

DELPH SAILING CLUB

(RYA Training Centre)

**Longworth Road
Egerton
Bolton
BL7 9TS**

SAFEGUARDING POLICY



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This policy is available as a paper or electronic version. We will consider any request to provide the Policy in an alternative language.

We review the policy regularly to ensure that the information provided is as up to date as we can provide.

Approved By:	Version:	Issue Date:	Review Date:	Document Owner:
Delph Board approval to be confirmed	V2.0	17th September 2021	September 2023 (Unless a review is required in the meantime due to a serious safeguarding incident)	Jennie Smith, Safeguarding Officer
Committee Approval 18 October 2021	V2.0			Jennie Smith, Safeguarding Officer
Reviewed by welfare officer (no changes other than named welfare officer – agreed by committee)	V2.1	September 2023	Dec 24	Karen Taylor Welfare Officer
Reviewed and substantially adapted to incorporate updated wording from RYA guidance	V2.2	November 2024	Dec 26 (in line with the next review by the RYA of their policies/advice)	Karen Taylor – welfare officer
General Committee review and approval		January 2024		

Commitment Statement

This policy refers to a child as anyone under the age of 18 as defined by the Children Act 1989 and an Adult at Risk as anyone aged 18 or over, who is in need of care or support, and who, because of those needs, is unable to always safeguard themselves as defined by the Care Act 2014.

Delph Sailing Club is committed to safeguarding all children, young people and adults at risk taking part in its activities from abuse and harm and ensuring their wellbeing. *The club* recognises that the safety, welfare and needs of children, young people and adults at risk are paramount and that any person, irrespective of their age, disability, race, religion or belief, marital status, sex, gender identity, sexual orientation or social status, has a right to protection from discrimination, victimisation and abuse.

Delph Sailing Club takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures, and training, it offers a safe and fun environment to everyone taking part in *club* events and activities. *The club* recognises that it has a legal duty of care¹ to safeguard children, young people and adults at risk.

Delph SC is committed to minimising risk and supporting programmes, events and individuals to deliver a safe, positive and fun boating experience for everyone by creating a welcoming environment, both on and off the water, where everyone can have fun and develop their skills and confidence.

Delph SC will treat everyone with respect, celebrate their achievements, listen to their views and experiences and provide opportunities for everyone to fulfil their potential and be their authentic selves.

Delph Sailing Club **will:**

- o Ensure that all individuals who work or volunteer with children, young people and adults at risk provide a positive, safe and enjoyable experience.

¹ <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

- o Ensure that there is an RYA registered, Club Welfare Officer with the necessary skills and training who will take the lead in dealing with all safeguarding concerns with support from the RYA Safeguarding Team.
- o Also endeavor, if possible, to provide a Deputy Club Welfare Officer with the necessary skills and training to closely support the Welfare Officer. The person taking on this additional role, will provide a second contact point for members to approach with any safe-guarding concerns or questions as well as support to the Club Welfare Officer.
- o Ensure that the Club Welfare Officer (and Deputy Welfare Officer) name and contact details are known to all employees, volunteers, members and participants
- o Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected abuse, referring to the RYA and external agencies as necessary
- o Ensure that all information regarding safeguarding referrals is stored securely and confidentially
- o Ensure that all those who work or volunteer with at risk groups have been recruited using safe recruitment practices and includes the appropriate criminal records disclosure checks
- o Report any concerns raised involving RYA staff, volunteers and credential holders to the RYA Safeguarding Team
- o Regularly review its safeguarding procedures and practices in the light of experience, to take account of legislative, social or technological changes or where there is a change of management as required.
- o Cooperate where necessary with multi-agency investigations and enquiries relating to serious case reviews involving children, young people and adults at risk, if there is an association with the sport and or recreation

This policy will be reviewed by the General Committee at least every three years, or sooner if there are relevant changes to legislation or management.

The club recognises that **EVERYONE** has the right to be safeguarded and we must **ALL** take responsibility to ensure it.

The RYA:

- Recognises that safeguarding children is the responsibility of everyone, not just those working directly with them.
- Carefully recruits and selects all RYA 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.
- Communicates changes and shares good practice with training centres, clubs and class associations.

The Club's General Committee is responsible for monitoring the implementation of the Safeguarding Policy. To ensure on-going compliance with legislation, the General Committee will seek advice, from time to time, from the RYA and Club members who are active in child centered occupations.

The safeguarding policy for the RYA can be found using this link (and is on the RYA website). [RYA Safeguarding Policy and Procedures](#)

Suspected incidents of abuse which may be occurring outside the Club but are noticed whilst a child is at the Club will be reported to the Children's Advice and Duty Service (CADS) at Blackburn with Darwen Council (Monday to Friday 08:45 to 17:00 01254 666400, Emergency out of Hours 01254 587547).

Incidents affecting a Club training officer or volunteer will be reported to the RYA Child Protection Co-ordinator.

Committee members and Volunteers

Committee members and volunteers whose role brings them into regular contact with young people may be asked to provide references (where they are new to the club/unknown).

As part of its safe recruitment practices, Delph Sailing Club carries out criminal records disclosure checks using the RYA as an umbrella body on all staff and volunteers aged 18 or over who are deemed to be in regulated activity. (aged 16 or over if regularly leading coaching/instructing). If a person is deemed to be in regulated activity, the Club Welfare Officer will initiate and carry out the required level of check.

This will include The Club Welfare Officer, Deputy Welfare Officer, General Committee members and those regularly (for example – 4 or more times in a month) instructing, coaching or supervising young people or at risk adults.

Safe-guarding and Welfare Contact details

The **Club Welfare Officer** is karen Taylor –

Email – safeguarding@delphsailingclub.com or karen.taylor@talktalk.net

Mobile – 07740284923

The **Deputy Welfare Officer** is Chris Walker

Email– chriswalker39@hotmail.com

Mobile: 07443560343

Contact for the RYA safeguarding team is as follows–

Members of the Safeguarding Team RYA HQ

Safeguarding and Equality Manager: Katie Loucaides 02380 604104

Safeguarding Officer: Andrea Gates 02380 604226 M: 07570 379447. Email Andrea.gates@rya.org.uk

Safeguarding Case Officer: Amy Lowbridge 02380 604231

Location: RYA House, Ensign Way, Hamble, Southampton, SO31 4YA Team

Last Reviewed Feb 2025

The Safeguarding team is available from 09.00 – 17.00hrs. For urgent enquiries, the team can be contacted in the office on 02380 604226 or, alternatively, by mobile via phone, WhatsApp or Text on 07384 546489.

Non-urgent enquiries should be sent to safeguarding@rya.org.uk

Weekends: Urgent contact with the team can be made by telephoning the Safeguarding and Equality Manager on 07384 5464892 .

Non-urgent contact with the team can be made by sending a message to the Safeguarding Mailbox which is monitored: safeguarding@rya.org.uk.

Contact may also be made by using the RYA Online Safeguarding Reporting Form (link below).

rya.vissro.com/rya/forms.nsf/concern

Local authority contacts

Bolton's Multi screening safeguarding service

-01204 331500 (office hours) or 01204 337777 (emergency duty team)

Children's advice and duty service (CADS) at Blackpool and Darwen Council

01254 666400 (office hours) or 01254 587547 (emergency out of hours)

Manchester Metropolitan Police

0161-872-5050 (or 999 in an emergency)

External Organisations:

NSPCC	https://www.nspcc.org.uk/
NSPCC Whistleblowing Advice Line	0800 028 0285 / help@nspcc.org.uk
CPSU	https://thecpsu.org.uk/
Ann Craft Trust	https://www.anncrafttrust.org/
MIND	https://www.mind.org.uk/
Young Minds	https://www.youngminds.org.uk/
Children 1 st	https://www.children1st.org.uk/
Samaritans	https://www.samaritans.org/
Emergency Services	999
Police Non-Emergency	101
NHS – Non-Emergency	111

Safeguarding Guidance

Types of Abuse

1. Children and Young People²

Neglect: Neglect is not meeting a child's basic physical or psychological needs. It can have a long-lasting impact on a child's health or development. In sport, examples of neglect could include a coach or supervisor repeatedly:

- o failing to ensure children are safe
- o exposing children to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration
- o exposing children to unnecessary risk of injury by ignoring safe practice guidelines
- o failing to ensure the use of safety equipment
- o requiring young people to participate when injured or unwell

Physical Abuse: When someone deliberately hurts a child causing physical harm it is called physical abuse. It may involve hitting, kicking, shaking, pushing, poisoning, burning, biting, scalding, drowning or any other method of causing non-accidental harm.

In sport, physical abuse may occur:

- o if the nature and intensity of training or competition exceeds the capacity of the child's immature growing body
- o where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty
- o if athletes are required to participate when injured
- o if the sanctions used by coaches involve inflicting pain

Sexual Abuse: Sexual abuse is when a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Children and young people may not always understand that they are being sexually abused.

In sport, coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised. An abusive situation can also develop if a person in a position of authority, such as a coach, was to misuse their power.

² The definitions of harm were obtained from the Child Protection in Sport Unit Website:
<https://thecpsu.org.uk/help-advice/introduction-to-safeguarding/child-abuse-in-a-sports-setting/>

Contacts made within sport and pursued through other routes, such as social media, have been used to groom children for abuse. Sexual abusers can also groom protective adults and organisations to create opportunities for abuse to take place.

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

Emotional Abuse: Emotional abuse is the emotional maltreatment of a child, which has a severe and persistent negative effect on the child's emotional development. In sport, emotional abuse may occur if:

- o children are subjected to repeated criticism, sarcasm, name-calling or racism
- o a child is ignored or excluded
- o children feel pressure to perform to unrealistically high expectations
- o children are made to feel like their value or worth is dependent on their sporting success

Bullying: Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. It can involve people of any age and can happen anywhere, including at home, school, sports clubs or online.

Bullying encompasses a range of behaviours which are often combined. It might include physical, verbal or emotional abuse, or online cyberbullying.

In sport, bullying can occur based on a young person's sporting ability, body size or shape. It might include name-calling, offensive hand gestures, physical assault or exclusion from team activities.

2. Adults

The Care Act recognises 10 categories of abuse that may be experienced by adults.

Self-neglect: This covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one's personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

Modern Slavery: This encompasses slavery, human trafficking, forced labour, and domestic servitude.

Domestic Abuse: This includes psychological, physical, sexual, financial, and emotional abuse perpetrated by anyone within a person's family. It also includes so-called "honour" based violence.

Discriminatory Abuse: Discrimination is abuse that centres on a difference or perceived difference, particularly with respect to race, gender, disability, or any of the protected characteristics of the Equality Act.

Organisational Abuse: This includes neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. Organisational abuse can range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes and practices within an organisation.

Physical Abuse: This includes hitting, slapping, pushing, kicking, restraint, and misuse of medication. It can also include inappropriate sanctions.

Sexual Abuse: This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection 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.

Financial or Material Abuse: This includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.

Neglect and Acts of Omission: This includes ignoring medical or physical care needs and failing to provide access to appropriate health, social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.

Emotional or Psychological Abuse: This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.

Four Additional Types of Adult Harm:

There are four additional types of harm that are not included in The Care Act, but they are also relevant to safeguarding adults.

Cyber Bullying: Cyber bullying occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention of

harming, damaging, humiliating, or isolating another person. It includes various types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology to do it.

Forced Marriage: This is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties' consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

Mate Crime: A "mate crime" is when "vulnerable people are befriended by members of the community who go on to exploit and take advantage of them" (Safety Network Project, ARC). It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private. In recent years there have been several Serious Care Reviews relating to people with a learning disability who were seriously harmed, or even murdered, by people who purported to be their friend.

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.

Other Safeguarding Considerations

Domestic Abuse: Women's Aid define domestic abuse as an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in most cases by a partner or ex-partner, but also by a family member or carer. It is very common. In most cases, it is experienced by women and is perpetrated by men. The Domestic Abuse Act 2021³ is a new legislation which looks to Raise awareness and understanding about the impact of domestic abuse on victims and their families. It will work to further improve the effectiveness of the justice system in providing protection for victims of domestic abuse and bringing perpetrators to justice and strengthen the support for victims of abuse by statutory agencies.

Extremism: Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual

respect and tolerance of different faiths and beliefs. (HM Government Prevent Strategy 2011⁴).

Non-recent Abuse: Abuse that occurred a period of time ago is sometimes referred to as non-recent. For example, an adult might speak about abuse that took place in their childhood.

Self-Harm: Self-harm is when someone deliberately hurts themselves. It can include cutting, burning, hitting or bruising, poisoning, scratching, hair-pulling or overdosing. Adults who self-harm aren't usually trying to commit suicide or looking for attention (although self-harming can result in accidental death). Often, it is a way for the person to deal with overwhelming or distressing feelings and emotions. Self-harming can be an indication of abuse, as some people use self-harm to cope with anxiety, stress and overwhelming emotions.

Gangs & County Lines: County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018). It can happen in any part of the UK and is against the law and a form of child abuse. Children and young people may be criminally exploited in multiple ways. Other forms of criminal exploitation include child sexual exploitation, trafficking, gang and knife crime.

Forced Marriage: A forced marriage is where one or both people do not or cannot consent to the marriage and pressure or abuse is used to force them into the marriage. Forced marriage is illegal in the UK and is a form of domestic abuse and a serious abuse of human rights.

Female Genital Mutilation (FGM)⁵: FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting' but has many other names. In the UK, this practice is illegal, but sadly still occurs and religious, social and cultural reasons are given to justify this practice.

Glossary of Terms

Abuse: abuse covers every form of 'abuse', which differs between adults and children. Adult forms of abuse are sexual, emotional, psychological, material, financial, physical, discriminatory, organisational abuse and any acts of omission.

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<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

⁵ Definition taken from the NSPCC Website

Adult at Risk England: any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

Case Management Group (CMG): the Case Management Group is responsible for ensuring that all allegations, incidents, or referrals related to the safeguarding of children, young people and adults at risk are dealt with fairly and equitably within appropriate timescales. For the RYA the CMG consists of the Safeguarding and Equality Manager, Safeguarding Officer, relevant departmental manager/s representative from the legal team and the Independent Safeguarding Chair.

Club – Refers to Delph Sailing Club

Club Welfare Officer: the designated individual within an affiliated club, recognised training centre or class association who holds the lead responsibility for safeguarding within their setting.

Consent: this is a term generally relating to adult safeguarding. Adults have a general right to independence, choice and self-determination including control over information about themselves. These rights can be overridden in certain circumstances, some examples include if a person lacks mental capacity, a crime has been committed, other people may be at risk, or the risk is unreasonably high.

Disclosure: disclosure is the process by which a child or adult at risk will let someone know that abuse is taking place. This may not happen all in one go and may be a slow process that takes place over a long period of time.

Duty of Care: the duty that rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in an activity for which that individual or organisation is responsible.

LADO: a Local Authority Designated Officer is the designated person within every Local Authority who is responsible for co-ordinating the response to concerns that an adult who works with children may have caused them or could cause them harm.

Multi-Agency Meeting: a multi-agency meeting may take place when a referral has been made to the Police or LADO regarding a child or adult at risk and is a key part of the investigation process.

Position of Trust: an adult is in a position of trust where a young person in their care has some dependency on them and there is an element of vulnerability involved.

Referral: a request for help from and/or for an individual from a public body.

Referrer: the person who refers a safeguarding concern to the safeguarding lead, police, LADO or Local Authority.

Risk: the probability of something (e.g., harm to a child) happening. The harsher the damage caused by it happening and the more likely the event, the greater the overall risk.

Significant Harm: the threshold that justifies compulsory intervention in family life in the best interests of children. Whether harm or likely harm suffered by a child is significant is determined by comparing the child's health or development with that which could reasonably be expected of a similar child.

Subject of Concern (SoC): a person who is believed to have acted in a way that has caused harm to a child, young person or adult at risk.

Wellbeing: Section 10 of the Children Act 2004 requires local authorities and other specified agencies to co-operate with a view to improving the wellbeing of children in relation to the five outcomes first set out in "Every Child Matters".

Young Person: a young person is a term used to describe the interim period between childhood and adult, typically between the ages of 14 and 17.

Safeguarding Legislation and Associated Policies

Safeguarding is governed by several different legislations and guidance. This will vary depending on the country within the UK. The following table outlines the different legislation and guidance (with links) for England,

	Key Legislation for Adults at Risk	Key Legislation for Children and Young People
England	- o The Care Act 2014 - o Care and Support Statutory Guidance (especially chapter 14) 2014	- o The Children Act 1989 - o Keeping Children Safe in Education 2019 - o Working Together to Safeguard Children 2018 - o Children and Families Act 2014 - o The United Nations convention on the Rights of the Child 1992

Relevant club policies have been outlined below –

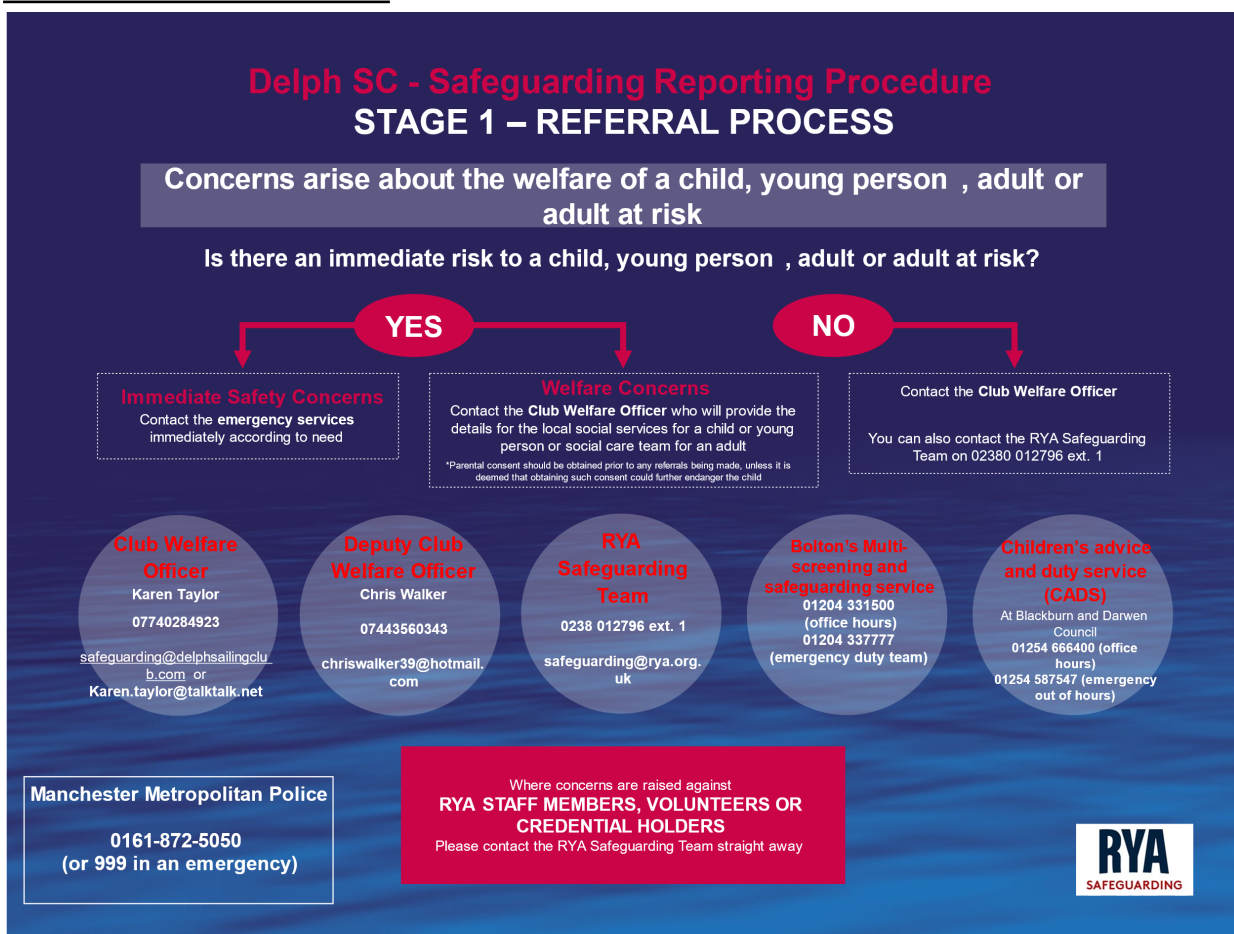
Delph SC Data Privacy (GDPR) Policy

DSC Equality Policy

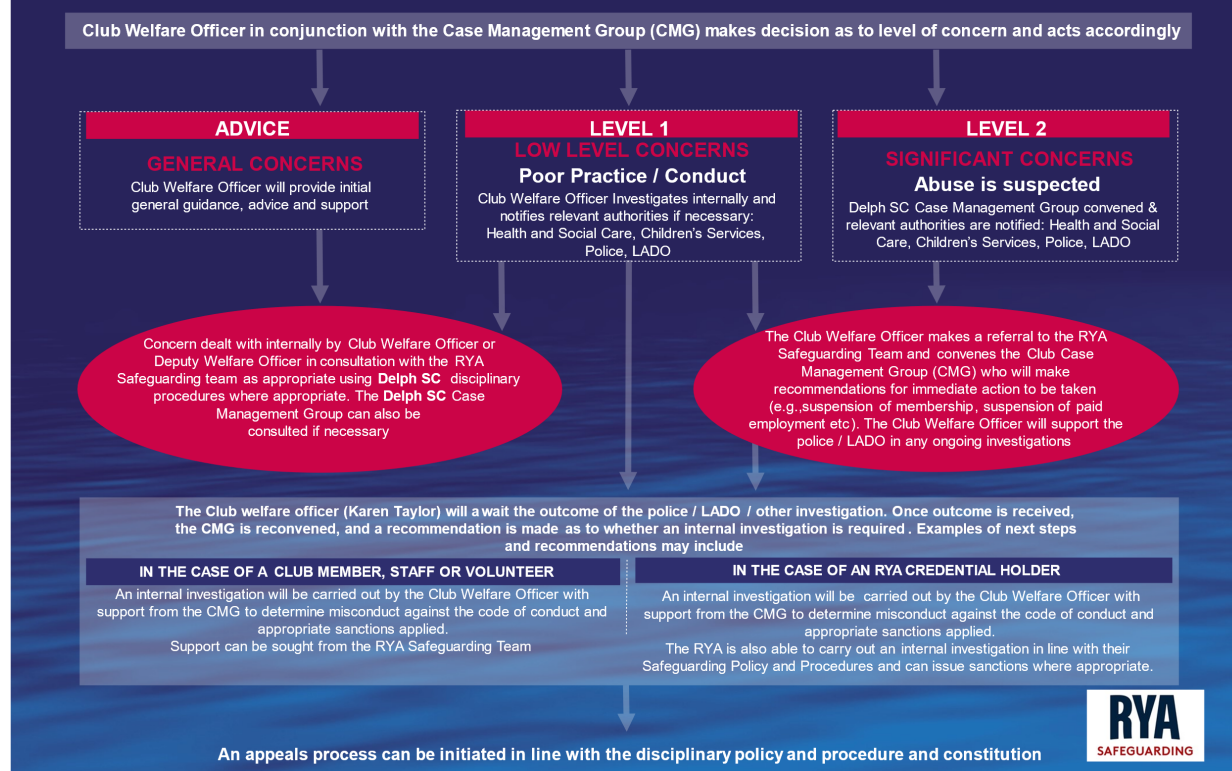
DSC Health and Safety Policy

DSC Complaints Procedure

Overview of Procedures



Delph SC - Safeguarding Reporting Procedure STAGE 2 – CLASSIFICATION, ASSESSMENT AND ACTION



Procedures

The flow charts above (P16) show the safe-guarding reporting procedure that will be followed if necessary.

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 (Karen Taylor) on 07740284923 or safeguarding@delphsailingclub.com or karen.taylor@talktalk.net . In the second instance the Deputy Welfare Officer (Chris Walker) should be contacted on 07443560343 or chriswalker39@hotmail.com

If further support or guidance are required, The RYA Safeguarding Team can be contacted on 02380 012796 / safeguarding@rya.org.uk. Alternatively the NSPCC Whistleblowing advice line can be contacted on 0800 028 0285 or 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.

Implementation, Review and Reporting

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

The Club Welfare Officer for Delph SC is responsible for updating this Policy in line with legislative and organisational developments.

A case management group is a predetermined group of people who would be convened when serious concerns are raised to ensure that decision making does not fall upon a single person.

The Club Safeguarding Case Management Group is responsible for advising and making recommendations on safeguarding cases, in line with this Policy.

All staff, volunteers, members and participants are responsible for raising safeguarding concerns /disclosures with the Club Welfare Officer 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 Service⁶ 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

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 a named 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 Police, LADO, and or Children or Adult Services of a Local Authority. 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 **Club Data Storage and Privacy Policies** and relevant national legislation and guidance.

⁶ Criminal Records Disclosure Service providers: England and Wales - Disclosure and Barring Service (DBS), Scotland - Protection of Vulnerable Groups (PVG) & Northern Ireland - AccessNI

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 Delph 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.

Welfare officer, Deputy Welfare Officer, Commodore, Vice Commodore, Rear Commodore, Principle Race Officer (in the case of matters linked to racing)

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 club policies with appropriate timescales.
- Making recommendations to the appropriate decision-making body regarding the appropriate steps to be taken.

External Assistance

The Delph SC CMG may invite a representative from the RYA safeguarding team to join the CMG in specific instances where their expertise may be of added value.

The Delph SC CMG may choose to appoint an external independent body to assist in any investigations where it is deemed appropriate to bring in greater levels of expertise or skill set to undertake the investigation or there is a conflict of interest.

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 Delph SC CMG will make such a decision on a case-by-case basis.

Safe Recruitment & Criminal Records Disclosure Checks

Delph SC General Committee is committed to ensuring that only those with the right motivations and suitability are recruited into positions involving regular contact with children, young people and adults at risk within its work and volunteer force. The General Committee understands its legal responsibility within the Safeguarding Vulnerable Groups Act 2006, to ensure that all its staff and volunteer recruitment practices are safe, fair and equal and allows it to identify, deter and reject staff or volunteers who may be at risk of abusing vulnerable groups.

The Delph SC General Committee **will:**

Ensure the best possible staff and volunteers are recruited based on their merits, abilities and suitability for the position.

Ensure that all applicants are considered equally and consistently, and that no applicant is treated unfairly based on any protected characteristics in compliance with the Equality Act 2010⁷.

Comply with all relevant legislation, recommendations and guidance including the statutory guidance published by the DfE (keeping children safe in education, the PREVENT Duty guidance) and any codes of practice published by any of the disclosure service providers.

Meet its commitment to safeguarding and promoting the welfare of children, young people and adults at risk by carrying out all necessary pre-employment checks.

Delph SC General Committee uses the following safe recruitment practices when recruiting volunteers from within the membership:

- o Opportunities to volunteer will clearly indicate a commitment to safeguarding children, young people and adults at risk.
- o Key roles will be filled following the club constitution for election of committee members.
- o Volunteers will be required to provide relevant evidence of qualifications for the role (such as Instructor certificate/SI/PBI/PB2 or Safety, First aid).

⁷ <https://www.legislation.gov.uk/ukpga/2010/15/contents>

- o Expectations of a volunteer will be clear and concise and duties/responsibilities of the role will be clearly outlined.
- o Volunteers will be informed of the expectations of them in carrying out their role
- o A reference may be requested if a volunteer is taking on a key role and is new to the club/unknown to members.
- o Where any position amounts to "regulated activity"⁸ with children and or adults at risk an appropriate disclosure check will be carried out which will include the Adults Barred List and Children's Barred List where appropriate, and an original certificate will be seen by the welfare officer prior to the volunteer commencing the role.
- o Additional checks will be carried out if the applicant has lived or worked outside of the UK (certificate of good conduct, certificate of Sponsorship).

Dealing with a Safeguarding Disclosure & Information

Sharing

Being the recipient of a safeguarding disclosure can be incredibly difficult, especially if the recipient is not a Safeguarding Lead. However, choosing not to respond to a disclosure can **never** happen, regardless of how uncomfortable the recipient is. **The referral flowchart (P16)** acts as a guide to the physical steps that can be taken if a referral or disclosure is received. Below is a list of dos and don'ts to support anyone if they receive a disclosure.

Dos

- o Keep calm and remain receptive and approachable
- o Assess the situation, has a crime been committed? Do you need to contact the emergency services?
- o Listen carefully and patiently without interrupting if possible and let the victim recount the details in their own time
- o Use the victim's own words if you need to seek clarification
- o If you need more information, use TED: Tell me... Explain to me... Describe to me...

⁸ Regulated activity with adults: [ES573375 CCS156 CCS0318265556-1 NHS Eligibility Roles Leaflet Adults v2 EB.pdf \(publishing.service.gov.uk\)](#)

Regulated Activity with Children: [ES573374 CCS156 CCS0318265556-1 NHS Eligibility Roles Leaflet Children v3 EB.pdf \(publishing.service.gov.uk\)](#)

- o Acknowledge how difficult it must have been to disclose
- o Reassure them that they have done the right thing in telling you and they are not to blame
- o Let them know that you will do everything you can to help them
- o Advise the victim what will happen next
- o Make a written record as soon as you can
- o Report the disclosure to the Club Welfare Officer or the RYA Safeguarding Team
- o **Adults:** Gain consent from the victim to share the information⁹ – If you feel that the adult does not have sufficient capacity to make a decision about sharing information, you should consider if breaking confidentiality is in the best interests of the victim¹⁰ – see **Part 3** “Assessing Capacity” – a flow chart created by the NHS
- o **Children and Young People:** Gain consent from the parent / carer to share the information – Only speak with the parents / caregivers of the victim if this does not pose a risk to the child

Don'ts

- o Don't make a promise to keep secrets
- o Don't ask leading questions or put words in the mouth of the victim
- o Don't repeatedly ask the victim to repeat their disclosure
- o Don't discuss the referral with anyone who does not need to know
- o Don't be judgmental
- o Never ignore what you have been told – **you must pass it on**
- o Don't confront or contact the Subject of Concern¹¹
- o Don't remove or contaminate any evidence that may be present
- o Never dismiss your concerns – even a gut feeling is worth reporting

Guidance for the welfare officer or individual making a referral.

A complaint, concern or allegation may come from several sources: the child or adult at risk, 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, or at risk adult, outside the sport, perhaps at home or at

⁹ Capacity: The ability to understand and make a decision when it needs to be made

¹⁰ Further reading on mental capacity:

<https://www.gov.uk/government/collections/mental-capacity-act-making-decisions>

¹¹ Subject of Concern - The person to whom the complaint or concern has been raised against

school. A child, or at risk adult, 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, or at risk adult, 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. For guidance on recognising abuse, see P9-13 in this policy.

Please refer to the flow charts on P16 of guidance on the procedures to follow at Delph SC. A referral form is also available in the [Appendix](#).

The RYA's information sheet on disputes with members and disciplinary procedures is available on the website in the Club Zone at: [Disputes and Disciplinary Procedure](#).

Delph Sailing Club will support and protect, from victimization, any member who raises genuine concerns about a fellow member's behaviour. If relevant, the RYA's Whistleblowing Procedures may be applied: [Youth Racing Policies](#).

Confidentiality:

The sharing of personal information within an organisation is not prevented by law. While appropriate confidentiality should be maintained, it is important to make sure the right people within the organisation are informed if the circumstances require this which is outlined in the Club Privacy Policy. If you are the recipient of a safeguarding disclosure, contact the Club Welfare Officer who will advise on the next steps, which may or may not include sharing that information with external agencies, however the following considerations should be taken into account:

Children and Young People¹²

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. It is a key factor identified in many Serious Case Reviews (SCRs), where poor information sharing has resulted in missed opportunities to take action that keeps children and young people safe

¹² Information was taken directly from the HM Government Information Sharing Guidance: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

There are seven golden rules to confidentiality and Information Sharing:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and Human Rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and / or their family where appropriate) from the outset about why, what, how and with whom information will, or could, be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or RYA Data Protection Officer, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, sharing falls within one of the specified lawful basis to do so. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear on the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared. If you are in any doubt, contact the RYA Data Protection Officer.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
6. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Confidentiality: Adults

Individuals may not give their consent to the sharing of safeguarding information for several reasons. For example, they may be frightened of reprisals, they may fear losing control, they may not trust social services or other partners, or they may fear that their relationship with the subject of concern will be damaged. Reassurance and appropriate support along with gentle persuasion may help to change their view on whether it is best to share information.

If a person refuses intervention to support them with a safeguarding concern, or requests that information about them is not shared with other safeguarding partners, their wishes should be respected. However, there are several circumstances where the person who has received the disclosure can reasonably override such a decision, including:

- o the person lacks the mental capacity to make that decision – this must be properly explored and recorded in line with the Mental Capacity Act
- o other people are, or may be, at risk, including children
- o sharing the information could prevent a crime
- o the alleged subject of concern has care and support needs and may also be at risk
- o a serious crime has been committed
- o staff are implicated
- o the person has the mental capacity to make that decision, but they may be under duress or being coerced
- o In cases of domestic abuse, if the risk is unreasonably high and meets the criteria for a multi-agency risk assessment referral
- o a court order or other legal authority has requested the information.

If none of the above apply and the decision is not to share safeguarding information with other safeguarding partners, or not to intervene to safeguard the person:

- o support the person to weigh up the risks and benefits of different options
- o ensure they are aware of the level of risk and possible outcomes
- o offer to arrange for them to have an advocate or peer supporter
- o offer support for them to build confidence and self-esteem if necessary
- o agree on and record the level of risk the person is taking
- o record the reasons for not intervening or sharing information
- o regularly review the situation

- o try to build trust and use gentle persuasion to enable the person to better protect themselves.

If it is necessary to share information outside the organisation:

- o explore the reasons for the person's objections – what are they worried about?
- o explain the concern and why you think it is important to share the information
- o tell the person who you would like to share the information with and why
- o explain the benefits, to them or others, of sharing information – could they access better help and support?
- o discuss the consequences of not sharing the information – could someone come to harm?
- o reassure them that the information will not be shared with anyone who does not need to know
- o reassure them that they are not alone, and that support is available to them.

If the person cannot be persuaded to give their consent, then, unless it is considered dangerous to do so, it should be explained to them that the information may be shared without consent in some situations (as set out above). The reasons should be given and recorded. The safeguarding principle of proportionality should underpin decisions about sharing information without consent, and decisions should be on a case-by-case basis.

If it is not clear that information should be shared outside the organisation, a conversation can be had with the Data Protection Officer or the safeguarding partners in the police or local authority without disclosing the identity of the person in the first instance. They can then advise on whether full disclosure is necessary without the consent of the person concerned.

It is very important that the risk of sharing information is also considered. In some cases, such as domestic violence or hate crime, it is possible that sharing information could increase the risk to the individual. Safeguarding partners need to work jointly to provide advice, support and protection to the individual to minimise the possibility of worsening the relationship or triggering retribution from the abuser.

SafeLives (previously CAADA) provide resources for identifying the risk victims face including a Dash risk checklist, which is a risk assessment tool for practitioners who work with adult victims of domestic abuse. It offers a

consistent approach to identifying those who are at high risk of harm and whose cases should be referred to a MARAC (multi-agency risk assessment conference) meeting to manage their risk. If there are concerns about a risk to a child or children, then a referral to ensure that a full assessment of their safety and welfare needs to be made.

Good Practice guidance for Delph Sailing Club

All members of the Club should follow the good practice guidelines attached (see *RYA Sample Document 4*) and agree to abide by the Club Code of Conduct (see *RYA Sample Document 5*) and the RYA Racing Charter contained in the Racing Rules of Sailing.

Those working or volunteering with young people should be aware of the guidance on recognising abuse (see *RYA Appendix A*).

Changing rooms (with reference to RYA changing room guidance 2024)

There are separate male and female changing rooms clearly signed. In addition, there is an access toilet, with changing space, for those with disabilities. Members are requested to respect the privacy of any child in the changing rooms by prioritizing the use of curtained sections of the changing rooms to under 18s or other adults wishing to change privately. Supervision by a parent (or guardian agreed by a parent) is necessary for children who are too young to change for themselves.

All photography/filming is strictly prohibited within the changing spaces in the clubhouse.

Mobile phones/devices that can be used to take photographs/videos should

not be used in the changing rooms at any time.

Bullying can be an issue in changing rooms and showers and members should report any concerns to the welfare officer.

Young children who cannot dress themselves and require support should be supervised by a parent (or guardian agreed by the parent). The club recommends that children below the age of 8 should be supervised.

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.

Curtains/dividers have been provided in the changing rooms to provide as much privacy as possible with the current facilities. There is also a separate access toilet and changing space.

Where any person, regardless of their gender identity, does not feel comfortable using the facilities for any reason, they should be supported to use private or separate facilities wherever possible. Current facilities restrict options, therefore any member feeling their needs are not being met, should approach/contact the welfare officer to discuss their concerns and needs. The club will endeavor to facilitate individual needs where at all possible.

Photography/filming

The Club will seek written consent from the parent/carer of a child before taking photos or videos at any event, or publishing such images. Parent/Carers 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 will be reported to the Club Welfare Officer.

Good practice guidelines to minimize risk

Culture

It is important to develop a culture 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 – Under 18s (see also Good Practice Guide, Document 4)

Revised Dec 2016

Delph Sailing Club will plan the work of the organisation and 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.

- 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 your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation 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 have an additional need. 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. 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.

Bullying

Revised Jan 2019

If a child alleges bullying or shows signs of being bullied, this must be investigated. Delph Sailing Club has a zero tolerance for bullying. The RYA's Anti-bullying policy is available on the website under Racing & Performance, British Youth Sailing, Information, Policy Guidance or click on this link: [Youth and Junior Racing Policies](#).

The Child Protection in Sport Unit also publishes a sample Anti-bullying policy and guidance, see <https://thecpsu.org.uk/help-advice/topics/anti-bullying/> Resources and advice for young people can be found on www.kidscape.org.uk and www.childline.org.uk

Managing challenging behaviour

Revised Jan 2015

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, under RYA Safeguarding and Child Protection Guidelines.

Responsibilities of staff and volunteers

Make sure your staff or volunteers are given clear roles and responsibilities, are aware of your organisation's safeguarding policy and procedures and are issued with guidelines on:

- following good practice (*see Good Practice Guidelines above and Sample Document 4*) and
- recognising signs of abuse (*see Appendix A and P9-13 of this policy*).

RYA Coaches and Instructors are expected to comply with the RYA Codes and Conduct

(see Appendices B).

Parental responsibility and club liability

Revised Jan 2015

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. Clubs and class associations may wish to consider adopting a Code of Conduct (see Sample Document 5) 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.

Although clubs have 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.

For information on a Club's legal liability and duty of care, go to the Club Zone of the RYA website www.rya.org.uk/the-club-zone (you'll need your club's or class association's login, please contact membership@rya.org.uk if you don't know it) and select Club Management, Health & Safety, Organising and Managing Events to find a link to our 'Race, Training and Event Management' guide.

First aid and medical treatment

Revised Dec 2016

First aid, provided by an appropriately trained and qualified person, is part of an organisation's normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer (see *Sample Document 6*).

Organising and hosting events

Revised Jan 2019

When hosting an open junior or youth event at your club, liaise with the relevant class association to ensure that all involved in the organisation of the event are operating to similar policies. 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.

A poster for you to display at your event, giving the contact details of the event welfare officer, can be downloaded from www.rya.org.uk/go/safeguarding or contact the RYA Safeguarding Officer, e-mail safeguarding@rya.org.uk , tel. 023 8060 4226.

The RYA Racing Department, in conjunction with the recognised junior and youth classes, has developed guidelines covering all aspects of running a major junior or youth event and these are available to clubs and class associations on request. RYA organised events will be run under these guidelines.

Communication and Images

Revised Feb 2020

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

www.net-aware.org.uk

www.net-aware.org.uk

www.internetmatters.org

www.saferinternet.org.uk

Parents

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

Club websites and social media

When promoting your club and encouraging your members to interact online, there are a few issues to bear in mind in relation to children and young people:

- follow the RYA guidance on the use of images of children (see

Photography section below)

- ensure that the content and language on your site or page, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed
- have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

To view a series of webinars for clubs on using social media, go to the Club Zone of the RYA website www.rya.org.uk (you'll need your club's or class association's login, please contact membership@rya.org.uk if you don't know it) and select Club Marketing, Social Media.

For more information, see the RYA's separate guidance '[Club Guide to Social Media Use with Children and Young People](http://www.rya.org.uk/go/safeguarding)', www.rya.org.uk/go/safeguarding, RYA Safeguarding and Child Protection Guidance.

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' should be treated in the same way as any other form of bullying. www.thinkuknow.co.uk and 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'.

Statutory Authorities

Added Jan 2012

If your club or centre is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member or volunteer the Safeguarding Office shall contact 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

Revised Dec 2005

If there is an incident at your 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

Added Feb 2018

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.

Non Recent allegations

Added Dec 2016

If someone raises a child protection concern relating to incidents that took place some time ago, the Club will follow the same procedure as for a new concern, even if the person about whom the allegation is being made is no longer active within Delph Sailing Club. If the concern appears to relate to a criminal offence, the Safeguarding Officer will notify Statutory Services.

Reference to the Disclosure and Barring Service or Disclosure Scotland

Revised Feb 2013

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 Delph Sailing Club 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, the Club will refer them to the DBS. The safeguarding Officer will notify the RYA Safeguarding Team in this situation.

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 working with the RYA's Youth and Junior squads are expected to comply with the [RYA British Youth Sailing Communication Policy](#).

Away events

Revised Feb 2018

In the event of Club Members attending an away event, the following will be put in place if necessary:

Risk Assessment relating to overnight sleeping arrangements

Sailor Supervision Guidelines will be complied with for the RYA junior and youth squad programmes: ([Youth and Junior Racing Policies](#))

Further Signposting to RYA and other Guidance

Changing Rooms:

<https://thecpsu.org.uk/media/445544/safe-use-of-changing-facilities-lg-july-2020.pdf>

[RYA Changing Room Guidance – please email \[safeguarrding@rya.org.uk\]\(mailto:safeguarrding@rya.org.uk\) for a copy](#)

Media and Communications:

<https://thecpsu.org.uk/help-advice/topics/online-safety/>

<https://thecpsu.org.uk/help-advice/topics/online-safety/#heading-top>

<https://www.anncrafttrust.org/resources/photography-guidance-for-adults/>

Challenging Behaviour:

<https://thecpsu.org.uk/media/2488/managing-challenging-behaviour-review-july-14.pdf>

Information Sharing:

<https://thecpsu.org.uk/help-advice/topics/information-sharing>

<https://www.anncrafttrust.org/share-consent-confidentiality-and-information-sharing-in-mental-healthcare-and-suicide-prevention/>

Safe Event Planning and Execution:

<https://thecpsu.org.uk/media/328759/safe-sport-events-activities-competitions-update-apr-2017.pdf>

Online Safety:

<https://thecpsu.org.uk/help-advice/topics/online-safety/>

<https://www.anncrafttrust.org/how-to-stay-safe-online-guidance-for-adults-and-young-people-with-learning-disabilities/>

Events held in public parks and spaces – additional safeguarding considerations:

<https://thecpsu.org.uk/resource-library/best-practice/events-held-in-public-parks-and-spaces/>

Event Staff – Your Roles and Responsibilities:

<https://thecpsu.org.uk/resource-library/best-practice/event-staff-your-roles-and-responsibilities/>

Safeguarding at Events – Weather Considerations:

<https://thecpsu.org.uk/resource-library/best-practice/safeguarding-at-events-weather-considerations/>

Heatwave Advice:

<https://thecpsu.org.uk/resource-library/best-practice/heatwave-advice-to-event-organisers/>

Away Trips and Hosting:

<https://thecpsu.org.uk/resource-library/best-practice/away-trips-and-hosting/>

Transporting Children and Young People in Your Own Car:

<https://thecpsu.org.uk/resource-library/best-practice/guidelines-on-transporting-a-child-or-young-person-in-your-car/>

Remote Teaching and Coaching:

<https://thecpsu.org.uk/resource-library/best-practice/remote-teaching-and-coaching/>

Virtual Events and Competitions for Children:

<https://thecpsu.org.uk/resource-library/best-practice/virtual-events-and-competitions-for-children/>

Inclusive Coaching:

<https://thecpsu.org.uk/resource-library/best-practice/inclusive-coaching/>

Physical Contact and Young People in Sport:

<https://thecpsu.org.uk/resource-library/best-practice/physical-contact-and-young-people-in-sport/>

A Guide to Safeguarding Adults:

<https://www.anncrafttrust.org/resources/a-guide-to-safeguarding-adults/>

Capacity – Guidance on Making Decisions:

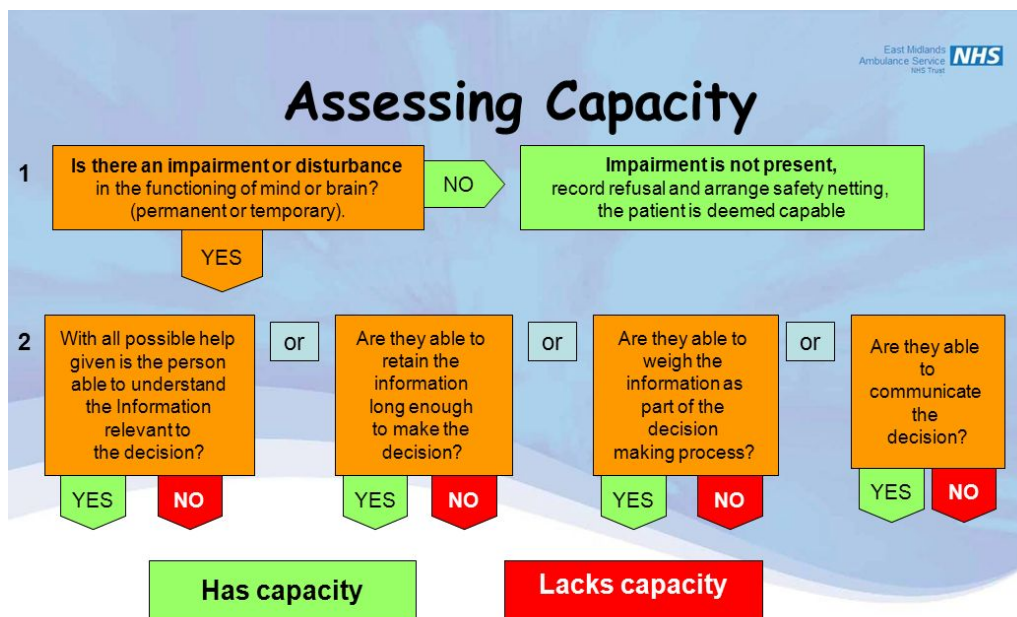
<https://www.anncrafttrust.org/resources/capacity-making-decisions/>

RYA Equality Diversity and Inclusion (EDI) Guidance Documents

- Modern Day Manners – An RYA Guide to Inclusive Language
- RYA Guide to hate Crimes
- RYA Guide to Trans and Non-Binary Inclusion
- RYA Guide to Culture, Religion and Faith
- RYA Community Engagement Guide – A Toolkit to enable Inclusion

Please use the following [link](#) and scroll to the bottom of the page where you can then sign up to receive the EDI resources. Additional RYA Legal Team guidance notes can also be found in Club Zone on the following [link](#).

Assessing Capacity



If the answer to 1. Is YES and the answer to any of 2. Is NO, then the person lacks capacity under the Mental Capacity Act 2005.

If the victim is not able to consent or refuse treatment, there is a duty to make a best interest decision about whether to treat the patient.

You must:

- o Involve the person who lacks capacity to the fullest extent possible
- o Have regard for past and present wishes and feelings, especially written statements
- o Consult with others who are involved in the person's care
- o Not be discriminatory
- o Choose or decide on the least restrictive option
- o Take into consideration the benefits and burdens to the person

RYA Template 1

Handout for all Instructors, Coaches and Volunteers

Good Practice Guide for working with children

This guide only covers the essential points of good practice when working with children and young people. You should also read the club's Safeguarding Policy and Procedures Manual which are available for reference always.

- Avoid spending any considerable 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 the club's activity
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge of the organisation 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 possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

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 the child (where possible) and their parents/carers. In an emergency which requires this type of help parents should be fully informed. In such situations, it is important to ensure that any adult present is sensitive to the child and undertake personal care tasks with the utmost discretion.

What is child abuse?

Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If you are concerned

If there are concerns about any type of abuse in the home, talking to the parents or carers *might put the child at greater risk*. If you cannot talk to the parents/carers, consult the Club Safeguarding Officer. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

Please refer to the full club safeguarding policy for types of abuse P9-13 and procedures to follow (flow chart P16)

RYA Appendix B

Code of Ethics and Conduct for Instructors, Trainers and Coaches

Sports training and coaching helps the development of individuals through improving their performance

This is achieved by:

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

Instructors, Trainers and Coaches should comply with the principles of good ethical practice listed below. They must:

- If working with young people under the age of 18, or a vulnerable/at risk adult, have read and understood the Delph SC Safeguarding Policy and could also refer to the RYA website - [Safeguarding](#)
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the well-being and safety of the student above the development of performance. They should follow all guidelines laid down by the sport's governing body and hold appropriate insurance cover.
- Develop an appropriate working relationship with students (especially children), 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 and nationally recognised governing body qualifications.
- 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 their sport (e.g. courtesy to other water users).
- Consistently display high standards of behaviour and appearance.

Delph SC – Safeguarding Referral Form

Ref no _____

This form is designed to report any safeguarding incidents or concerns. It should be completed by the person who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per the clubs referral procedure

Name & role of person completing this form:

Club name:

Date form is completed:

Details of victim:

Name:	Date of birth:
Contact number:	Gender:
Address:	Any further information that may be useful to consider:

Parents/carers details:

Name:	Contact number:
Address:	Email address:
Have parents/carers been notified of the incident? Yes / No	If yes, please provide details:
If adult has capacity has consent been obtained? Yes/ No	If no, please provide details

Details of person who received or witnessed the incident:

Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	☐
	Responding to someone else's concerns	☐
If responding to someone else's concerns, please provide their details below:		
Name:		
Relationship to child, young person, or adult at risk:		
Email address:		
Contact number:		

Incident Details:

Date/ Time:	Group name (if applicable):
Location of incident:	
Description of the incident or concern: (continue separate sheet if necessary & include reference number): <i>(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion, or hearsay)</i>	

Details of any previous concerns, incidents, or relevant safeguarding records:

Victims account of the incident or concern: *(use their own words)*

Witness account of incident or concern: <i>(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)</i>		
Details of any witnesses:		
Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person, or adult at risk:	Contact details:
Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:		
Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person, or adult at risk:	Contact details:

Outcome of incident & immediate actions taken: (tick box where relevant)		
- Ambulance required? Y/N - Name of hospital / medical facility attended if applicable: Police/fire/rescue services attended? Y/N Notes:	First aid treatment provided: and by whom	Medication given:
Any resulting change of plans or disruption to the programme, if applicable:	Disciplinary procedures enacted:	Were any immediate changes to risk management procedures made?
Signed By Author:	Name:	Date:

Reporting to the Designated Safeguarding Lead (DSL) section: *(to be completed by Club Welfare Officer)*

Date & time CWO notified of incident/concern:					
Date & time this form passed on to CWO (if different from above):					
CWO comments: <i>(actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required)</i> :					
External agency referral: (tick box where relevant) <table border="1"> <tr> <td> Social services notified. Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given: </td> <td> LADO notified. Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given: </td> <td> Other referral made Agency: Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given: </td> </tr> </table>			Social services notified. Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given:	LADO notified. Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given:	Other referral made Agency: Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given:
Social services notified. Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given:	LADO notified. Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given:	Other referral made Agency: Date & time of referral: Name of contact person: Contact number / email: Agreed action or advice given:			

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Signed By CWO:	Name:	Date:
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***CWO – ClubWelfare Officer**

***LADO – Local Authority Designated Officer**

For Office Use Only:

Follow-up action required:		
Action:	Due date:	Whom responsible:

