Website: [www.dementiauk.org](http://www.dementiauk.org)

### Mencap Direct

Tel: 0808 808 1111  
E-mail: [help@mencap.org.uk](mailto:help@mencap.org.uk)  
Website: [www.mencap.org.uk](http://www.mencap.org.uk)

### MIND – mental health charity

Tel: 0300 123 3393  
Text: 86463  
E-mail: [info@mind.org.uk](mailto:info@mind.org.uk)

Website: [www.mind.org.uk](http://www.mind.org.uk)

**National Autistic Society**

Tel: 0808 800 4104

Website: [www.autism.org.uk](http://www.autism.org.uk)

**SCOPE – disability equality charity (England and Wales)**

Tel: 0808 800 3333

E-mail: [helpline@scope.org.uk](mailto:helpline@scope.org.uk)

Website: [www.scope.org.uk](http://www.scope.org.uk)

**Victim Support**

Tel: 0808 168 9111

[www.victimsupport.org.uk](http://www.victimsupport.org.uk)

**Disclosure and Barring Service (DBS) – RYA is Registered Body**

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

**UK Coaching**

Provide training on coaching people with disabilities

Website: [www.ukcoaching.org](http://www.ukcoaching.org)

## **Appendix A – What is abuse?**

(Based on the statutory guidance supporting the implementation of the Care Act 2014)

Abuse is a violation of an individual's human and civil rights by another person or persons.

Adults at risk may be abused by a wide range of people including family members, professional staff, care workers, volunteers, other service users, neighbours, friends, and individuals who deliberately exploit vulnerable people. Abuse may occur when an adult at risk lives alone or with a relative, within nursing, residential or day care settings, hospitals and other places assumed to be safe, or in public places.

The following is not intended to be an exhaustive list of types of abuse or exploitation but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern:

**Physical abuse** - including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence. This won’t happen at a club/centre, but there could be concerns about a participant’s home situation.

**Sexual abuse** - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjections to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal from services or supportive networks. In a club context this might include excluding a member from social activities.

**Financial or material abuse** - including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. People with learning disabilities or dementia are particularly vulnerable to this type of abuse. An example might be encouraging someone to book and pay for training courses that are inappropriate for their level of ability, or to purchase sailing clothing or equipment they don’t need.

**Discriminatory abuse** - including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Neglect and acts of omission** - including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition

and heating; or in a water sports context, failing to ensure that the person is adequately protected from the cold or sun or properly hydrated while on the water.

**Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Self-neglect might indicate that the person is not receiving adequate support or care, or could be an indication of a mental health issue such as depression.

**Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Not included in the Care Act 2014 but also relevant:

**Bullying** (including 'cyber bullying' by text, e-mail, social media etc) - 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 be another vulnerable 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 for belonging to a different race, faith or culture.

**Mate Crime** – a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual'. Mate Crime is carried out by someone the adult knows. There have been a number of serious cases relating to people with a learning disability who were seriously harmed by people who purported to be their friends.

**Radicalisation** - the aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

## **Recognising abuse**

Patterns of abuse vary and 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 between spouses or generations or persistent psychological abuse; or
- Opportunistic abuse such as theft occurring because money or valuable items have been left lying around.

Signs and indicators that may suggest someone is being abused or neglected include:

- Unexplained bruises or injuries – or lack of medical attention when an injury has occurred
- Someone losing or gaining weight, or an unkempt appearance
- A change in behaviour or confidence
- Self-harming
- A person's belongings or money go missing
- The person is not attending, or no longer enjoying, their sessions
- A person has a fear of a particular group or individual
- A disclosure – someone tells you or another person that they are being abused.

### If you are concerned

If there are concerns about abuse taking place in the person's home, talking to their carers might put them at greater risk. If you cannot talk to the carers, consult your organisation's designated Welfare Officer or the person in charge. It is this person's responsibility to make the decision to contact Adult Social Care Services. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

Social care professionals involved in taking decisions about 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.

The following six principles inform the way in which professionals and other staff in care and support services and other public services in England and Wales work with adults:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs
- **Proportionality** – The least intrusive response appropriate to the risk presented
- **Protection** – Support and representation for those in greatest need
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – Accountability and transparency in delivering safeguarding.

Local authorities in England act in accordance with the principles set out in the guide 'Making Safeguarding Personal' 2014. Adult safeguarding should be person led and outcome focussed. The person should be engaged in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control, as well as improving quality of life, well-being and safety.

Some instances of abuse will constitute a criminal offence, for example assault, sexual assault and rape, fraud or other forms of financial exploitation and certain forms of discrimination. This type of abuse should be reported to the Police.

## **Appendix B – RYA Instructor Code of Conduct**

### **RYA Instructor Code of Conduct for RYA Instructors, Coach Assessors, Trainers and Examiners**

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

- If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at [www.rya.org.uk](http://www.rya.org.uk)
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training centre in which they are working.
- Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date governing body qualifications as approved by the RYA.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (eg courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the RYA into disrepute.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre
- Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
- Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

## **Appendix C – RYA Coach Code of Ethics and Conduct**

**Sports Coaching helps the development of individuals through improving their performance.**

**This is achieved by:**

1. Identifying and meeting the needs of individuals.
2. Improving performance through a progressive programme of safe, guided practice, measured performance and/or competition.
3. Creating an environment in which individuals are motivated to maintain participation and improve performance.

**Coaches should comply with the principles of good ethical practice listed below.**

1. All RYA Coaches working with sailors under the age of 18 must have read and understood the RYA Child Protection Policy as detailed on the RYA website at [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding). If you are unable to access the website please contact [coachingdevelopment@rya.org.uk](mailto:coachingdevelopment@rya.org.uk)
2. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Coaches must place the well-being and safety of the sailor above the development of performance. They should follow all guidelines laid down by the RYA, follow Operating Procedures and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with sailors based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
5. Coaches must encourage and guide sailors to accept responsibility for their own behaviour and performance.
6. Coaches must hold up to date and nationally recognised governing body coaching qualifications.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. Coaches must, at the outset, clarify with sailors (and where appropriate their parents) exactly what is expected of them and what sailors are entitled to expect from their coach. A contract may sometimes be appropriate.
9. Coaches must co-operate fully with other specialists (eg. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the sailor.
10. Coaches must always promote the positive aspects of their sport (eg. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.
12. Coaches must notify the RYA immediately of any court imposed sanction that precludes the coach from contact with a specific user group (eg. children and vulnerable adults).
13. Coaches must not carry out coaching activities whilst under the influence of alcohol or drugs, or when they have received medical advice not to continue activities that are connected with their coaching (eg. driving).
14. Coaches must not behave in a way which brings the sport into disrepute.

Failure to adhere to the RYA Coach Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments and will be dealt with in line with the RYA Coaches' Performance Guidelines. To access these Guidelines please contact [coachingdevelopment@rya.org.uk](mailto:coachingdevelopment@rya.org.uk)