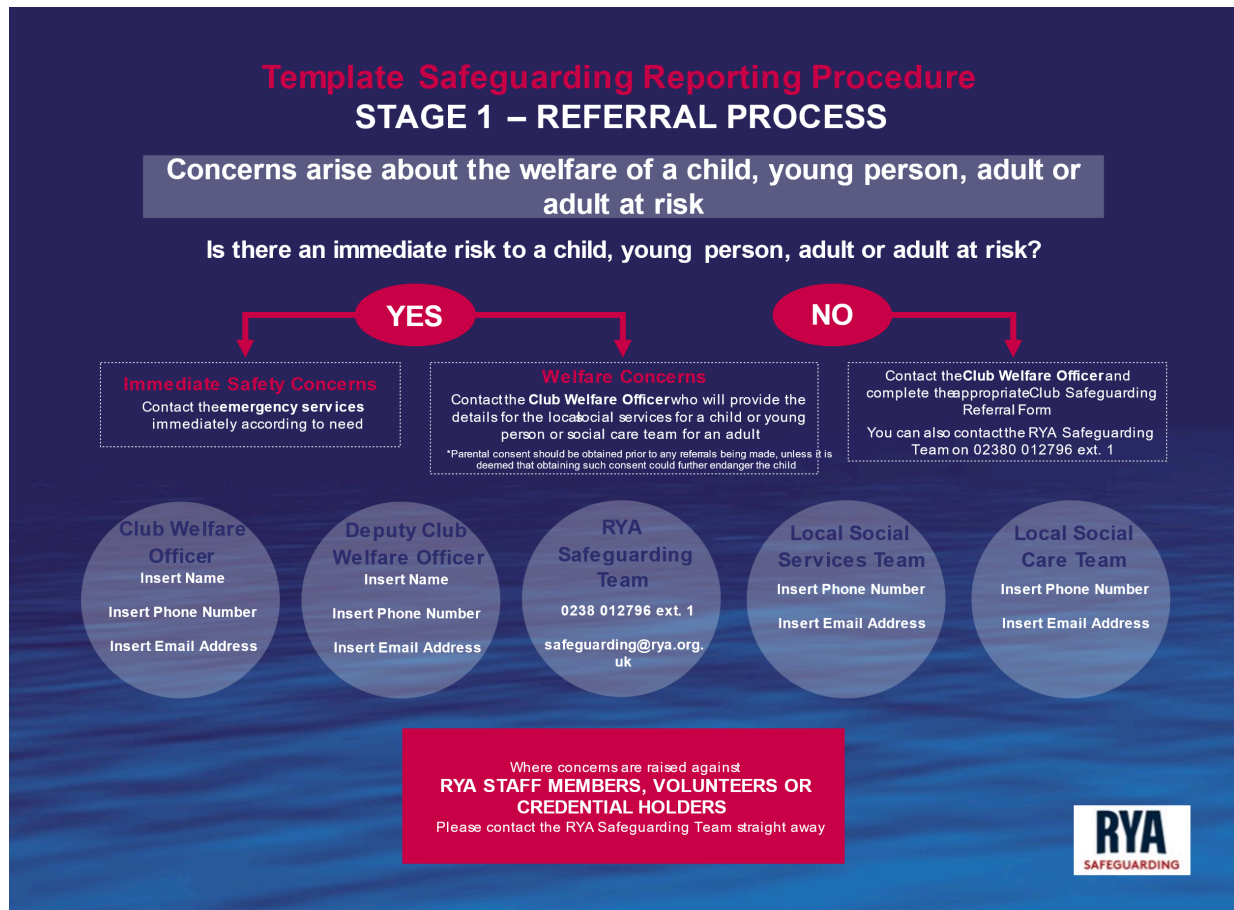


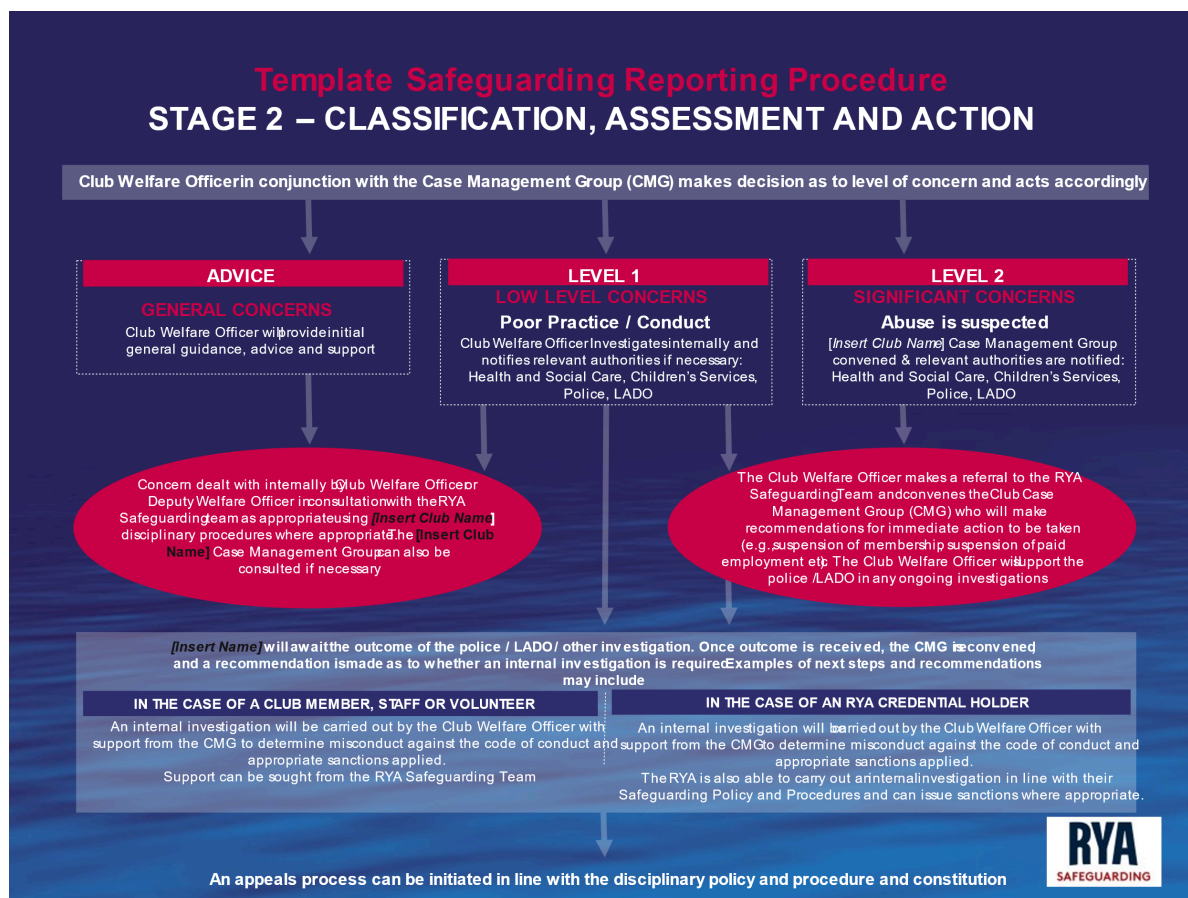
# LYME REGIS SAILING CLUB

## Stage 1. Safeguarding Reporting Procedure

### Stage 1 – Referral Process



## Stage 2 – Classification, Assessment and Action



### 1. Breaches of the Safeguarding Policy

Where there are concerns that this safeguarding policy has not been followed, or there is a safeguarding concern, all members, volunteers, staff and participants are encouraged in the first instance, to contact the Club Welfare Officer on 07793 195430 or [KatieCooperCoaching@gmail.com](mailto:KatieCooperCoaching@gmail.com). If further support or guidance are required, The RYA Safeguarding Team can be contacted on 02380 012796 / [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk). Alternatively the NSPCC Whistleblowing advice line can be contacted on 0800 028 0285 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Breaches of this Safeguarding Policy and /or failure to comply with the outlined responsibilities within it may result in disciplinary action in accordance with the club's disciplinary procedure and constitution.

### 2. Implementation, Review and Reporting

The Sailing Club Committee have overall accountability for this Policy and for its implementation

The Club Welfare Officer for *LYME REGIS SAILING CLUB* is responsible for updating this Policy in line with legislative and organisational developments.

All staff, volunteers, members and participants are responsible for raising safeguarding concerns /disclosures with the Club Welfare Officer or senior club official as outlined in the Reporting a Safeguarding Concern Procedure.

The Club Welfare Officer with support from Senior Club Officials is responsible for ensuring appropriate safeguarding training is put in place, specifically for those deemed to be in regulated activity with vulnerable groups and kept up to date with any safeguarding developments.

### **Where there is a safeguarding concern /disclosure:**

The individual who is told about, hears, or is made aware of the concern / disclosure is responsible for following the Reporting a Safeguarding Concern Procedure.

The Club Welfare Officer is responsible for assessing all safeguarding concerns / disclosures that are reported to them and collaborating with the RYA Safeguarding Team to follow up as appropriate on a case-by-case basis, always prioritising the well-being of all those involved in the disclosure. Dependent on the concern / disclosure, a referral may be made to:

- o The police in an emergency (999)
- o Local Authority Children's Social Care Services for concerns / disclosures about a child
- o For referrals involving adults at risk - Local Authority Adult Social Care Services for concerns / disclosures about an adult at risk
- o For referrals involving children and young people - Local Authority Designated Officer (LADO) (England; Wales); and the Criminal Records Disclosure Service for concerns / disclosures about a member of staff, consultant, coach, official or volunteer in a Position of Trust.
- o The RYA Safeguarding Team for all Level 1 and Level 2 categorised concerns

### **3. Implementation, Review and Reporting**

#### **Case Management**

All safeguarding records are categorised to a level accordingly:

**Advice** Any concern which does not meet the threshold for Levels 1 or 2 and involves seeking support or guidance for a specific matter. Advice cases can often escalate depending on the situation.

**Level 1** Any concern about an adult or child's behaviour towards a child or adult at risk that does not meet the allegation threshold or is not otherwise serious enough to consider a referral to the LADO or Adult Services. Concerns may arise from both within the sport and outside of it.

**Level 2** Any concern that meets the threshold for a referral to the Police, LADO, and or Children or Adult Services of a Local Authority. Alongside this an internal rating system can also be used of Low, Medium and High.

The threshold criteria outlined above is underpinned by guidance provided by the Child Protection in Sport Unit (CPSU).

Highly sensitive information contained within safeguarding case records are restricted to the Club Welfare Officer. If the Case Management Group is convened, information pertaining to the concern will be shared securely and confidentially.

#### **Data Storage**

All case records are stored in line with the *LYME REGIS SAILING CLUB* **Data Storage and Privacy Policies** and relevant national legislation and guidance.

**Advice** All advice case data is stored for **5 years** from the date the referral was received.

**Level 1** All level 1 case data is stored for **10 years** from the date the referral was received.

**Level 2** All level 2 case data is stored for **90 years** from the date of birth of the subject of concern.

Case records are deleted / destroyed after the retention period set out above, unless the Club Welfare Officer decides that there is a reason to retain the information for a longer period.

## Case Management Group

The *LYME REGIS SAILING CLUB* Case Management Group (CMG) is convened when a Level 2 referral is received. The group can also be convened if a Level 1 referral is serious enough in nature. The group can consist of any of the following members depending on where the referral originates from.

<b>Name</b>	<b>Role / Position</b>
Katie Cooper KatieCooperCoaching@gmail.com	Welfare Officer
Andy Robinson Commodore@lymeregissailingclub.com	Commodore
Sarah Parsons timandsarahparsons@googlemail.com	Safeguarding level 3 trained

The CMG is responsible for:

- Ensuring that all allegations, incidents, or referrals related to the safeguarding of children and adults are dealt with in accordance with *LYME REGIS SAILING CLUB* policies with appropriate timescales.
- Making recommendations to the appropriate decision-making body regarding the appropriate steps to be taken.

## External Assistance

The *LYME REGIS SAILING CLUB* CMG may choose to appoint an external independent body to assist in any investigations where the following criteria is met:

- *LYME REGIS SAILING CLUB* does not have the expertise or skill set required to undertake the investigation
- *LYME REGIS SAILING CLUB* is under a conflict of interest
- The case is so complex by nature that a third party would be necessary to support / undertake the investigation

In the case where the CMG chooses to instruct an independent body, it reserves the right to choose whichever independent body it deems most suitable given the circumstances. The *LYME REGIS SAILING CLUB* CMG will make such a decision on a case-by-case basis.

