

RYA

SAFEGUARDING

Template Safeguarding Policy, Procedures and Guidance for RYA Affiliated Clubs, Class Associations and Recognised Training Centres

This document has been produced by the RYA Safeguarding Team for use by RYA Affiliated Organisations and Recognised Training Centres. The document is based upon the RYA's understanding of best practice as at the date of this version. The RYA takes all reasonable care to ensure that the information contained in this document is accurate and that any opinions, interpretations and guidance have been carefully considered in the context in which they are expressed. This document provides both advice and templates and is intended to act as a starting point from which organisations can develop their own safeguarding policies. It is not intended to be a readymade policy and is not a substitute for up-to-date professional advice. Organisations should check their constitutional documents for provisions around how such policies should be approved and adopted by the club management.

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1 Safeguarding Policy Statement for Whitstable Yacht Club

For the purposes of this policy, Whitstable Yacht Club shall be referred to as The Club.

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](#).

Whitstable Yacht 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.

The 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.

The Club is committed to minimising risk and supporting venues, 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. The Club 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.

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

The Club **will**:

- Ensure that all individuals who work or volunteer with children, young people and adults at risk provide a positive, safe and enjoyable experience.
- 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
- Ensure that the Club Welfare Officer name and contact details are known to all employees, volunteers, members and participants
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected abuse, referring to the RYA and external agencies as necessary
- Ensure that all information regarding safeguarding referrals is stored securely and confidentially
- 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
- Report any concerns raised involving RYA staff, volunteers and credential holders to the RYA Safeguarding Team
- 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.
- 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 Club committee at least every three years, or sooner if there are relevant changes to legislation or management.

Whitstable Yacht Club recognises that **EVERYONE** has the right to be safeguarded and we must **ALL** take responsibility to ensure it.

The Club has a clear policy statement in regard to safeguarding and children protection which is published on the Club's website and is included in the Club directory provided to members annually. This can be viewed in Appendix 6.

2 Safeguarding and Welfare Team Contact Details

Club Welfare Officer	Name: Paul Cross Number: 07791726208 Email: paul@paul-cross.net
Police Emergency	Number: 999
Police Non-Emergency	Number: 101
Local Authority Children's Services (Kent)	Call: 03000 41 11 11 Email: social.services@kent.gov.uk
Local Authority Designated Officer	https://www.kscmp.org.uk/procedures/local-authority-designated-officer-lado
Local Authority Adults Services (Kent)	https://www.kent.gov.uk/social-care-and-health/report-abuse
RYA Safeguarding Team Office Opening hours: <ul style="list-style-type: none">• 09:00-17:00 Monday to Friday	Number: 02380 012796 (Choose option 1 for Safeguarding and Option 3 for out of hours service) Email: safeguarding@rya.org.uk

Out of Hours Service (Urgent enquiries which cannot wait)	
<ul style="list-style-type: none"> • 17:00-22:00 Monday to Friday • 09:00-22:00 Bank Holidays 	
RYA Legal Team	Email: legal@rya.org.uk

3 **Club Welfare Officer/ Designated Person**

Although everyone has a role to play in ensuring that children are safe, the Club has a designated safeguarding lead (Club Welfare Officer) who oversees the safeguarding provision at the Club. In addition to this, the Club aims to have in appointment two Club Welfare Officers who both have experience of safeguarding young people. Ideally, we aim to appoint two officers to represent both genders as we feel that this is essential in ensuring all involved are comfortable in coming forward with any concerns or worries. The Club Welfare Officer is listed in the Club's Safeguarding Policy Statement and on the Club's website.

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

The Club Welfare Officer's role is:

- 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 safe recruitment procedures.
- Advising the management committee on safeguarding and child protection issues.
- Maintaining contact details for local Children's Services and Police.

If there is a concern, the designated person 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, Cadet Principal etc).
- Keep the RYA informed as necessary

4 **Club Cadet Principal**

The Club Cadet Principal oversees the training programme for cadets at the club and also the recruitment of volunteers engaged in delivering this. The Principal is also responsible for managing the DBS checks and maintaining the Club DBS record.

5 **Good Practice Guidelines**

All members of the Club are made aware of Good Practice Guidance in regard to safeguarding and child protection through the annual Club directory. Cadets and their families are alerted to these guidelines through a guidance booklet. Cadets are also made aware of the procedures they need to follow if they have any concerns or worries about their own safeguarding in regard to any Club activity. All members should follow the good practice guidelines as set out in this guidance as set out in Appendix 7.

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

concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

Any member of the Club failing to comply with the Safeguarding policy or any relevant Codes of Conduct may be subject to disciplinary action under Club Rules.

6 Safer Recruitment of Staff and Volunteers

Whitstable Yacht Club 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 Club 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.

Whitstable Yacht Club **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 2010².
- 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.

Whitstable Yacht Club uses the following safe recruitment practices when recruiting staff and volunteers:

- Advertisements will make clear Whitstable Yacht Club's commitment to safeguarding children, young people and adults at risk.
- Application forms are used which contain questions surrounding employment and academic history and a person's suitability for the role which includes the requirement to explain any gaps or discrepancies in the employment or academic history.
- The application form has a declaration regarding convictions and working with vulnerable groups and will make it clear if the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All role descriptions are clear and concise and accurately set out the duties and responsibilities of the role
- Volunteers will be informed of the expectations of them in carrying out their role
- Where appropriate, three references are requested alongside an offer and a minimum of two must be received and reviewed before the individual commences their role.
- Interviews are face-to-face where possible and will cover the person's suitability for the role.
- For paid roles, applicants who are offered the position will be required to supply proof of their ID in the form of original documents and confirm their right to work within the UK
- Where any position amounts to "regulated activity"³ 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

² <https://www.legislation.gov.uk/ukpga/2010/15/contents>

³ 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 \(publishing.service.gov.uk\)](#)

recruiting manager or HR personnel prior to the applicant commencing the role. Further information on Criminal Records Disclosures can be found in Part 4.

- Successful applicants in England and Wales will be encouraged to register with the DBS Update Service.
- Additional checks will be carried out if the applicant has lived or worked outside of the UK (certificate of good conduct, certificate of Sponsorship).

All Club staff and volunteers whose role brings them into regular contact with young people will be vetted and asked to undergo an enhanced DBS check. The Club Welfare Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate. The DBS register is managed by the Club Principal via the online RYA DBS service.

The vast majority of those engaged to work with cadets/ children at the Club have been involved with the club previously. Whilst of course background checks and deeper scrutiny in regard to motivations and attitudes is essential, this does mean that the Club already has knowledge of individuals wishing to work with the cadet programme. We believe this is an important aspect of ensuring all those who working with cadets/ children are safe to do so.

All applications, whether for paid or voluntary work, should be subject to an appropriate level of scrutiny. The level of checking is 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 agreed a clear policy and apply it fairly and consistently:

who to check

- any paid staff and/or volunteers who will be directly engaged with cadets/ children at the Club.
- Club Welfare Officer(s)
- Club Cadet Principal.
- Safety boat drivers

the **level of check** to be conducted for each category

- References where required
- Enhanced Criminal Records Disclosure (and Barred List check if appropriate)

It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006

- for a Barred individual to work in Regulated Activity/Regulated Work
- for an organisation to knowingly allow someone who has been Barred to work in Regulated Activity/Regulated Work, and
- for an organisation to fail to make a referral to the Disclosure and Barring Service if they have dismissed someone from Regulated Activity/Regulated Work for harming a child or vulnerable adult or placing them at risk of harm, or would have dismissed them if they had not resigned.

Are they competent?

The Club ensures that each volunteer working with cadets/ children are competent for the role by:

- explaining to the applicant a clear job or role description so that they understand what the work involves

- checking that the applicant is competent for the role, e.g. they hold an appropriate and valid RYA instructor certificate, coach qualification or powerboat/safety boat certificate if required
- providing an induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence and familiarise them with your organisation's operating procedures.

Are they safe?

As the role involves contact with cadets/ children, the Club:

- asks them to provide information about their past career or relevant experience
- explore their experience of and attitude towards working with children
- if necessary, to take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with children and make the nature of the work clear to the referees. The vast majority of volunteers who work with cadets at the club are drawn from the club membership and are so known to the club.

7 Safeguarding Training

The Club ensures that all staff or volunteers working with cadets/ children have undertaken training appropriate to their role. At the Club, this is:

- Senior instructors (since all junior courses and cadets' sessions are overseen by a SI)
- Members of the cadets committee (who tend to be the most involved parents).

Perhaps optional for the young instructors, safety boat drivers and less involved helpers, who are also DBS checked.

The Club provides its own training programme that covers the following:

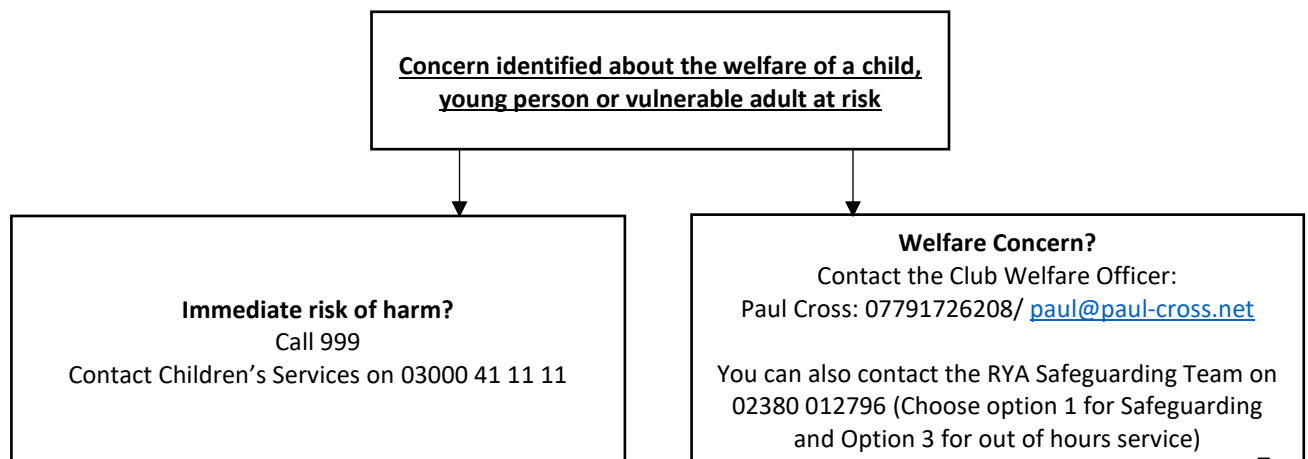
- Relevant vulnerabilities and forms of abuse to be aware of
- What to do in the event of a disclosure by a cadet
- How to raise concerns of a safeguarding issue
- How to keep ourselves and cadets safe and free from situations that may compromise anyone's safety or well-being

An outline of specific issues of vulnerability that may arise at the Club can be viewed in Appendix 1.

8 Whitstable Yacht Club Safeguarding Reporting Procedure

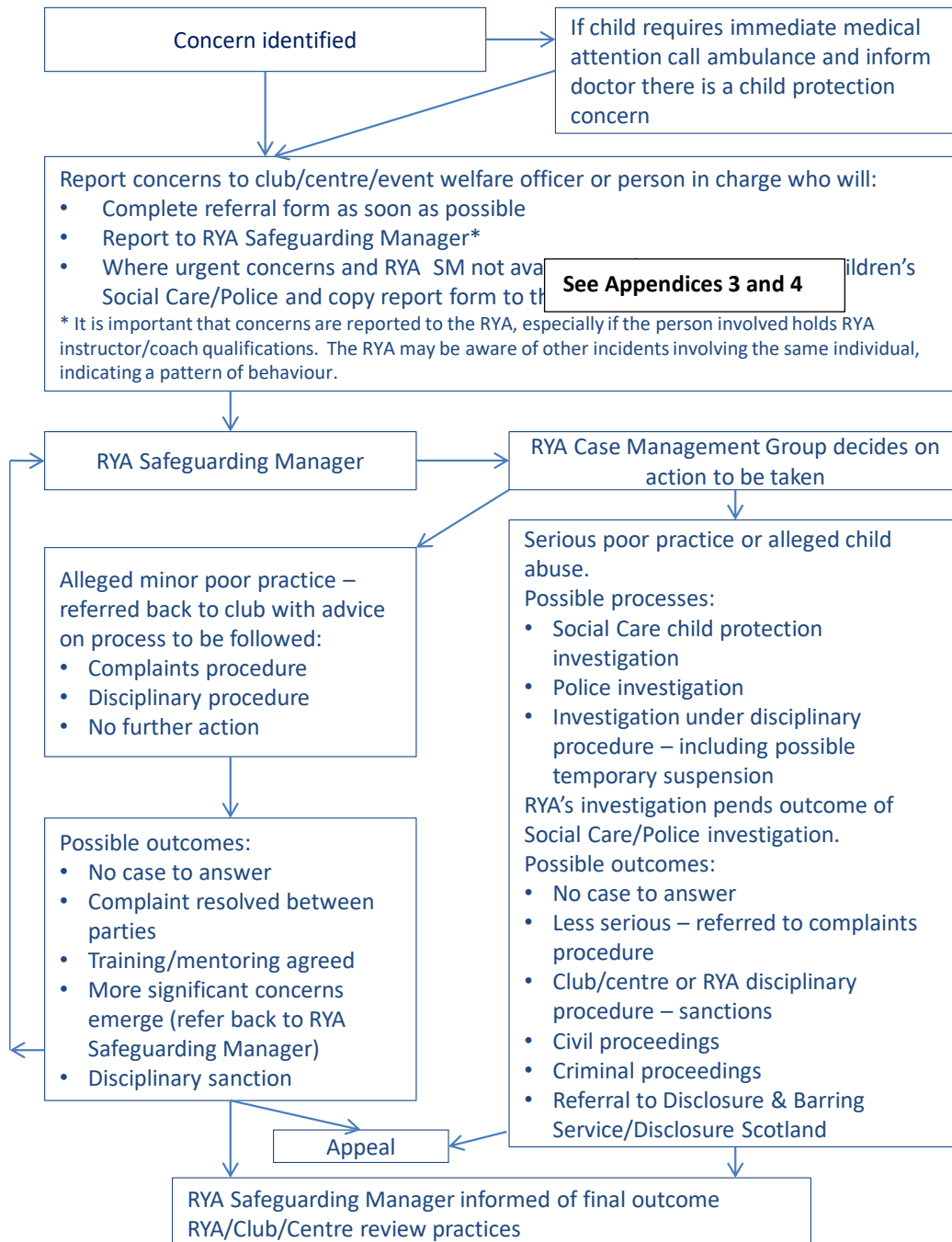
The following reporting procedures align with the Reporting Procedure in the RYA Safeguarding Policy which can be found [here](#).

Stage 1 - Referral Process

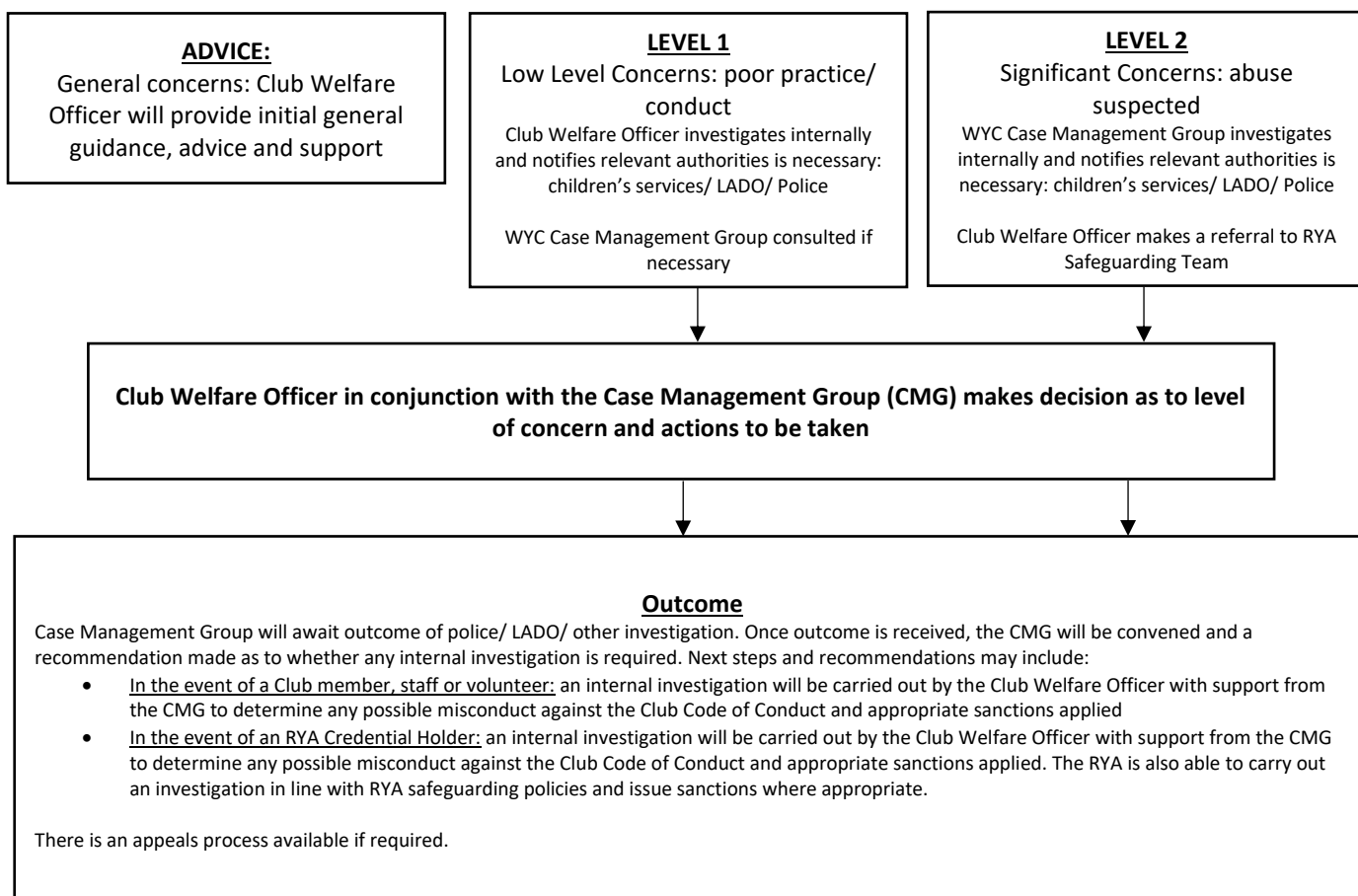


You may be required to complete referral form template (**see Appendix 3**) and pass Club Welfare Officer as soon as possible

Reporting procedures Concern about the behaviour of someone at a club/centre



Classification, Assessment and Action



9 Whistleblowing (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, Paul Cross on 07791726208 or paul@paul-cross.net. 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.

10 Implementation, Review and Reporting

The Whitstable Yacht Club Committee has overall accountability for this Policy and for its implementation. The Club Welfare Officer is responsible for updating this Policy in line with legislative and organisational developments.

The WYC **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 or senior club official as outlined in the Reporting a Safeguarding Concern Procedure.

The Club Welfare Officer with support from Senior Club Officials is responsible for ensuring appropriate safeguarding training is put in place, specifically for those deemed to be in

regulated activity with vulnerable groups and kept up to date with any safeguarding developments.

Where there is a safeguarding concern /disclosure:

The individual who is told about, hears, or is made aware of the concern / disclosure is responsible for following the Reporting a Safeguarding Concern Procedure in Section 8

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:

- The police in an emergency (999)
- Local Authority Children's Social Care Services for concerns / disclosures about a child
- For referrals involving adults at risk - Local Authority Adult Social Care Services for concerns / disclosures about an adult at risk
- For referrals involving children and young people - Local Authority Designated Officer (LADO) (England; Wales); and the Criminal Records Disclosure Service⁴ for concerns / disclosures about a member of staff, consultant, coach, official or volunteer in a Position of Trust.
- The RYA Safeguarding Team for all Level 1 and Level 2 categorised concerns

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 WYC Data Storage and Privacy Policies and relevant national legislation and guidance.

Advice	All advice case data is stored for 5 years from the date the referral was received.
Level 1	All level 1 case data is stored for 10 years from the date the referral was received.

⁴ Criminal Records Disclosure Service providers: England and Wales - Disclosure and Barring Service (DBS), Scotland - Protection of Vulnerable Groups (PVG) & Northern Ireland - AccessNI

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 WYC 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.

Name	Role / Position
Paul Cross	Club Welfare Officer
David Figgis	Club Commodore
Steve Gray	Club Rear Commodore for Sailing

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 Club CMG may choose to appoint an external independent body to assist in any investigations where the following criteria is met:

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

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

11 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 in section 2 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

- Keep calm and remain receptive and approachable
- Assess the situation, has a crime been committed? Do you need to contact the emergency services?
- Listen carefully and patiently without interrupting if possible and let the victim recount the details in their own time
- Use the victim's own words if you need to seek clarification
- If you need more information, use TED: Tell me... Explain to me... Describe to me...
- Acknowledge how difficult it must have been to disclose
- Reassure them that they have done the right thing in telling you and they are not to blame
- Let them know that you will do everything you can to help them
- Advise the victim what will happen next

- Make a written record as soon as you can
- Report the disclosure to the Club Welfare Officer or the RYA Safeguarding Team
- **Adults:** Gain consent from the victim to share the information⁵ - 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 victim⁶ - see Part 3 "Assessing Capacity" - a flow chart created by the NHS
- **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

- Don't make a promise to keep secrets
- Don't ask leading questions or put words in the mouth of the victim
- Don't repeatedly ask the victim to repeat their disclosure
- Don't discuss the referral with anyone who does not need to know
- Don't be judgmental
- Never ignore what you have been told – **you must pass it on**
- Don't confront or contact the Subject of Concern⁷
- Don't remove or contaminate any evidence that may be present
- Never dismiss your concerns – even a gut feeling is worth reporting

12 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 Whitstable Yacht 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 People⁸

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

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.

⁵ Capacity: The ability to understand and make a decision when it needs to be made

⁶ Further reading on mental capacity: <https://www.gov.uk/government/collections/mental-capacity-act-making-decisions>

⁷ Subject of Concern - The person to whom the complaint or concern has been raised against

⁸ 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

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.

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:

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

- support the person to weigh up the risks and benefits of different options
- ensure they are aware of the level of risk and possible outcomes
- offer to arrange for them to have an advocate or peer supporter
- offer support for them to build confidence and self-esteem if necessary

- agree on and record the level of risk the person is taking
- record the reasons for not intervening or sharing information
- regularly review the situation
- 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:

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

Based on the RYA Safeguarding Policy Template

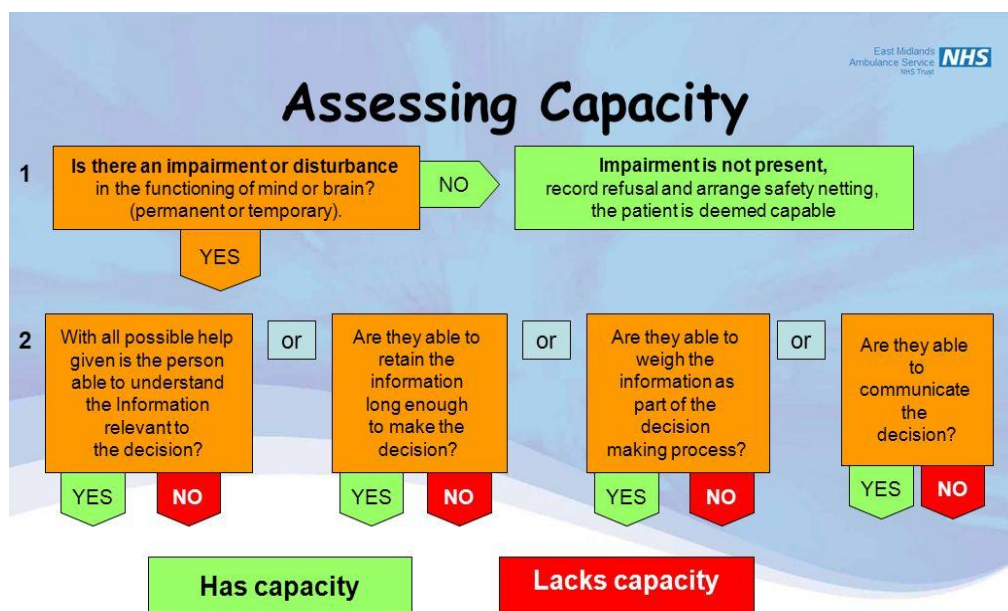
Paul Cross

Whitstable Yacht Club Welfare Officer

February 2025

Appendix 1: Safeguarding Guidance

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:

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

Types of Abuse: Children and Young People⁹

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:

- failing to ensure children are safe

⁹ 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/>

- exposing children to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration
- exposing children to unnecessary risk of injury by ignoring safe practice guidelines
- failing to ensure the use of safety equipment
- 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:

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

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:

- children are subjected to repeated criticism, sarcasm, name-calling or racism
- a child is ignored or excluded
- children feel pressure to perform to unrealistically high expectations
- 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.

Types of Abuse: 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 2021¹⁰ 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 2011¹¹).

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.

¹⁰ <https://www.gov.uk/government/publications/domestic-abuse-bill-2020-factsheets/domestic-abuse-bill-2020-overarching-factsheet>

¹¹ <https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

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)¹²: 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.

Appendix 2: 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.

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 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

¹² Definition taken from the NSPCC Website

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.

Appendix 3: 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 each Home Country.

	Key Legislation for Adults at Risk	Key Legislation for Children and Young People
England	<ul style="list-style-type: none"> ○ The Care Act 2014 ○ Care and Support Statutory Guidance (especially chapter 14) 2014 	<ul style="list-style-type: none"> ○ The Children Act 1989 ○ Keeping Children Safe in Education 2019 ○ Working Together to Safeguard Children 2018 ○ Children and Families Act 2014 ○ The United Nations convention on the Rights of the Child 1992

Useful Contacts

RYA HQ Safeguarding Team	Tel: 02380 012796 Ext 1 E-mail: safeguarding@rya.org.uk
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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 1st	https://www.children1st.org.uk/
Samaritans	https://www.samaritans.org/
Child Protection Scotland	https://www.childprotection.scot/
Emergency Services	999
Police Non-Emergency	101
NHS – Non-Emergency	111
NIAMH	https://www.communityni.org/node/45757
SAMH Scotland	https://www.samh.org.uk/

Criminal Records Disclosure Checks

As part of its safe recruitment practices, Whitstable Yacht Club carries out criminal records disclosure checks using the RYA as an umbrella body on all staff and volunteers aged 16 or over who are deemed to be in regulated activity. If a person is deemed to be in regulated activity, the Disclosure Coordinator or Club Welfare Officer will initiate and carry out the required level of check. Further information on appropriate disclosure checks can be found on the following [link](#)

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 safeguarrrding@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](#).

Appendix 4

WYC Safeguarding Referral Form

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 passed to the Club Welfare Officer as soon as practicable as per the club's referral procedure

Name & role of person completing this form:

Date form is completed:

Details of victim:

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

Parents/carers details:

Name:	Address:
Contact number:	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
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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	<input type="checkbox"/>
	Responding to someone else's concerns	<input type="checkbox"/>
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: <i>(use their own words)</i>	
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)					
<ul style="list-style-type: none"> Ambulance required? Y/N Name of hospital / medical facility attended if applicable: Police/fire/rescue services attended? Y/N	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?			
<table border="1"> <tr> <td>Signed by Author:</td> <td>Name:</td> <td>Date:</td> </tr> </table>			Signed by Author:	Name:	Date:
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)		
<u>Social services notified:</u>	<u>LADO notified:</u>	<u>Other referral made:</u>
Date & time of referral:	Date & time of referral:	Agency:
Name of contact person:	Name of contact person:	Date & time of referral:
Contact number / email:	Contact number / email:	Name of contact person:
Agreed action or advice given:	Agreed action or advice given:	Contact number / email:
		Agreed action or advice given:

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:

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Appendix 5

Template RYA Referral Form (Completed by Club Welfare Officer to RYA Safeguarding Team)

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age (if known) of adult at risk involved	
Name of club or organisation	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken by organisation (continue on separate page if necessary)	
If Adult Social Care or Police contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number and e-mail address	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's welfare officer or	

person in charge (if different from above)	
Contact telephone number and e-mail address	

This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding and Equality Manager, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail safeguarding@rya.org.uk and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

Whitstable Yacht Club Safeguarding and Child Protection Policy Statement

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults.

It is the policy of WYC to safeguard children and young people taking part in boating from physical, sexual or emotional harm. We will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in club activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity or orientation, have a right to protection from abuse.

WYC recognises that safeguarding children is the responsibility of everyone, not just those who work with children. We therefore expect all members to treat all children with respect and celebrate their achievements. All members should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within Club organised activities:

- Avoid spending any significant time working with children in isolation
- Treat all young people equally, with respect and dignity.
- Make sailing fun, enjoyable and promote fair play.
- Ensure that if any form of manual support or physical contact is required (e.g. assisting in launching/recovery of boats, pulling out of water into safety boat, etc.) this is minimised and provided openly. Where practical, it should be explained to the child what is happening.
- Involve parents/carers wherever possible, e.g. for the responsibility of their children in the changing rooms*
- Use of inappropriate language by children, and by adults in the hearing of children, should be challenged.
- 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

You should never:

- allow or engage in inappropriate physical contact
- 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 is preferable for adults to stay away from the changing rooms while there are children there.

However, this is often unavoidable because adults are sailing at the same times, it is therefore better if one adult is not alone when children are present. Parents should be aware that adult club members may be in the changing rooms.

Stay covered!

In order to safeguard the interests of all members, WYC require that swimsuits or underwear are worn at all times by members whilst using the changing rooms and showers.

Child Welfare Contact:

Paul Cross		07791 726208 paul@paul-cross.net
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Appendix 7: Guidance Leaflet for Members and Cadets (Good Practice)

Responsibilities of Parents/ The Club

Ultimate responsibility for the safety and behaviour of children/ cadets lies with the parents. However, the Club recognises that it has a duty of care when cadets are under the supervision of instructors.

Parents must be aware of the following:

Cadet Training Sessions

- Parents are responsible for signing cadets in and out of sessions
- Parents are required to stay on site throughout the whole duration of a training session
- Parents need to help with rigging, launching, and recovering.

Cadets who are acting in the capacity of trainers/ instructors are not required to sign in, but are under the direct supervision of the adult instructors

Cadet Membership/ Race Days

If a cadet member participates in a regular Club Race, the parents are solely responsible for their attendance and supervision. All such cadets will be regarded as regular Club members in regards to their general well-being and safety on the water, but otherwise parents are responsible for them.

Stay covered!

In order to safeguard the interests of all members, WYC require that swimsuits or underwear are worn at all times by members whilst using the changing rooms and showers.



Whitstable Yacht Club

Child Welfare Policy 2025 Guidance for members and cadets

WYC recognises that safeguarding children is the responsibility of everyone, not just those who work with children. We therefore expect all members to treat all children with respect and celebrate their achievements. All members should be encouraged to demonstrate exemplary behaviour in order to set a positive example.

All members and cadets have a responsibility to ensure that everyone at the club feels safe and is able to raise any concerns if they arise.

Guidance for adults working with cadets

The following are common sense examples of how to create a positive culture and climate within Club-organised activities. This guidance is as much about protecting children from abusive treatment as protecting adults from any potential allegations of abuse or misconduct.

- Avoid spending any significant time working with children in isolation
- Treat all young people equally, with respect and dignity.
- Make sailing fun, enjoyable and promote fair play.
- Ensure that if any form of manual support or physical contact is required (e.g. assisting in launching/recovery of boats, pulling out of water into safety boat, etc.) this is minimised and provided openly. Where practical, it should be explained to the child what is happening.
- Involve parents/carers wherever possible, e.g. for the responsibility of their children in the changing rooms*
- Use of inappropriate language by children, and by adults in the hearing of children, should be challenged.
- 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.
- You should never:
 - allow or engage in inappropriate physical contact
 - 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 is preferable for adults to stay away from the changing rooms while there are children there. However, this is often unavoidable because adults are sailing at the same times, it is therefore better if one adult is not alone when children are present. Parents should be aware that adult club members may be in the changing rooms.

Guidance for cadets

You have the right to enjoy your activities at the Club free from any form of discrimination or abuse.

All adults at the Club who are involved in working with cadets and children at the Club have read and agreed to the guidance on the previous page.

If at any point you feel that an adult has not followed this guidance, or you have not been treated fairly or with respect, or feel that an adult has gone beyond what you feel to be an acceptable level of behaviour towards you or other cadets/ children, then please speak to a trusted adult within the Club or who you feel can speak on your behalf to the child welfare officers at the Club.

The child welfare contacts at the Club are:

Paul Cross



07791 726208
paul@paul-cross.net