



# Safeguarding Policy and Procedures

## Introduction

RYE Harbour Sailability (RHS) is a sailing program for people with disabilities that aims to make sailing more accessible to people with different abilities. We aim to give people of all ages, with a wide range of disabilities, the chance to experience the fun and freedom of sailing with an experienced helmsman and crew. Under the direction of an RYA Senior Instructor our members enjoy sailing in dinghies at Rye Harbour.

Sailability is committed to safeguarding adults at risk taking part in its activities from physical, sexual, psychological, financial or discriminatory abuse or neglect. We recognise that everyone, irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity, marriage or civil partnership or social status, has a right to protection from discrimination and abuse. This is important for our Equality, Diversity and inclusion (EDI) policy and appears in the RYA guide to Adult Policy and Procedures.

To ensure the safety and well-being of everyone involved in RHS's activities, it is important to have a safeguarding policy and procedures in place. Overall, the safeguarding policy and procedures prioritise the safety and well-being of all participants and establish clear procedures for addressing any concerns or incidents that arise. It also seeks to promote a culture of openness and transparency, where concerns are taken seriously and dealt with promptly and effectively.

The following are the key elements that are included in RHS's safeguarding policy and procedures:

Page No	Topic (click)	Purpose
3	<a href="#"><u>Safeguarding Policy Statement</u></a>	A statement outlining the RHS's commitment to safeguarding and promoting the welfare of all participants.
4	<a href="#"><u>Safeguarding Culture</u></a>	Define what is meant by safeguarding and outline the different types of abuse or harm that may be experienced by participants.
7	<a href="#"><u>Code of conduct</u></a>	A code of conduct for all volunteers, and participants that outlines expectations for behaviour and boundaries.
9	<a href="#"><u>Recruitment and Training</u></a>	Policies and procedures for recruiting and training volunteers, including background checks and reference checks.
10	<a href="#"><u>Confidentiality</u></a>	Handling confidential information and maintaining the privacy of individuals involved in the program.

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11	<b><u><a href="#">Risk Assessment</a></u></b>	Conducting risk assessments of the sailing environment and activities to identify potential hazards and put measures in place to minimise risk
12	<b><u><a href="#">Handling, concerns, reports and allegations</a></u></b>	Procedures for managing incidents and issues, including procedures and procedures for investigating and responding to incidents and issues.
15	<b><u><a href="#">Review and monitoring</a></u></b>	Policy and procedures to remain up to date and effective.
16 18 20 21 22 23 24 25 27	<b>Appendices</b> <b><u><a href="#">Appendix A</a></u></b> <b><u><a href="#">Appendix B</a></u></b> <b><u><a href="#">Appendix C</a></u></b> <b><u><a href="#">Appendix D</a></u></b> <b><u><a href="#">Appendix E</a></u></b> <b><u><a href="#">Appendix F</a></u></b> <b><u><a href="#">Appendix G</a></u></b> <b><u><a href="#">Appendix H</a></u></b> <b><u><a href="#">Appendix I</a></u></b>	Referred to under various topics: Role of the Safeguarding Lead Good Practice and Safeguarding guidelines Changing rooms and showers – code of conduct Recruitment of ex-offenders Publishing images, social media and handling media Disputes and disciplinary procedures Abuse and bullying relevant to sport Other useful resources Reporting Procedures – Handy Flowcharts
	<b><u><a href="#">Important links to visit</a></u></b>	<b><u><a href="#">What is child abuse and spotting the signs</a></u></b> <b><u><a href="#">Abuse and neglect in vulnerable adults and spotting the signs</a></u></b>



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## Safeguarding Policy Statement

Rye Harbour Sailability (RHS) welcomes all participants carers and parents to its sailing programme. We aim to make sailing accessible to people of all ages and we are committed to safeguarding everyone taking part in its activities from abuse and harm. We recognise that everyone has the right to enjoy sailing, including people who have a physical disability, whether from birth or acquired through injury, illness or advancing age, people who are visually impaired, and people who are hearing impaired. People with learning disabilities or who for some other reason (e.g., brain injury, dementia) are deemed under the Mental Capacity Act 2005 as unable to make a particular decision or take a particular action for her or himself at a particular time. People who are deemed to be on the Autistic or Asperger spectrum and people who are experiencing mental illness.

We recognise that safeguarding is everyone's responsibility, and we expect all volunteers, and participants to adhere to our Code of Conduct and report any concerns or allegations of abuse or harm promptly and appropriately. We will take all allegations of abuse or harm seriously and respond to them promptly, sensitively, and in line with our policies and procedures.

Volunteers should agree to abide by the Code of Conduct, follow Good Practice, Safeguarding Guidelines, Equality Diversity and Inclusion Guidelines and they should be aware of guidance on recognising abuse and bullying particularly in sport. Every volunteer should know where to find the [Safeguarding Lead](#) or the person in charge of the event and should inform them of their concerns about the welfare of an adult at risk or child within RHS as soon as possible in strict confidence.

Volunteers should keep a digital copy or their own hard copy of RHS Policy and Procedures, whatever is most convenient, and be aware of its contents. Any member of RHS failing to comply with these policy and procedures may be subject to Disciplinary Procedures.

The Charity Commission requires trustees to report serious incidents - an adverse event, whether actual or alleged, which results in significant loss of RHS money or assets, damage to RHS property, or harm to RHS work, beneficiaries, or reputation. This includes serious safeguarding issues.

We are committed to providing safe recruitment, training and support to all volunteers, conducting regular risk assessments, maintaining accurate records, and reviewing and updating our safeguarding policies and procedures regularly to ensure they remain up to date and effective. By working together, we can create a safe and positive environment for everyone involved in RHS's activities. **Anyone who is concerned about the welfare of an adult or child either outside the sport or within RHS, should inform the [Safeguarding Lead](#) immediately, in strict confidence - See [Appendix A](#).**

**Caroline Wylson**  
**Chair, Rye Harbour Sailability (on behalf of the Trustees)**



# Safeguarding Policy and Procedures

## Safeguarding Culture

Safeguarding in the context of RHS refers to the actions and measures taken to protect the welfare, safety, and well-being of all participants from abuse or harm.

Safeguarding involves creating a safe and positive environment for all participants, where they are treated with respect, dignity, and fairness. It also includes establishing clear policies and procedures for preventing and responding to any concerns or incidents of abuse or harm that may arise, promoting a culture of openness and transparency, and providing training and support to all staff and volunteers to enable them to recognise and respond appropriately to any safeguarding concerns.

### **Safeguarding community**

Adults at risk and children may confide in adults they trust in a place where they feel at ease. RHS should be a community that feels safe to RHS participants where all feel able to raise concerns, knowing that they will be taken seriously and will not make the situation worse for themselves or others. All volunteers should be responsible for challenging inequalities, for supporting and for safeguarding participants.

Safeguarding means challenging assumptions that:

- People know where to go if they need support.
- All adults can make choices for themselves.
- We cannot get involved in a safeguarding issue unless it is within the sport.
- Someone else will 'do it'.
- It's ok to shy away from getting involved.
- We can ignore alarm bells.

Some issues cannot be resolved immediately; related problems may continue.

Safeguarding means recognising that sometimes people find it difficult to report a worry

- A disabled adult or child who relies on a parent or carer to help them get changed may worry that they won't be able to sail any more if they report them.
- A deaf adult or child may not be able to express themselves or speak confidentially if they need an interpreter.
- An adult or child who has experienced racism may find it difficult to trust an adult from a different ethnic background.
- People who are trans or non-binary may find it difficult to report abuse because they may feel this leaves them open to prejudice and discriminatory behaviour.
- Any adult at risk or child who has a characteristic that marks them out in others' eyes as 'different' will be open to bullying and may fear reprisals if they report it.

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Events that cause concern may seem insignificant but poor practice may become institutionalised if it's allowed to go unchallenged. All volunteers should take responsibility for dealing with poor practice wherever they see it. If you see someone being careless about the way they are helping a person to get into or out of a life jacket, or in or out of the boat, or speaking to a person unkindly, start a conversation. They may be having a bad day. On the other hand they might appreciate the opportunity to be offered training. Understanding the level of concern that someone is raising can be difficult if they have a learning disability. A request for training or for skills to be updated will be welcomed and acted on by the Safeguarding Lead.

An adult at risk or child will feel safe at Rye Harbour Sailability when they notice that volunteers make time and effort to reflect on and deal with volunteer based issues, making time to talk, to listen and help a participant with a concern, and passing on information to them in way that they can understand, checking back on how things are going, whether they want to take it further, or if the concern been resolved.

Volunteers should be aware that a safeguarding culture involves:

- Addressing issues for participants however small.
- Dealing with incidents concerning training, responsibilities and processes.
- An initial response to concerns by listening and talking it out, then going back later in order to check all is ok.
- Asking permission from an adult at risk who has the mental capacity to take it up with the Safeguarding Lead and where permission is not given, talking in general terms to the Safeguarding Lead.

**Most safeguarding concerns arise from poor practice which can be difficult to distinguish from allegations of abuse to mild verbal bullying to physical or sexual abuse. It is not your responsibility to decide whether it is poor practice or abuse but it is your responsibility to act on your concerns.**

**[Appendix B](#)** (press Click) sets out Good Practice and safeguarding guidelines.

## **Definition of Children and Adults at Risk**

Children: Anyone under the age of 18 is considered a child and regarded as vulnerable. Anyone aged 16 or over is deemed to be able to make their own decisions, having the right to put themselves in danger but also to be protected from harm unless defined by the Mental Capacity Act 2005 as unable to make a particular decision or take a particular action for her or himself at a particular time. An adult at risk is anyone 18 or over who may be defined by the Care Act 2014 as in need of care and support, and because of those needs is unable to safeguard themselves at all times.

## **Definition of Child Abuse**

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

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abused in a family or in an institution 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.

## Definition of an Adult at Risk

An adult at risk is an individual aged 18 years and over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs) AND
- is experiencing, or at risk of, abuse or neglect, AND
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

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

It is not the responsibility of the [Safeguarding Lead](#) to decide if abuse is taking place, but they will act on any concerns raised. More information on child abuse can be found here: <https://www.nspcc.org.uk/what-is-child-abuse>

More information on abuse of adults at risk can be found here:

<https://www.nhs.uk/conditions/social-care-and-support-guide/help-from-social-services-and-charities/abuse-and-neglect-vulnerable-adults>

## Other Important Definitions

**Equality, diversity and inclusion** - All volunteers, adults at risk, children and their parents and carers, should show respect for each other and treat everyone equally within the context of Rye Harbour Sailability. Visibly appreciate, be aware of and accept individual differences. Build safe and respectful relationships. RHS follows the RYA guidance Web: <https://www.rya.org.uk/about-us/policies/equality-diversity-and-inclusion/legislation---what-you-need-to-know>

More information on Mental Capacity legislation can be found [here](#).



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## Code of Conduct

RHS's code of conduct outlines the expected behaviour and boundaries for all volunteers, and participants involved in RHS's activities.

Volunteers, participants, and their parents and carers should conduct themselves in a way that reflects the principle of Rye Harbour Sailability, enabling people with disabilities to experience the fun and freedom of sailing. Abusive language, swearing, intimidation, aggressive or discriminatory language or behaviour or a lack of respect for others and their property will not be tolerated. Misconduct should be reported to the committee and may lead to disciplinary action.

The following are the key principles in RHS's code of conduct:

- **Respect:** Treat all participants, and volunteers with respect, dignity, and fairness, regardless of their abilities, gender, race, religion, or sexual orientation.
- **Boundaries:** Maintain appropriate boundaries with all participants and avoid any behaviour that could be perceived as exploitative, abusive, or inappropriate.
- **Safety:** Ensure the safety and well-being of all participants and report any concerns or incidents of abuse or harm promptly and appropriately.
- **Confidentiality:** Maintain confidentiality of all participants' personal information, medical history, and safeguarding concerns, and only share this information on a need-to-know basis and with appropriate consent.
- **Communication:** Use appropriate language and communication methods to ensure that all participants can understand and participate in activities and avoid any communication that could be perceived as abusive or harmful.
- **Professionalism:** Maintain a high level of professionalism in all interactions with participants and avoid any behaviour that could compromise the reputation or integrity of RHS.
- **Inclusion:** Promote inclusion and accessibility for all participants and make reasonable adjustments to enable full participation.
- **Reporting:** Report any concerns or allegations of abuse or harm promptly and appropriately and cooperate fully with any investigations or inquiries.
- **Training:** Participate in training and development activities to enhance knowledge and skills related to safeguarding and inclusion.



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**Volunteers, participants, parents and carers create a safe community together.**

## **Code of conduct for participants, parents and carers**

- Show respect for one another.
- Support and recognise participants' achievements and progress.
- Encourage and never force participants to take part in any sailing or related activity.
- Treat everyone equally.
- Listen to what they are asked to do to keep them safe.
- Take care of all property.
- If there is a discrimination or welfare concern or dispute, inform the Safeguarding Lead or the person in charge of the event as soon as possible.

## **Code of practice for volunteers**

- Agree to abide by the Code of Conduct.
- Abide by Rye Sailability Policy and Procedures.
- Follow Equality Diversity and Inclusion guidelines below.
- Follow Good practice and Safeguarding guidelines.
- Follow Sailability safety procedures.
- Follow Safeguarding referral procedures.
- Work in an open environment.
- Avoid unnecessary physical contact with participants.
- Never use offensive language during sessions, social events or on social media channels.

Equality Diversity and Inclusion at RHS means treating everyone equally, valuing difference and using inclusive language. Never let discriminatory language and behaviour go unchallenged. (The decision to join may have been very difficult.)

- Communicate clearly and check understanding.
- Value participants' contributions, social as well as sailing.
- Encourage all participants to play a full role in social and sailing events to build self-esteem and confidence.
- Plan activities that are enjoyable. Sailing encourages an active lifestyle which leads to positive mental health development.
- Support everyone to develop skills by ensuring that all activities are appropriate to the age, ability and experience of those taking part.

## **Changing Rooms and Showers**

There are special rules regarding changing rooms and showers, and they are set out in [Appendix C \(press click\)](#).





# Safeguarding Policy and Procedures

## Recruitment and Training

Recruitment and training are critical aspects of RHS's Safeguarding Policy and Procedures. Effective recruitment and training can help to ensure that volunteers have the skills and knowledge necessary to safeguard participants from harm and abuse. The following are some key elements that are included in RHS recruitment and training procedures:

### **Recruitment:**

Recruitment process: RHS has a robust recruitment process that includes background checks, reference checks, and interviews to assess the suitability of volunteers for working with vulnerable individuals.

Procedures in relation to recruitment of ex-offenders are set out in [Appendix D](#).

Disclosure and Barring Service (DBS) checks: RHS will require, where appropriate, volunteers to undergo a DBS checks. The DBS check will be renewed as required. RHS requires enhanced Disclosure and Barring (DBS) Certificates from the Safeguarding Lead and all volunteers who come into regular contact with children or adults at risk. RHS complies with the Rehabilitation of Offenders Act 1974 (Exceptions Order) amended by the Protection of Freedoms Act 2012 when recruiting volunteers.

Self-declaration: RHS requires all volunteers to complete a self-declaration form, disclosing any previous convictions or other relevant information that may affect their suitability for working with vulnerable individuals.

### **Training:**

Safeguarding training: RHS provides training to all volunteers. The training covers disability awareness, safeguarding and first aid. It should also cover such topics as recognising signs of abuse, bullying, discrimination, reporting procedures, and maintaining confidentiality.

Refresher training: RHS provides refresher training to volunteers to ensure that they are up to date with the latest safeguarding policies and procedures as well as keeping first aid training up to date.

Supervision: RHS should provide regular supervision and support to volunteers to ensure that they can safeguard participants effectively and identify any issues or concerns.

By implementing effective recruitment and training procedures, RHS seeks to ensure that volunteers have the necessary skills and knowledge to safeguard participants from harm and abuse, and to respond appropriately to any safeguarding concerns or allegations.

See [Appendix H](#) for other useful learning resources provided by the RYA and others.



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## Confidentiality

Confidentiality is a key component of RHS's Safeguarding Policy and Procedures. Confidentiality refers to the protection of personal information, safeguarding concerns, and any allegations of abuse or harm from disclosure to unauthorised persons. 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.

The following are some key elements of RHS's confidentiality procedures:

**Need-to-know basis:** Personal information, safeguarding concerns, and allegations of abuse or harm should only be shared with those who have a legitimate need-to-know, such as the designated [Safeguarding Lead](#) or other senior staff members involved in the safeguarding process.

**Consent:** Personal information, safeguarding concerns, and allegations of abuse or harm should only be shared with consent from the individual concerned or their legal guardian, except in cases where there is an immediate risk of harm or a legal obligation to disclose.

**Secure storage:** Personal information, safeguarding concerns, and allegations of abuse or harm should be stored securely, and access should be restricted to authorised persons only.

**Training:** Where appropriate, volunteers and participants involved in RHS activities should receive training on confidentiality and data protection to ensure that they understand their responsibilities and obligations.

**Disclosure:** Any disclosure of personal information, safeguarding concerns, or allegations of abuse or harm should be documented, including the reason for disclosure, the nature of the information disclosed, and to whom it was disclosed.

**Retention:** Personal information, safeguarding concerns, and allegations of abuse or harm should be retained for the minimum amount of time necessary and in accordance with data protection laws and regulations.

**Publication of Images and dealing with media:** There are special rules for the publication of images and dealing with the Media. These are set out in [Appendix E](#).

By maintaining confidentiality, RHS seeks to protect the privacy and dignity of all participants, maintain trust and confidence in its activities, and comply with legal and regulatory requirements related to data protection and confidentiality.



# Safeguarding Policy and Procedures

## Risk Assessment

Risk assessment is an important aspect of RHS's Safeguarding Policy and Procedures. Risk assessment is the process of identifying potential risks or hazards and taking steps to minimise or eliminate them. The following are some key elements of RHS's risk assessment procedures:

**Identification of risks:** RHS identify potential risks or hazards associated with its activities, including risks to the physical, emotional, and psychological wellbeing of participants.

**Risk assessment:** RHS conducts a risk assessment to determine the likelihood and severity of each identified risk. The risk assessment considers factors such as the age and vulnerability of participants, the nature of the activity, and the environment in which it takes place.

**Risk reduction:** RHS takes steps to reduce or eliminate identified risks. This may include modifying activities or environments, providing additional supervision or support, or implementing specific safeguarding procedures.

**Risk management plan:** RHS has a risk management plan that outlines the steps that will be taken to reduce or eliminate identified risks. The plan includes timelines, responsibilities, and procedures for monitoring and reviewing the effectiveness of risk reduction measures.

**Review and evaluation:** RHS regularly review and evaluate its risk assessment and risk management plan to ensure that they are effective and up to date.

By conducting effective risk assessments and implementing appropriate risk reduction measures, RHS seeks to minimise the risk of harm or abuse to participants and ensure that its activities are conducted in a safe and secure environment.



## Safeguarding Policy and Procedures

# Handling concerns, reports and allegations

The process of handling concerns reports and allegations is a critical aspect of RHS's Safeguarding Policy and Procedures. This involves responding promptly and appropriately to safeguarding concerns or incidents of harm or abuse. Volunteers should never ignore seeing or hearing something worrying about the way a participant is being treated. It may seem insignificant but could add to similar reports which would contribute to building a larger picture.

Volunteers should act on all complaints, concerns or allegations from an adult at risk, child, parent or carer, a member of the public, or the statutory authorities (Police or Children's Social Care). It may involve the behaviour of a volunteer, participant, parent or carer, or something that has happened to the adult at risk or child outside the sport. If the person in charge is contacted by the Local Authority or Police concerning information received or a complaint made by or about a participant or volunteer, the Safeguarding Lead will contact the RYA Safeguarding and Equality Manager as soon as possible for advice and support (Katie Lucaides tel. 023 8060 4104 or e-mail [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)).

**Consent:** A volunteer has a duty to act if they suspect that a child or adult at risk has been harmed or is at risk of harm. They should explain to a child that they will have to tell someone else to help stop the alleged abuse, the Safeguarding Lead or if unavailable the person in charge of the event. A volunteer should not assume that the child or adult at risk would like them to pass on any information to their family or carer.

Unless an adult does not have the capacity under the Mental Capacity Act 2005, it should be assumed that the adult at risk has the capacity to make a decision. If they have difficulty communicating because of a physical condition, they should be helped to say if they would like someone there to assist or interpret. Do not assume that they want their parent or regular carer present. Unlike children, consent should be obtained from an adult at risk, confirming who it is safe to tell, providing they have the mental capacity, before referring unless others are at risk of harm.

**Record:** Volunteers should treat all information about the disclosure as confidential. It should only be shared with those who need to know.

As soon as possible after the event they should write down what has happened using the participant's own words. This should be a factual record of the conversation and should not be thoughts, feelings or assumptions. The volunteer should convey that the participant's worry is important, and that they will give them as much time as they need using sympathy and understanding. 'It's good that you've told me what's worrying you', 'take as much time as you need', 'I will help you as best I can', 'I can understand why you're up-set', 'you are not to blame'. They should use open questions such as 'how did you get that bruise?', 'what happened next?'. Asking leading questions may jeopardise any formal investigation. The volunteer should ensure that the participant is safe and feels safe, taking care regarding physical contact, it may not be what they want.

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**Report:** If a volunteer suspects that a child or adult at risk may have been the subject of any form of abuse they should report the concern to the [Safeguarding Lead](#) or person in charge of the activity. If neither are available and what they have heard is serious enough to think that the adult at risk or child is in imminent danger, they should dial 999 or contact Social Care. The Safeguarding Lead should refer the allegation as soon as possible to Social Care or the Police who have trained experts to handle such cases.

## Safeguarding referral procedure

- Stay calm – ensure that they are safe and feel safe.
- Demonstrate to them that you are taking what they say seriously.
- Reassure the person and stress that they are not to blame.
- Be careful about physical contact, it may not be what they want.
- Gathering information - you should be aware of the different needs of an adult at risk from a child.
- Be honest, explain to a child that you will have to tell someone else to help stop the alleged abuse. Try to get their consent.
- Listen carefully and allow the adult at risk or child to continue at their own pace.
- Ask what the adult at risk would like to happen next.
- Gain consent from an adult at risk to tell someone if they have the capacity to consent. If they do not have the capacity report your concern in general terms to the Safeguarding Lead.
- Tell the adult at risk or child what you are going to do next.
- Ask the adult at risk where the Safeguarding Lead can contact them safely.
- Do not assume the adult at risk or child wants their parent or carer present.
- Never make negative comments about the alleged perpetrator.
- Never rush into actions that may be inappropriate.
- Never make a promise to a child that you cannot keep.
- Never take sole responsibility. Consult someone else (ideally the designated Safeguarding Officer or the person in charge) so that you can begin to protect the participant and gain support for yourself.

## Recording and handling information.

- Encourage them to tell you in their own words what has happened.
- Convey sympathy and understanding.
- Only ask questions to confirm that you need to refer the matter to someone else.
- Record what they have said as soon as possible after the event, using their own words.
- Never ask leading questions they may jeopardise the outcome of an investigation.
- Never probe for more information than is offered.
- Keep questions to a minimum.
- Never confront the person thought to be causing harm.
- Write down the facts that you heard or saw, not what you think or assume.
- Try to get the consent of a child, however you should always report any welfare concerns as soon as possible. They can never be ignored.



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- Inform the Safeguarding Lead or person in charge as soon as possible so that you can begin to protect the participant and gain support for yourself.
- Pass your record to the Safeguarding Lead or the person in charge as soon as possible. If neither are available, contact [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk) or Amy Lowbridge 02380 604231. If neither the Safeguarding Lead nor the person in charge are available, and what you have heard is serious enough to think that the adult at risk or child is in imminent danger, dial 999 or contact Social Care.
- This information may be passed to Statutory Authorities so it is important that this disclosure is recorded and dealt with appropriately.
- This information must be treated as confidential and only shared with those who need to know.

Use the on-line form <https://rya.vissro.com/rya/forms.nsf/concern> or email [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)

Record details of persons involved, place, time, what happened, your name and contacts, do they consent to a referral, (remember any concerns about a child should always be reported), any action agreed and time of referral. The RYA Safeguarding Case Officer Amy Lowbridge 02380 604231 above will ask for more information if they need it.

All referrals to the RYA about an adult at risk or child during office hours: 02380 012796 Option 1 - Safeguarding, Option 2 - Equality Diversity and Inclusion. Select Option 3 for the number to message out of hours.

### **Appendix I sets out some Handy Flowcharts outlining reporting procedures:**

- ACT Adults at Risk Flow Chart 1. will guide you through the reporting process if you are not sure how to report a concern about behaviour of a person at a Sailability Day.
- RYA Adult at Risk flow chart 2 will guide you through the reporting process if you are not sure how to report concerns about an adult at risk outside Sailability.

**Appendix F** sets out the Disputes and Disciplinary Procedure which might arise from a reported incident or issue.

### **Reporting procedures about Children**

Reporting procedures about children on a Sailability Day or outside, follow the same reporting processes as for adults, except that a referral should always be made. If the concern is about a child and neither the Safeguarding Lead nor the person in charge are available and/or you are uncertain what to do at any stage contact Amy Lowbridge 02380 604231 for advice. In an emergency: NSPCC 24 hour helpline 0800 800 5000, report to Child Social Care 01273 335277, Social Care Service Child services - 01273 335905/6. [www.esccp.org.uk](http://www.esccp.org.uk). Social Services single point of advice 01323 464222.

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## Review and Monitoring

Review and monitoring are important aspects of RHS's Safeguarding Policy and Procedures. Regular review and monitoring helps to ensure that the policy and procedures remain effective, up-to-date, and aligned with current best practices. The following are some key elements included in RHS's review and monitoring procedures:

**Regular review:** RHS conducts regular reviews of its Safeguarding Policy and Procedures, to ensure that they remain up-to-date and effective. This will involve reviewing the Policy and Procedures on an annual basis, or more frequently if there are significant changes in legislation, regulations, or best practices.

**Evaluation:** RHS evaluates the effectiveness of its Safeguarding Policy and Procedures, to determine whether they are achieving their intended objectives. This may involve gathering feedback from volunteers, participants, and other stakeholders, and using this feedback to identify areas for improvement.

**Training and awareness:** RHS regularly provides training and awareness-raising activities to staff and volunteers, to ensure that they are aware of the latest safeguarding best practices and can implement these practices effectively.

**Incident and Issue reporting and analysis:** RHS regularly analyse incident and issue reports and investigations, to identify any trends and areas for improvement in the Safeguarding Policy and Procedures. This analysis helps to inform future updates and revisions to the policy and procedures.

**Compliance monitoring:** RHS regularly monitors compliance with its Safeguarding Policy and Procedures, to ensure that volunteers are implementing the policy and procedures effectively.

By conducting regular review and monitoring activities, RHS seeks to ensure that its Safeguarding Policy and Procedures remain effective and up-to-date, and that volunteers are aware of the latest safeguarding best practices. This can help to ensure that participants are protected from harm and abuse, and that RHS is fulfilling its duty of care to all participants.



# Safeguarding Policy and Procedures

## Appendix A

### RHS Welfare Officer (Called Safeguarding Lead. RYA 2023)

#### Main responsibilities:

RHS Safeguarding Lead is responsible for implementing the policy in respect of adults at risk and children and should:

- Inform the RYA of the appointment.
- Organise record keeping.
- Advise the committee on safeguarding issues.
- Write Rye Harbour Sailability Policy and Procedures and keep it up to date.
- Make training in discrimination, disability awareness and safeguarding for all volunteers a key objective.
- Be the first point of contact for concerns or allegations.
- Ensure that confidentiality is maintained.
- Decide on appropriate action to be taken in consultation with the person in charge of the activity.
- Follow behaviour reporting procedures RYA Flow Charts 1 and 2.
- Record the incident on the RYA Safeguarding Referral Form.
- Keep the RYA informed as necessary.
- Maintain contact details for local Social Care Services and Police.

#### Person specification:

Be willing to learn and develop a basic understanding of the laws and regulations surrounding safeguarding children and adults at risk. Be approachable, non-judgmental and have a person-centred approach. Be able to stay calm under pressure. Be confident to speak up when required, be a good communicator at all levels. Be able to think critically. Have a high level of accuracy and attention to detail. Have basic administration and record keeping skills. Refer for advice to the RYA Safeguarding and Equality Manager and use Child and Adult Social Care and the Police for expert guidance on Child Protection. Exercise discretion when dealing with sensitive and confidential matters.

Be willing to undertake training for this role. The Welfare Officer's Course provided by the RYA. Use dedicated Welfare Officer Resources on the RYA website.





# Safeguarding Policy and Procedures

Everyone in RHS should know who the Safeguarding Lead is and how to contact

Rye Harbour Sailability **Safeguarding Lead** is Anna Knight.

Phone 01233 758307, mobile 07753 650752, email [aknight283@me.com](mailto:aknight283@me.com)

them

The RYA Safeguarding Case Officer is Amy Lowbridge. Her contact number is 02380 604231. On-line referral form <https://rya.vissro.com/rya/forms.nsf/concern>



# Safeguarding Policy and Procedures

## **Appendix B**

### **Good practice and Safeguarding guidelines.**

This best practice guidelines are intended to support both participants and volunteers. Volunteers following these guidelines minimise the risk for participants and themselves.

### **Good practice**

- Avoid spending any significant time alone with adults at risk or children.
- Do not, unless it is totally unavoidable, take an adult at risk or child in your car alone, however short the journey. Always make sure that an adult at risk has the capacity to decide to accept a lift.
- Never, as part of a Sailability activity, take an adult at risk or child to your home. Their parent, carer or someone in charge of Rye Harbour Sailability must know and agree if it's unavoidable.
- If you need to supply physical assistance or support always do so in full view of others.
- If a child is having trouble with a wetsuit or buoyancy aid ask them to ask a friend to help if at all possible.
- Do not share via mobile phone, email or social media anything that might be misunderstood or shared inappropriately.
- Restrict communications with young people via phone, email or social media to essential group concerns about organisational matters.
- Never allow or engage in inappropriate touching of any form.
- Never use provocative language or make sexually suggestive comments even in fun.
- Never do things of a personal nature that an adult at risk or child can do for themselves. In cases where the individual hasn't the capacity to consent, the parent or carer in charge should be fully informed. In an emergency try to get their consent but if that is impossible, inform them as soon as possible, making sure that everyone involved acts with sensitivity and discretion.
- Use established procedures where there is a concern or dispute.



# Safeguarding Policy and Procedures

## Safeguarding guidelines:

If you can remember and implement these 'Four Rs' you can be confident that you will be supporting an adult at risk or a child, in the appropriate manner.

- Recognise that you have a concern or that someone has made a disclosure to you.
- Respond: Reassure the individual, ask what they would like to happen and let them know what action you need to take.
- Refer: Pass the concerns on by contacting your [Safeguarding Lead](#),
- Record: What have you seen, heard or been told? Ensure you record these as soon as possible.

The Care Act 2014 places a statutory duty on all those working with adults at risk of experiencing abuse or neglect. It asserts that safeguarding is everybody's business and that community settings such as sports or activity clubs need to play their part in recognising and responding to concerns.



# Safeguarding Policy and Procedures

## Appendix C

### Changing rooms and showers – code of conduct

Rye Harbour Sailability events are not open to the public and the changing facilities offer reasonable privacy. There are separate male and female changing rooms and toilets and a unisex disabled toilet. The shower cubicles are large enough to offer privacy for anyone who does not wish to change in front of others. A disabled male with a female carer and vice versa would need to change in the disabled toilet.

Children under 8 and adults at risk who need help and support should always be accompanied by their parent or their carer of the same sex or gender. If this is not possible another adult of the opposite sex or gender should accompany them. In the event that groups of children and adults at risk are using the changing rooms together, staggering their use should be considered to minimise extended contact between adults and children, for reasons of child protection and because adults often feel uncomfortable showering and changing in front of children, or being in a situation where they might be accused of inappropriate or intrusive behaviour.

#### Parents' and carers' responsibilities:

Parents and carers should be aware that changing rooms cannot be assumed to be safe from bullying, fighting, or other harmful behaviours. Parents and carers are responsible for deciding whether it is safe for their child or adult at risk to go into the changing rooms alone. Parents and carers are the judges of the general development maturity of the child, or the adult at risk, or their awareness of risk. Volunteers do not take responsibility for participants under any circumstances.

All volunteers and participants, carers and parents are entitled to privacy and acceptance and to be treated with dignity and respect.

Everybody should feel safe and comfortable using the changing rooms and toilets, and all parties should understand the impact on all users of using them. Where anyone is not comfortable or there is a dispute concerning their use for any reason, they should contact the Safeguarding Lead who will listen to both sides to make a decision that is acceptable to both parties. In a specific case where a child or adult at risk using the changing room has previously been a victim of physical violence or other trauma, it is legitimate to treat someone less favourably because of their gender reassignment due to the need/rights of others to be protected from harm.

#### Photography, images and video:

The recording of images or video using any type of camera or photographic equipment, including cameras on smartphones and tablets and action cameras used on the water, should not be permitted in showers or changing areas in any circumstances. Any concerns about a person suspected of inappropriate or intrusive photography or the inappropriate use of images should be reported to the RHS Safeguarding Lead or the event organiser who will report to the RYA Safeguarding Team. A criminal offence may be committed and the police should be consulted. Email [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk), Andrea Gates 02380 604226.

## Appendix D

### Recruitment of ex-offenders

Rye Harbour Sailability (RHS) uses criminal record checks processed through the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions which are included in the In doing so, RHS complies fully with the DBS Code of Practice and undertakes to treat all volunteers fairly. RHS makes this policy on the recruitment of ex-offenders available to all DBS applicants when they volunteer. Every subject of a criminal record check submitted to the DBS is made aware of the existence of the Code of Practice and a copy is made available on re-quest. An application for a criminal record check is only submitted to the DBS after a thorough risk assessment has indicated that it is both proportionate and relevant to the position concerned. For volunteers where a criminal record check is identified as necessary, all recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual becoming a volunteer.

- RHS aims to ensure that all present and potential volunteers are treated fairly and on an equal basis, irrespective of their sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment, social status or offending background.
- RHS actively promotes equality of opportunity for all with the right mix of talent, skill and potential and welcomes volunteers from a wide range of skills, qualifications and experience. RHS undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- RHS can only ask an individual to provide details of convictions and cautions that RHS is legally entitled to know about. A DBS certificate at either Standard or Enhanced level can legally be requested if the voluntary role is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 as amended by the Protection of Freedoms Act 2012 and where appropriate Police Act Regulations.
- RHS can only ask a volunteer about convictions and cautions that are not protected and will be disclosed on a DBS certificate.
- RHS ensures that all those who are involved in the recruitment process know that they can seek guidance from the RYA on the relevant legislation relating to the employment of ex-offenders.
- RHS ensures that an open and measured discussion takes place with the individual seeking to volunteer on the subject of any offences or other matter that might be relevant, including any matter revealed on a DBS certificate, before withdrawing the opportunity to volunteer. Failure to reveal information relevant to being a volunteer at RHS will mean that the person will be asked to leave. This policy is in line with the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 amended by the Protection of Freedoms Act 2012.



# Safeguarding Policy and Procedures

## Appendix E

### Publishing images

RHS should seek written consent from parents and/or carers before taking photos or video of an adult at risk or child at an event or training session or before publishing such photos.

Any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance on RHS expectations regarding his/her behaviour and the issues covered by these guidelines. No photographer should be allowed to have unsupervised access to young people at the event or be allowed to arrange photo sessions outside the event.

Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to RHS Safeguarding Lead and treated in the same way as any other child protection concern.

Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

If RHS wishes to publish photographs to promote RHS or participant achievement and wishes to publish their name with their photo, no identifying information other than names should be included that could enable someone to contact, befriend or start to 'groom' the child. Shots showing participants on the water should not need to identify children by name.

The parents or carers of participants should be asked to ensure that the participant pictured is suitably dressed, to reduce the risk of inappropriate use.

Digital technology makes it easy to take, store, send, manipulate, and publish images. Images should be treated as personal data and stored in accordance with the data protection policy.

### Social Media Guidelines

Take care to avoid inappropriate behaviour and take action to address any cause of concern to: prevent bullying; prevent taking sides; and prevent defamation

### Handling the media

If there is an incident which attracts media interest, or if a volunteer is contacted by the media with an allegation concerning a participant or volunteer, they should not give any response until the volunteer has had an opportunity to check the facts. A representative of Rye Harbour Sailability may wish to contact the RYA communications Department 023 8060 4215 for professional advice on handling the media.



# Safeguarding Policy and Procedures

## Appendix F

### **Disputes and disciplinary procedures.** (RYA reviewed 14th July 2020)

Rye Harbour Sailability follows the RYA Disputes and Disciplinary Procedures, which can be found in the RYA on-line Club Zone. All members are subject to the disputes and disciplinary procedures.

### **Summary of the procedure.**

- Receipt of complaint, passed to person in charge and acknowledged.
- Investigation - Person in charge informs the committee and appoints a member to investigate it.
- If the person may put others at risk, they will not be allowed to take part in Sailability activities pending the investigation and outcome of any subsequent hearing.
- Gather statements, report a criminal offence to the police.
- Follow the proper processes - Hearing - Decision - Appeal.
- Conclusion - the decision is final (subject to any appeal) and the complainant is informed that the matter has been concluded.

### **Disputes:** (Prevent escalation which may become a disciplinary matter)

- Inform the person in charge as soon as possible who will take it to the committee to resolve the dispute.
- Consider surveying attitudes to Conduct, Safety and Safeguarding.
- Ask for volunteers' feedback on the status quo.
- Use conflict resolution skills.

### **Disciplinary action:**

- The behaviour complained of should merit disciplinary action.
- Decision makers should be unprejudiced.
- The person should have a full and fair hearing.

Personal disputes such as criticism or other dispute between volunteers, participants, parents and carers do not give the club the right to initiate disciplinary proceedings. Volunteers, participants, parents and carers may only be asked to leave the premises or leave the charity where they have not abided by the Code of Conduct. Unless the committee follows proper procedures, legal action could be taken. Facts and statements from the complainant and subject of complaint should be taken by an independent person and the decision makers must be unprejudiced. The volunteer, participant, parent or carer should have a full and fair hearing and all information must be subject to Sailability data retention rules and the doctrine of implied confidentiality.

## Appendix G

### Recognising abuse relevant to sport

Physical abuse in sports situations might occur when the nature and intensity of training exceeds the capacity of the body of the child or adult at risk.

Emotional abuse in sport might include situations where parents, carers or coaches subject children or adults at risk to constant criticism, bullying or pressure to perform at a level that the adult at risk or child cannot be expected to achieve. Imposing unrealistic expectations, overprotection or preventing an adult or child from participating in normal social interaction.

Sexual abuse may occur in sports situations which involve physical contact, or if adults misuse their power and position of trust over a child or adult at risk.

Neglect in a sport situation might occur if an instructor or coach exposes an adult at risk or child to undue cold or risk of injury. Neglect may involve a parent or carer failing to provide adequate food, clothing and shelter, failing to protect from emotional or physical harm or danger, failing to ensure adequate supervision, failing to ensure access to appropriate medical treatment, failing to respond to a child or adult at risk's basic emotional needs.

### Bullying

Bullying is probably more common in a sport situation than some of the other forms of abuse described below. 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.

**Appendix I** sets out some Handy Flowcharts for the reporting procedures.





# Safeguarding Policy and Procedures

## Appendix H

### Other useful resources

If person is in immediate danger call 999

### Local contact details for Child and Adult Social Care

Adults: [www.eastsussex.gov.uk/socialcare/worried/sab](http://www.eastsussex.gov.uk/socialcare/worried/sab)

Children: [www.esscp.org.uk](http://www.esscp.org.uk)

[ESSAB.Contact@eastsussex.gov.uk](mailto:ESSAB.Contact@eastsussex.gov.uk) - 01273 335 277

Report a concern about an adult who may be being abused, neglected or exploited - 0345 6080191

Social Services Single Point of Advice phone 01323 464222

Mon-Thurs 8.30am - 5pm and Fri 8.30am - 4.30pm email [0-](mailto:0-19.SPOA@eastsussex.gov.uk)

[19.SPOA@eastsussex.gov.uk](mailto:19.SPOA@eastsussex.gov.uk)

Out of hours Social Care Service: Children's services 01273 335905/6

Out of hours Social Care Service Adult services: 01323 636399

### Royal Yachting Association (RYA)

The RYA Safeguarding Officer is Andrea Gates 02380 604297

Amy Lowbridge Safeguarding Case Officer 02380 604231, Issy Hamlett Equality, Diversity and Inclusion Case Officer 02380 604249. ,

RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, Tel: 023 8060 4104

E-mail: [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)

Website: [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

RYA Documents

<https://www.rya.org.uk/news/new-safeguarding-guidance-issued-for-rya-affiliates>

[https://www.rya.org.uk/-/media/dam/website-documents/racing/youthjunior/web-documents/policies/trans-and-non-binary-sailor-policy-final\\_july-2020.pdf](https://www.rya.org.uk/-/media/dam/website-documents/racing/youthjunior/web-documents/policies/trans-and-non-binary-sailor-policy-final_july-2020.pdf)

### Ann Craft Trust (Tel: 0115 951 5400)

The Ann Craft Trust (ACT) supports organisations in the statutory, independent and voluntary sectors across the UK to protect disabled children and adults at risk.

'Safeguarding Adults in Sport and Physical Activity' is a programme supported by Sport England to help sports organisations to develop best practice in safeguarding adults at risk. They provide a range of resources and training.

- <https://www.anncrafttrust.org/safeguarding-adults-sport-activity/level-2>
- <http://www.ukcoaching.org/workshops/workshop-search>
- <https://www.coaching.org/courses/learn-at-home/safeguarding-adults>

Website: <http://www.anncrafttrust.org/safeguarding-adults-sport-activity>

### Other Charities

A comprehensive list can be found in the Resource Pack on the Ann Craft Trust website.

**Action on Elder Abuse helpline** Tel: 0808 808 8141, Web: [www.elderabuse.org.uk](http://www.elderabuse.org.uk)

**Dementia UK** Tel: 0800 888 6678 Web: [www.dementiauk.org](http://www.dementiauk.org)

**Epilepsy Action** Tel: 0808 800 5050 Web: [www.epilepsy.org.uk](http://www.epilepsy.org.uk)



## Safeguarding Policy and Procedures

**Mencap Direct** Tel: 0808 808 1111, E-mail: [help@mencap.org.uk](mailto:help@mencap.org.uk) Web: [www.mencap.org.uk](http://www.mencap.org.uk)

**MIND** – Mental health charity, Tel: 0300 123 3393, Web: [www.mind.org.uk](http://www.mind.org.uk)

**National Autistic Society** Tel: 0808 800 4104, Web: [www.autism.org.uk](http://www.autism.org.uk)

**SCOPE** disability equality charity (England and Wales), Tel: 0808 800 3333, Web: [www.scope.org.uk](http://www.scope.org.uk)

**Victim Support** Tel: 0808 168 9111, [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

**Disclosure and Barring Service (DBS)** – Web

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

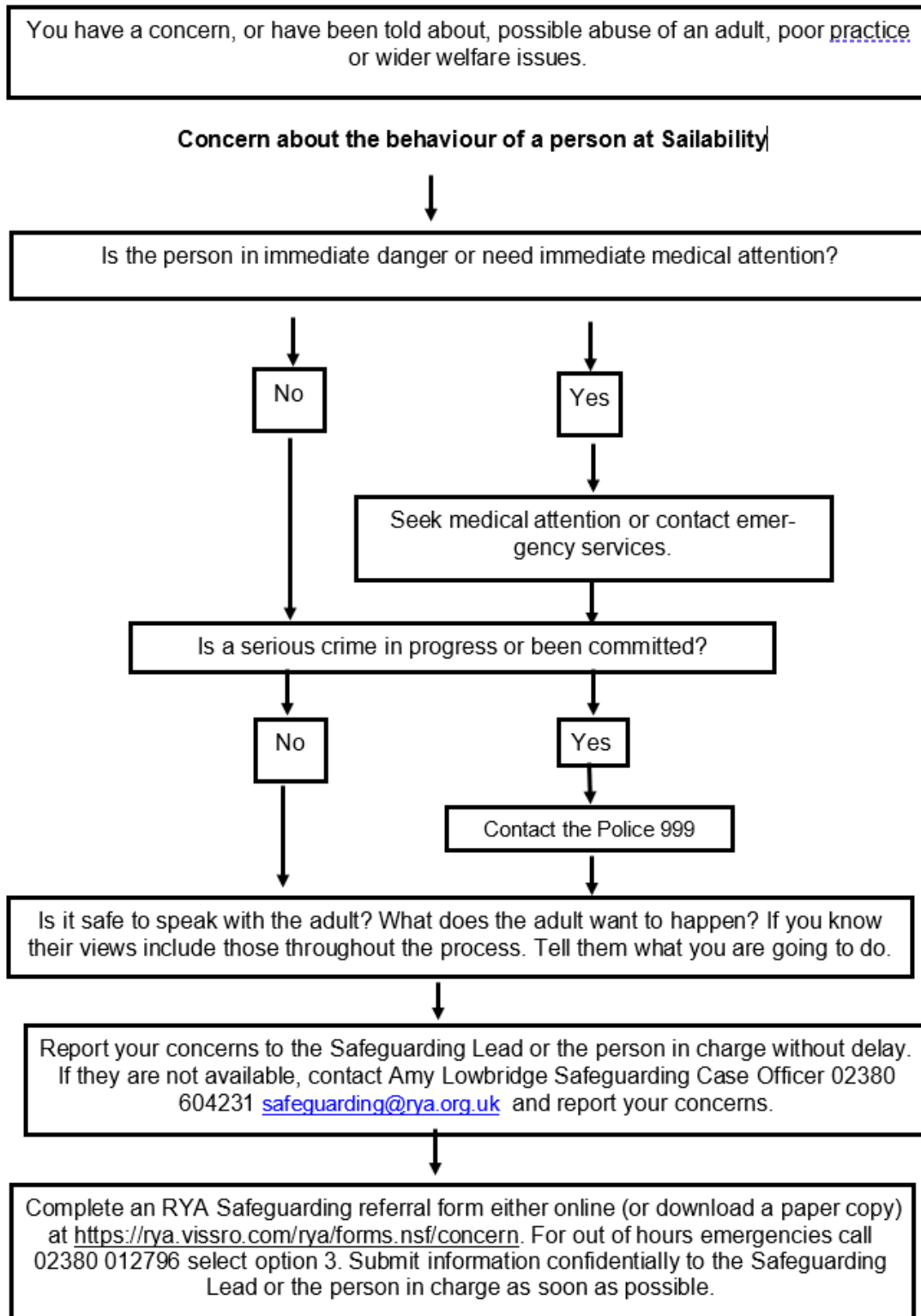
**UK Coaching** - training on coaching people with disabilities, Web:

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

## Appendix I

### Reporting Procedures – Handy Flowcharts

**ACT Adults at Risk Flow Chart 1**  
**Reporting procedures for an Adult at Risk**



# Safeguarding Policy and Procedures

## RYA Adult at Risk Flow Chart 2 Revised 20th April 2023

If you are uncertain what to do at any stage, contact the RYA's Safeguarding Case Officer Amy Lowbridge on 02380 604 231 or your local authority Adult Social Care department [www.east-sussex.gov.uk/socialcare/worried/sab](http://www.east-sussex.gov.uk/socialcare/worried/sab) 03456 080191. Out of hours 01323 636399.

