



Safeguarding and Child Protection Policy and Guidelines

Change Control – Summary Table

Date	Changed by	Summary
20/3/2019	John Peckham	New policy based on RYA model.
9/7/2019	John Peckham	Minor typos
7/1/2021	John Peckham	Updated in line with RYA guidance changes
01/02/2021	Dave Eccles	Change of Training Principal

CONTENTS

	Page
Introduction	1
Policy Statement	2
Roles and Responsibilities	2
Procedures	5
Communications, images and social media	8
Self-declaration form	10
Appendix A (Child Abuse)	11
Appendix B (Child Protection Procedures)	14
Useful contacts and further information	20

1. Introduction

These guidelines are based on those of the RYA and are designed to enable children and young people to enjoy the sports of sailing, windsurfing and power boating 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.

RYA requirements

As an RYA Recognised Training Centre and Champion Club, we are required to have a formal safeguarding and child protection policy which is checked as part of our annual inspection.

2. Policy Statement

Leigh and Lowton Sailing Club seeks to encourage young people to learn to sail and enjoy the sport through:

- Creating a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Run RYA-organised training and events to the highest possible safety standards.
- Treat all children with respect and celebrate their achievements.

The Club is committed to safeguarding children taking part in its activities from physical, sexual or emotional harm, neglect or bullying. 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.

For the purposes of this policy anyone under the age of 18 should be considered as a child.

Ensuring that the club meets these goals is the responsibility of all club members. This shared responsibility not only keeps children and young people safe, but also promotes the future of our sport.

The Club's *Operating Procedures* and this safeguarding policy provide guidance as to how club members and other adults should behave and react in specific circumstances. As such, both these documents form part of the Byelaws and Regulations described in point 18 of the Club Rules.

3. Roles and responsibilities

The Management Committee

The Management Committee is responsible for ensuring that the Club maintains safeguarding policies and operating procedures that are fit for purpose and in line with the current guidance from the RYA. They are also responsible for ensuring that the club has suitable individuals for the following roles in relation to providing training and coaching for children and young people.

The Training Principal

A suitably qualified and experienced individual who can satisfy all the requirements of the RYA to take on this role. They must be at least a Senior Instructor and should also agree to an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

The current Training Principal is: Gareth Williams
gareth_williams@talk21.com
07813 584561

The Club Welfare Officer

Although everyone has a role to play in ensuring that children are safe, the Club should also have a Welfare Officer with specific responsibility for implementing this policy and acting as the point of contact to receive information and advice from the

RYA. They should also agree to an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

This is a voluntary role and ideally should be someone with relevant knowledge and experience, who is perceived as being approachable and having a child-centred approach. They don't need to be an expert – that is the role of Children's Services and the Police. Training will be provided if necessary.

The Welfare Officer's role 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 the procedures, including implementing safer recruitment procedures.
- Advising the management committee on safeguarding and child protection issues.

If there is an issue, the Welfare Officer would:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the person in charge (Commodore, Principal etc).
- Keep the RYA informed as necessary (*see flowcharts in Appendix B*).

Everyone in the organisation should know who the Welfare Officer is and how to contact them.

The current Welfare Officer is: John Peckham
 j.peckham@me.com
 07802 782847

Senior Instructors

Senior Instructors have a crucial safeguarding role as they manage all training activities. As such they are responsible for ensuring that the conditions, equipment and personnel (including safety cover) are appropriate for the age and experience of the children or young people.

They also have a crucial role in ensuring that the instructors and other volunteers act at all times in accordance with the Club's policy and have a responsibility to raise any concerns at the earliest possible opportunity with the Training Officer / Principal or Welfare Officer.

Instructors and other Volunteers

All volunteers who are going to work with children or vulnerable adults will be assessed to determine their suitability. 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.

The club has a clear policy in relation to checking suitability and applies it fairly and consistently:

Who to check

- Instructors working with children and young people will be assessed as suitable by the Senior Instructor and Training Officer / Principal by observation and through a structured interview/discussion.
- Senior Instructors will be assessed as suitable by two of the Training Officer, Principal, Welfare Officer or Commodore through working knowledge or observation and interview. All SIs will be asked to complete a self-declaration (see below) relating to safeguarding.
- The Club will support and encourage Senior Instructors with significant ongoing contact with young people (such as junior class coaches and those who lead junior training) to complete an Enhanced Criminal Records Disclosure.
- The Training Principal, Chief Dinghy Instructor, Chief Powerboat Instructor and Welfare Officer will be required to have a satisfactory Enhanced Criminal Records Disclosure
- ~~– The Training Officer / Principal and the Welfare Officer will be required to have a satisfactory Enhanced Criminal Records Disclosure.~~

All volunteers, if not recently qualified instructors, will be requested to complete 'Safe and Fun' or an equivalent Level 2 safeguarding qualification. All volunteers will be required to have an annual safeguarding update. All activities with young people come under the supervision of a Senior Instructor and the club will work towards enhanced training of all SIs.

4. Procedures

Good Practice

All members of the Club should follow the good practice guidelines below and agree to abide by the Club Code of Conduct 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*).

The Club's changing facilities are mixed-age and communal, which provides collective supervision. Adults are strongly advised, however, not to use the changing rooms if they are alone with a child (unless it is their own).

The Club obtains consent from parents/carers before taking photos or video of a child at an event or training session or publishing such images as part of the entry process. Parents and spectators may be asked to identify themselves if requested and state their purpose for photography/filming. When 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.

Instructors and other volunteers should:

- Avoid spending any significant time working with children in isolation
- Not take children alone in a car, however short the journey

- 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 at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

They 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 situation, 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 undertakes personal care tasks with the utmost discretion.

Concerns

Anyone who is concerned about the welfare of a young person within range of the Club's activities, should inform the Club Welfare Officer immediately, in strict confidence. Similarly, any concerns about the conduct of an adult member or volunteer should be raised in the same way. The Club Welfare Officer will follow the procedures outlined below. (*see Appendix B*).

It is important to develop a culture within the Club where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and that it will not make the situation worse for themselves or others.

In all matters, the needs of the child must be at the centre of everyone's thinking.

Confidentiality and data storage

All personal information, including Disclosure information, should 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 Code of Conduct and the Club's Data Privacy Policy.

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. The Club will use the RYA's Anti-bullying policy, which is available here: <https://www.rya.org.uk/racing/youth-junior/info/Pages/policies.aspx>

Managing challenging behaviour

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.

Parental responsibility and club liability

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. The Club requires each child to have a responsible adult on site. Senior Instructors must make

clear at what point responsibility transfers from the instructor, coach or organiser to the parent.

5. Communication, Images and Social Media

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.internetmatters.org

www.net-aware.org.uk
www.getsafeonline.org

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.

Club websites and social media

When promoting the club and encouraging 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 the 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.

Coaches and Instructors

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

- avoid contacting young people directly by telephone, text or email. By preference, always contact through their parents.
- avoid using over-familiar language
- 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 British 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' 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'.

Photography, images and video

Publishing articles, photos and videos in club newsletters, on websites, in local newspapers etc is an excellent way of recognising young people's achievements and of promoting your organisation and the sport as a whole. However it is important to minimise the risk of anyone using images of children in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images.

There are two key principles to bear in mind:

- **Before taking photos or video, obtain written consent from the child's parents/carers for their images to be taken and used**
- **When publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child**

Further guidance on the use of images is contained in the RYA Safeguarding Policy.



Private and Confidential
Self-declaration form for roles involving contact with children

The Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding policy, we require senior instructors and volunteers involving regular contact with children or vulnerable adults to complete this self-declaration form.

All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance.

Name

1. **Have you ever been known to any Children Services Department as being an actual or potential risk to children?**

YES / NO

If yes, please supply details.

2. **Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?**

YES / NO

If yes, please supply details.

Declaration

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action under the Club's rules.

I agree to inform the Club Training Officer / Principal / Welfare Officer within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people or vulnerable adults.

I understand that the information contained in this form and in the Disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signed: Date:

Appendix A – What is child abuse?

Revised Feb 2018

(Based on the statutory guidance 'Working Together to Safeguard Children')

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse including self-harm may involve adults or other children inflicting physical harm:

- by hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body
- self-harm, although self-inflicted is still a form of abuse and should be treated in the same way.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to a child that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction
- allowing a child to see or hear the ill-treatment of another person
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

Sexual abuse. Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:

- physical contact (eg. kissing, touching, masturbation, rape or oral sex)
- involving children in looking at, or in the production of, sexual images
- encouraging children to behave in sexually inappropriate ways or watch sexual activities
- grooming a child in preparation for abuse (including via the internet)
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment

- respond to a child's basic emotional needs
- neglect in a sport situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (eg. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities on the basis of race, faith or denomination; justify discrimination eg. towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Bullying (not included in 'Working Together' but probably more common in a sport situation than some of the other forms of abuse described above)

Bullying (including online bullying, for example via text or social media) 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 is often another young 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 or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture.

Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- sexual comments, suggestions or behaviour
- unwanted physical contact.

The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.

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 (eg. 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 (eg. 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 sexual abuse or violence 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's Welfare/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.

Appendix B – Child Protection Procedures

This section is primarily for the organisation’s designated Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns (see flowcharts below).

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 sport, 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. For guidance on recognising abuse, see Appendix A.

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
- make a record of what the child has said as soon as possible after the event, using the child’s own words
- follow your organisation’s 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)
- 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

Revised Feb 2020

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 (see Sample Document 7 for Referral Form).

All information must be treated as confidential and only 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. If the alleged abuse took place outside the sport, 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 must be processed, stored and destroyed in accordance with your organisation's Data Privacy Policy and Data Protection legislation.

Procedures

Revised Jan 2019

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 (*see flowcharts below*)
- 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

The RYA's information sheet on disputes with members and disciplinary procedures is available on the website in the Club Zone (you will need your club's or class association's login) under Club People, Members, or click on this link: [Disputes and Disciplinary Procedure](#).

You may wish to adopt a whistle-blowing procedure to protect staff or members who raise genuine concerns about colleagues or fellow members from victimisation. For an example, see the RYA's Whistle-blowing Procedure on the website under Racing & Performance, Youth & Junior Racing, Information, Policies or click on this link: [Youth Racing Policies](#)

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, volunteer or employee, you are advised to 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.

Historical allegations

Added Dec 2016

If someone raises a child protection concern relating to incidents that took place some time ago, 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

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 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, you have a duty to refer them to the DBS or Disclosure Scotland, as appropriate. *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, see the relevant website (see Section 7 Useful Contacts) or contact the RYA Safeguarding and Equality Manager.

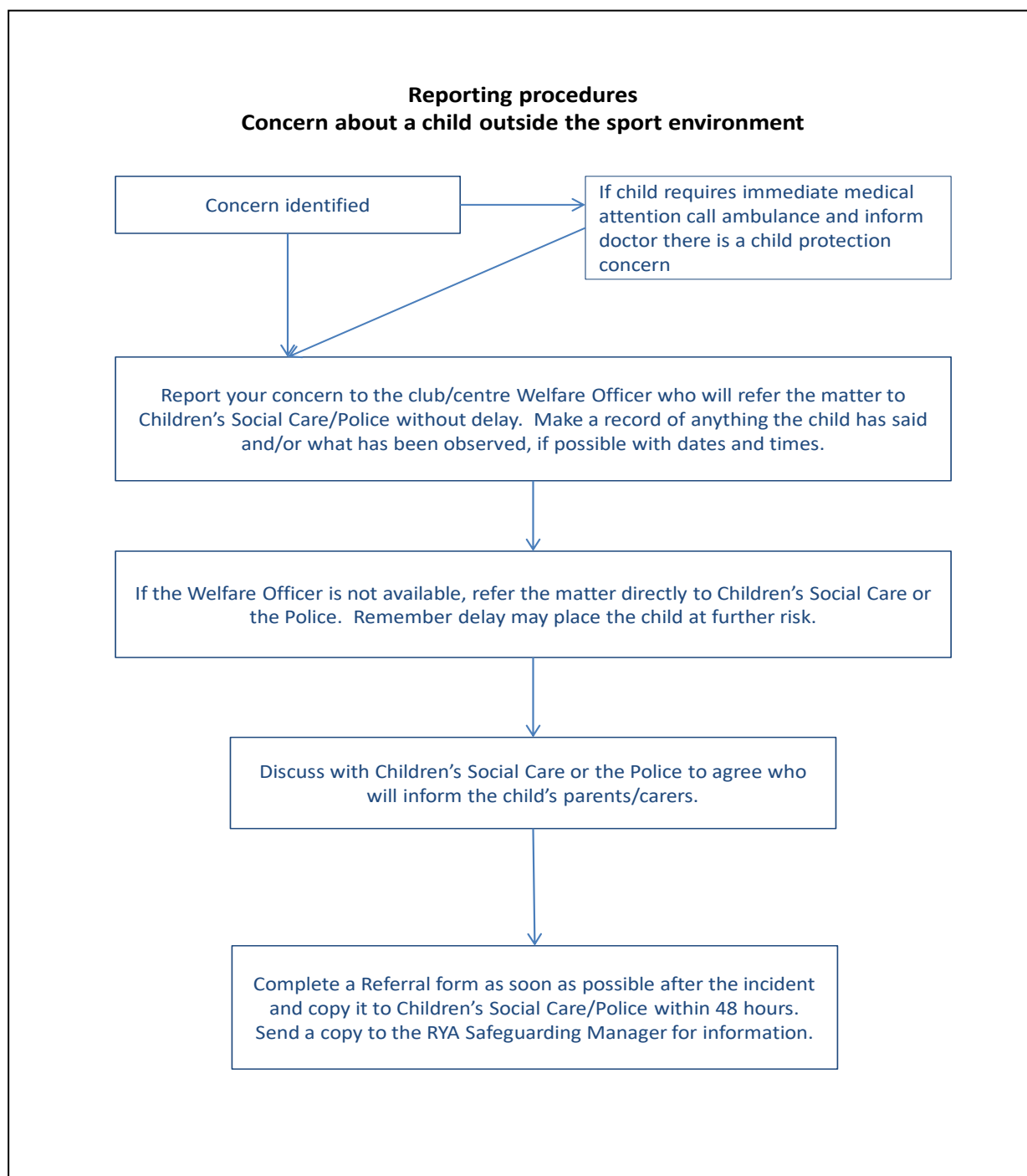
Reporting Procedures

Revised Jan 2015

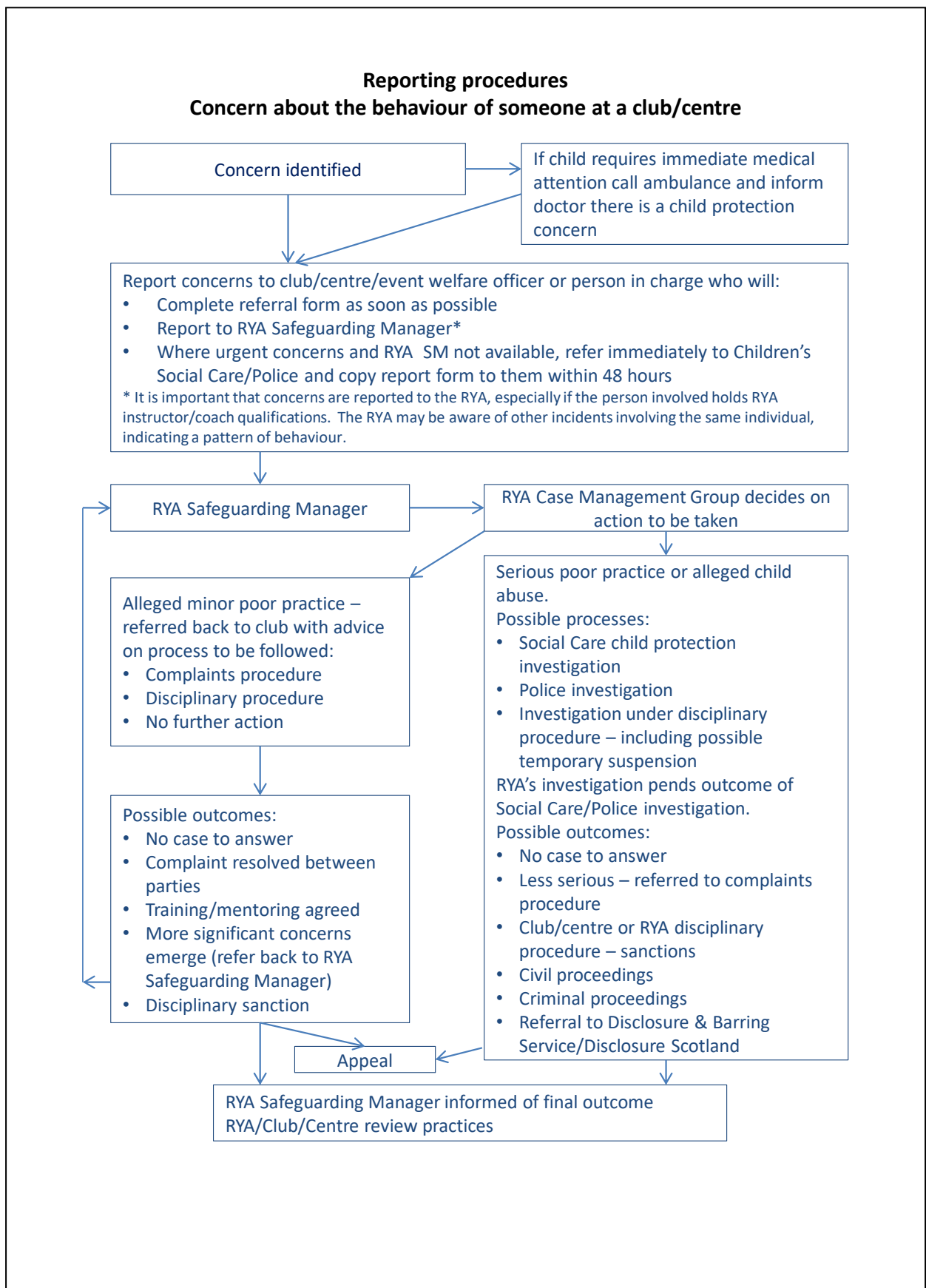
If you are uncertain what to do at any stage, contact the RYA's Safeguarding and Equality Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

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



Useful Contacts

Revised Feb 2018

NSPCC 24 hour free helpline

0808 800 5000

E-mail: help@nspcc.org.uk

Website: www.nspcc.org.uk

Children 1st (Scotland) free helpline

08000 28 22 33

E-mail: parentlinescotland@children1st.org.uk

Text: 07860 022844

Website: www.children1st.org.uk

Childline 24 hour free helpline

0800 1111

Website: www.childline.org.uk

Social Care Services

Wigan Council Children's Social Care – emergency out-of-hours:

01942 828300

Royal Yachting Association

Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: safeguarding@rya.org.uk

Website: www.rya.org.uk/go/safeguarding

RYA Cymru Wales

Pete Muskett

Tel: 01248 670814 Mob: 07824 990694

E-mail: pete.muskett@ryacymruwales.org.uk

Website: www.ryacymruwales.org.uk

RYA Scotland

Liza Linton, Development Manager

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Child Protection in Sport Unit (CPSU)

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E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

Wales

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E-mail: cpsuwales@nspcc.org.uk

Northern Ireland

Tel: 028 9035 1135

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Scotland (Children 1st Safeguarding in Sport)

Tel: 0141 419 1156

E-mail: safeguardingsport@children1st.org.uk

Website: www.safeguardingsport.org.uk

Disclosure and Barring Service (DBS - formerly CRB) – RYA is Registered Body

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

Volunteer Scotland Disclosure Services – RYA is Enrolled Body

Website: www.volunteerscotland.net/disclosure-services

Disclosure Scotland (for referrals)

Website: <https://www.mygov.scot/pvg-referrals/>

AccessNI – RYA is Registered Body

Website: www.nidirect.gov.uk/accessni

UK Coaching – provide Safeguarding and Protecting Children training

Website: www.ukcoaching.org