

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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Review Due	01/02/2028

Part 1: Safeguarding Policy Statement for

Pevensey Bay Sailing Club

England and Wales: 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](#).

Pevensey Bay Sailing Club is committed to safeguarding all children, young people and adults at risk taking part in its activities from abuse and harm and ensuring their wellbeing. **Pevensey Bay Sailing 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.

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

PBSC 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. **PSC** 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.

Pevensey Bay 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.

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

- 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 Executive *committee* at least every three years, or sooner if there are relevant changes to legislation or management.

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

Part 2: Safeguarding Guidance

Types of Abuse

1. Children and Young People²

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

- failing to ensure children are safe
- 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

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

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.

2. Adults

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

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

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

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

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

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

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

Sexual Abuse: This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

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

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

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

Four Additional Types of Adult Harm:

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

Cyber Bullying: Cyber bullying occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention of harming, damaging, humiliating, or isolating another person. It includes various types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology to do it.

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

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

Radicalisation: The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

Other Safeguarding Considerations

Domestic Abuse: Women's Aid define domestic abuse as an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in most cases by a partner or ex-partner, but also by a family member or carer. It is very common. In most cases, it is experienced by

women and is perpetrated by men. The Domestic Abuse Act 2021³ is a new legislation which looks to Raise awareness and understanding about the impact of domestic abuse on victims and their families. It will work to further improve the effectiveness of the justice system in providing protection for victims of domestic abuse and bringing perpetrators to justice and strengthen the support for victims of abuse by statutory agencies.

Extremism: Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. (HM Government Prevent Strategy 2011⁴).

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

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

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

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

³ <https://www.gov.uk/government/publications/domestic-abuse-bill-2020-factsheets/domestic-abuse-bill-2020-overarching-factsheet>

⁴ <https://www.gov.uk/government/publications/prevent-duty-guidance/revise-prevent-duty-guidance-for-england-and-wales>

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

Glossary of Terms

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

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 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.

⁵ Definition taken from the NSPCC Website

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

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

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

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

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

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

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

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

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

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

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

Safeguarding Legislation and Associated Policies

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

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

Relevant policies have been outlined below

[ANY OTHER RELEVANT POLICIES OR DOCUMENTS WHICH WOULD LINK TO THE SAFEGUARDING POLICY SHOULD BE INCLUDED HERE WITH THE DATE FOR REVIEW. EXAMPLES COULD INCLUDE – DISCIPLINARY, COMPLAINTS, DATA SECURITY, RECRUITMENT, CODE OF CONDUCT, SOCIAL MEDIA, CHANGING ROOMS ETC]

Useful Contacts *[INSERT ALL CONTACTS WHICH WOULD BE USEFUL SUCH AS COMMODORE, PRINCIPAL, SENIOR INSTRUCTOR ETC]*

Club Welfare Officer	<i>Lyn Brocklehurst</i>
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	safeguarding@pbsc.org.uk
Deputy Safeguarding Lead	[INSERT DETAILS]
Commodore	<i>Gary Pearson</i> commodore@pbsc.org
RYA HQ Safeguarding Team	Tel: 02380 012796 Ext 1 E-mail: safeguarding@rya.org.uk
RYA Cymru Wales – James Stuart	Tel: 02380 012796 Ext 1 E-mail; safeguarding@rya.org.uk
RYA Northern Ireland – Gayle Logan	Tel: 028 9182 7154 E-mail: gayle.logan@rya.org.uk
RYA Scotland –Liza Linton	Tel: 0131 317 7388 Mob:07770 604234 E-mail: liza.linton@ryascotland.org.uk

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, *Pevensey Sailing 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 safeguarding@rya.org.uk for a copy

Media and Communications:

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

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

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

Challenging Behaviour:

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

Information Sharing:

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

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

Safe Event Planning and Execution:

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

Online Safety:

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

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

Events held in public parks and spaces – additional safeguarding

considerations:

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

Event Staff – Your Roles and Responsibilities:

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

Safeguarding at Events – Weather Considerations:

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

Heatwave Advice:

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

Away Trips and Hosting:

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

Transporting Children and Young People in Your Own Car:

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

Remote Teaching and Coaching:

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

Virtual Events and Competitions for Children:

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

Inclusive Coaching:

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

Physical Contact and Young People in Sport:

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

A Guide to Safeguarding Adults:

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

Capacity – Guidance on Making Decisions:

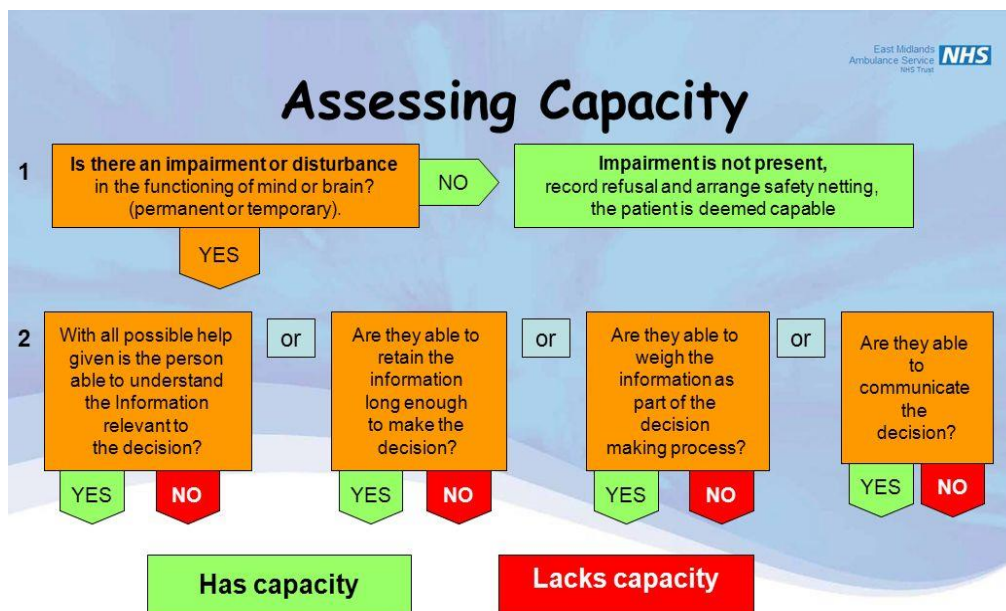
<https://www.anncrafttrust.org/resources/capacity-making-decisions/>

RYA Equality Diversity and Inclusion (EDI) Guidance Documents

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

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

Assessing Capacity



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

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

You must:

- 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

Part 3: Safeguarding Procedures for Affiliated Clubs, Class Associations and Recognised Training Centres

1. Safeguarding and Welfare Team Contact Details

Club Welfare Officer (Include picture here if required)	Name: Lyn Brocklehurst Number: Email: safeguarding@pbsc.org
Deputy Welfare Officer / Additional Contact	Name: Number: Email:
Police Emergency	Number: 999
Police Non-Emergency	Number: 101
Local Authority Childrens Services	Name: SPoA (Single Point of Advice) Number: 01323 464222 Email: 0-

	19spoa@eastsussex.gov.uk
Local Authority Designated Officer	Name: Number: Email:
Local Authority Adults Services	Name: Number: Email:
RYA Safeguarding Team Office Opening hours: <ul style="list-style-type: none"> • 09:00-17:00 Monday to Friday 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 	Number: 02380 012796 (Choose option 1 for Safeguarding and Option 3 for out of hours service) Email: safegaarding@rya.org.uk
RYA Legal Team	Number: Email: legal@rya.org.uk

2. [Pevensey Bay Sailing Club](#) Safeguarding Reporting Procedure

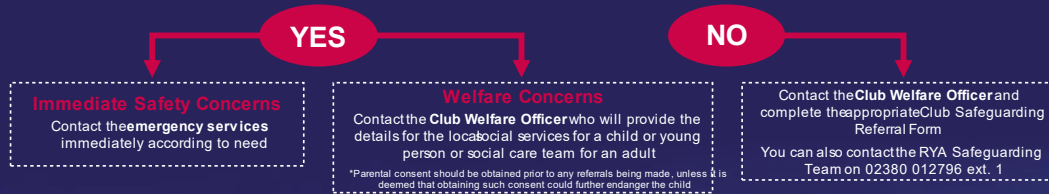
*The following reporting procedures align with the Reporting Procedure in the RYA Safeguarding Policy which can be found [here](#). This should only be used as a guide when creating the reporting procedures which are appropriate for your club, association or centre. **The RYA does not look to dictate how a safeguarding procedure should be created but offers guidance on the considerations you may choose to make.** The following two slides should be replaced in your final document with reporting procedures specific to you. Further examples of safeguarding procedure flow charts can be found on the CPSU website [here](#).*

Stage 1 – Referral Process

Template Safeguarding Reporting Procedure STAGE 1 – REFERRAL PROCESS

Concerns arise about the welfare of a child, young person, adult or adult at risk

Is there an immediate risk to a child, young person, adult or adult at risk?



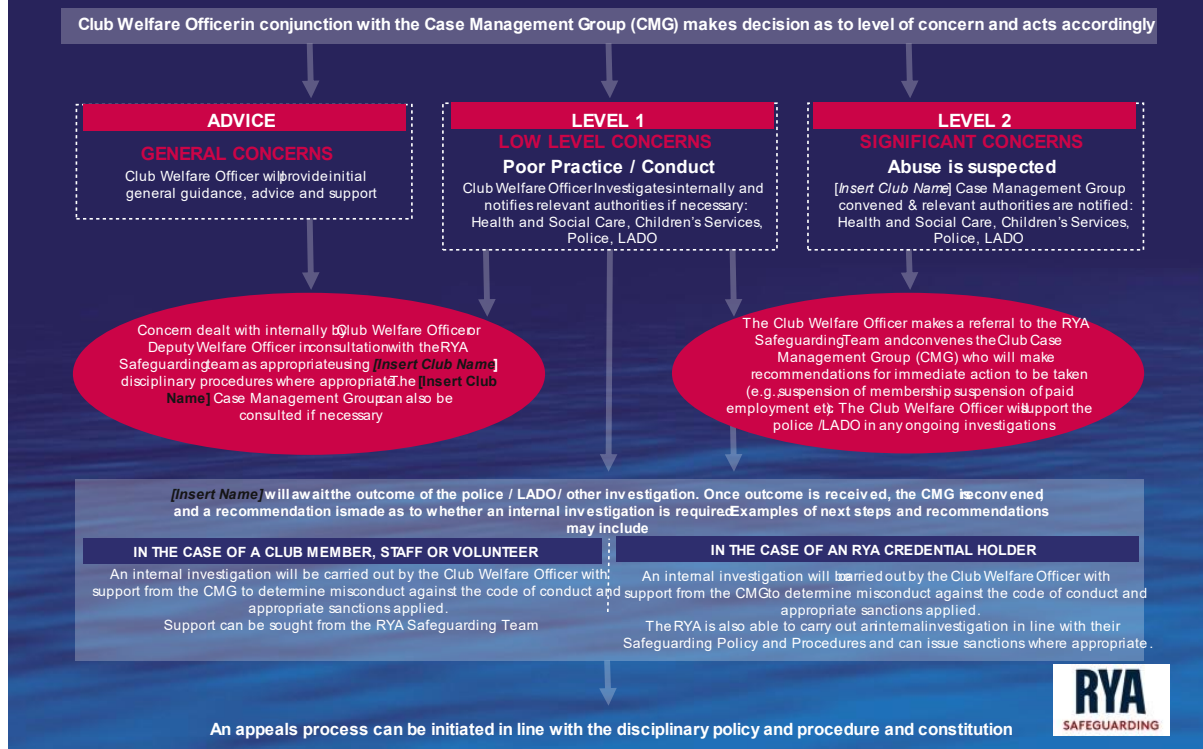
Club Welfare Officer Insert Name Insert Phone Number Insert Email Address	Deputy Club Welfare Officer Insert Name Insert Phone Number Insert Email Address	RYA Safeguarding Team 0238 012796 ext. 1 safeguarding@rya.org.uk	Local Social Services Team Insert Phone Number Insert Email Address	Local Social Care Team Insert Phone Number Insert Email Address
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Where concerns are raised against
RYA STAFF MEMBERS, VOLUNTEERS OR CREDENTIAL HOLDERS
 Please contact the RYA Safeguarding Team straight away



Stage 2 – Classification, Assessment and Action

Template Safeguarding Reporting Procedure STAGE 2 – CLASSIFICATION, ASSESSMENT AND ACTION



3. Breaches of the Safeguarding Policy

Where there are concerns that this safeguarding policy has not been followed, or there is a safeguarding concern, all members, volunteers, staff and participants are encouraged in the first instance, to contact the Club Welfare Officer on [Lyn Brocklehurst] or [safeguarding@pbsc.org]. 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 .

4. Implementation, Review and Reporting

Pevensey Bay Sailing Club have overall accountability for this Policy and for its implementation

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

The **PBSC 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.

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 Service⁶ 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

5. Implementation, Review and Reporting

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

5.1 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.

5.2 Data Storage

All case records are stored in line with the **[INSERT Data Storage and Privacy Policies]** and relevant national legislation and guidance.

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

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

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

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

5.3 Case Management Group

The **PBSC** 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
	Welfare Officer
	Youth Sailing Coordinator
	Sailing School Principal
	Club Secretary

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

5.4 External Assistance

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

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

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

6. Safe Recruitment & Criminal Records Disclosure Checks

PBSC 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. **PBSC** 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.

PBSC will:

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

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

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

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

PBSC uses the following safe recruitment practices when recruiting staff and volunteers:

- Advertisements will make clear **PBSC** 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

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

- 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 activity⁸" 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 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).

7. 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

⁸ Regulated activity with adults: [ES573375_CCS156_CCS0318265556-1_NHS_Eligibility_Roles_Leaflet_Adults_v2_EB.pdf \(publishing.service.gov.uk\)](#)
 Regulated Activity with Children: [ES573374_CCS156_CCS0318265556-1_NHS_Eligibility_Roles_Leaflet_Children_v3_EB.pdf \(publishing.service.gov.uk\)](#)

- 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 information⁹ – If you feel that the adult does not have sufficient capacity to make a decision about sharing information, you should consider if breaking confidentiality is in the best interests of the victim¹⁰ – see Part 3 “Assessing Capacity” – a flow chart created by the NHS
- **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 Concern¹¹
- Don't remove or contaminate any evidence that may be present
- Never dismiss your concerns – even a gut feeling is worth reporting

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

¹⁰ Further reading on mental capacity: <https://www.gov.uk/government/collections/mental-capacity-act-making-decisions>

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

8. 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 **PBSC** 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:

8.1 Children and Young People¹²

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

There are seven golden rules to confidentiality and Information Sharing:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and Human Rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and / or their family where appropriate) from the outset about why, what, how and with whom information will, or could, be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or RYA Data Protection Officer, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, sharing falls within one of the specified lawful basis to do so, . You will need to base your judgement on the facts of the

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

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.

8.2 Confidentiality: Adults

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

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

- 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.

Part 4: Template Documents for Affiliated Clubs, Class Associations and Recognised Training Centres

TEMPLATE Inclusive Membership Form

PBSC celebrates diversity and inclusion across our membership and endorses the principle of sports equality and we are committed to providing an open and inclusive environment to all existing and new members.

SECTION A: Personal Information	
Title	
First Name	
Middle Name	
Surname	
Date of Birth	
Gender Identity	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-binary <input type="checkbox"/> Prefer to self-describe:..... <input type="checkbox"/> Prefer not to say
<i>Optional</i> - Preferred Pronouns (he / she / they)	
Address	
Email Address	
Contact Telephone Number	
Mobile Number	

SECTION B: Parent / Carer Details if member is U18	
Title	
First Name	
Surname	
Address (if different from above)	

Email Address	
Contact Telephone Number	
Mobile Number	

SECTION D: Medical Information & Additional Support

This section is not mandatory, and the information is only requested to ensure that the club can fully support all its members irrespective of any disabilities. If you would prefer to speak to a member of the club privately, please indicate this preference at the bottom of the section

Please use this space to detail any important medical information that we should be aware of

Please use this space to detail if you require any additional support from the club:

If you would prefer to discuss any disabilities or adjustments with the club in person, please tick here

SECTION E: Emergency Contact Details

Name	
Contact Telephone Number/s	
Relationship to Member	

SECTION F: Volunteering Preferences

PBSC is a volunteer led organisation who relies on volunteers to ensure the smooth running of the club. If you would be interested in volunteering for the club, please indicate your preferences below: [Add in any additional voluntary roles your club has]

- Club Welfare Officer
- Disclosure Coordinator
- Safety Boat Crew
- Flag Officer
- Committee Member
- Administration

Please note that some volunteering roles may require us to carry out an enhanced DBS check with or without the children's barred list in line with our safeguarding policy and procedures [add link to privacy policy explaining lawful grounds for collecting data].

SECTION G: Photography and Video Consent

PBSC recognises the need to ensure the welfare and safety of all children, young people and adults at risk in boating.

PBSC will not permit photographs, video or other images of children/ young people to be taken without the consent of the parents/carers and children/young people.

PBSC may arrange for photographs or videos to be taken of Club activities and published on our website or social media channels to promote the Club.

If you consent to your image being used by the Club in this way, please tick here.

If you hold a family membership, your family members, aged 18 and over should indicate their consent to the use of their image separately below.

Family Member Name:
Family Member Name:
Family Member Name:

PBSC will take all possible steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Club Welfare Officer immediately.

[Insert name of person with parental responsibility] (parent/carer – delete as

appropriate) consent to *[INSERT NAME]* using my child's image being used for the purposes above.

*If you/ the individuals listed above later wish to withdraw consent, please contact *[INSERT NAME]*. By agreeing to your images being used, you agree to assign any right of ownership in those images to the Club.*

Name	
Signature	
Date	

SECTION H: Self Declaration

PBSC is committed to safeguarding all of those who are involved within our sport including children, young people and adults at risk from physical, sexual and emotional harm. As part of our Safeguarding Policy, we require applicants for club membership and volunteer / paid roles involving contact with children and or adults at risk to complete this self-declaration form. All information will be treated as confidential and managed in accordance with current data protection legislation and guidance.

Are you currently under investigation by the police or known to any Children or Adult Services Department as being an actual or potential risk to children or adults at risk?

- Yes
- No

If yes, please supply details below:

Do you have any unspent¹ convictions relating to children or adults at risk?
Examples could include: Sexual Harm Prevention Orders (SHPO), Sexual Risk

Orders (SRO), Notification Orders or placement on the Sex Offenders Register (SOR)

- Yes
- No

If you have answered yes above, please provide details below.

Based on the information provided, the club will carry out a risk assessment to determine suitability for membership and or any voluntary or paid roles.

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

- Yes
- No

If yes, please supply details below:

I understand that the information contained in this form may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signed:

Date:

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian

SECTION I: Club Privacy Statement & Communication Preferences

PBSC take the protection of the data that we hold about you as a member seriously and will ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current UK data protection legislation.

Please read the full privacy notice carefully to see how **PBSC** will treat the personal information that you provide to us.

[DELETE IF NOT APPLICABLE]: In addition to receiving general club communications please let us know how else you would like to hear from us:

- I would like to receive Information via email from the Club about specially selected products and services available from commercial sponsors and partners
- I would not like to receive any information via email from the Club about specially selected products and services available from commercial sponsors and partners

In addition to email, I am happy to receive communications via:

- SMS
- Post

SECTION G: Member Agreement	
<i>By returning this completed form, I confirm that the information provided is accurate to the best of my knowledge.</i>	
Signature	
Print Name	
Date	

Template Reference Form for positions working with children and young people

Name of candidate	
Position applied for	
Name of organisation	

The above-named person has expressed an interest in working with our organisation and has given your name as a referee. The post involves substantial access to and responsibility for children / adults at risk *[Delete as appropriate]*.

As an organisation committed to safeguarding, we wish to know if there is any reason at all to be concerned about this candidate's suitability for this type of role.

If you are happy to complete this reference, any information will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post if he/she *[Delete as appropriate]* is offered the position in question. We would appreciate you being open and honest in your evaluation of this person.

Your knowledge of the candidate		
Dates of employment or volunteering (DD/MM/YY)	From:	To:
Capacity in which the candidate was employed or known		
Main duties:		
Please comment on the candidate's suitability and overall ability to work with children and young people:		

Your knowledge of the candidate					
Please rate the candidate on the following qualities:					
	Poor	Average	Good	Very good	Excellent
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to motivate others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safeguarding and child protection concerns		
<p>This post involves substantial access to children / . As an organisation committed to safeguarding, we wish to know if you are aware of any reason why this person might not be suitable to work with children /</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide more information:
<p>Are you aware of any previous substantiated allegations, sanctions and/or disciplinary action taken against this person where there were concerns relating to children’s safety or protection?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide more information:

Safeguarding and child protection concerns		
Are you aware of any current or ongoing allegations or investigations, or of any disciplinary sanctions that remain against this person? This may or may not be related to children's safety and protection.	<input type="checkbox"/> No	Yes – please provide more information: <input type="checkbox"/>
Would you re-employ or re-engage this person in volunteering?	<input type="checkbox"/> No – please provide more informatio n:	<input type="checkbox"/> Yes

Other information
Please add any further information or comments that you feel are relevant to the person in their proposed new role:

Your details and declaration	
Name	
Organisation	
Position	
Contact number(s)	
Signature	x
Date	

Please return to:

[INSERT NAME AND DETAILS]

Template Risk Assessment Template for Staff & Volunteers
who are NOT in Regulated Activity

*This risk assessment template is intended for use by RYA Affiliated Clubs and Recognised Training Centres, Class Associations and Sailability Centres when assessing if a potential volunteer or employee who will **NOT** be engaged in*

regulated activity¹³ is suitable for the role and if they should be eligible for a disclosure check.

Name of Applicant	Click or tap here to enter text.	Start Date	Click or tap to enter a date.
Name and role of person conducting the risk assessment	Click or tap here to enter text.		

Will the applicant be teaching, training or supervising children or adults at risk on 4 or more occasions in any month? [Please tick one box]

Yes (if “Yes” you **must** obtain an Enhanced DBS certificate: If the applicant will be unsupervised you need to include the Children’s Barred List and you do **not** need to fill out this risk assessment further)

No (if “No” follow this risk assessment)

Factors to Consider	Description	Risk score
Will they have direct contact with children and or adults at risk?	Click or tap here to enter text.	Choose an item.
Frequency of working or volunteering directly with children and or adults at risk?	Click or tap here to enter text.	Choose an item.
Any contact with additionally vulnerable ¹⁴ children?	Click or tap here to enter text.	Choose an item.

¹³ Regulated Activity can be defined as any role which sees the applicant regularly teaching, training or supervising children or adults at risk.

¹⁴ Additional vulnerabilities: mental, physical or learning disabilities, looked after, asylum seekers, refugees, new migrants’ low socioeconomic status, living in poverty, sexual orientation, gender identity etc

Assisting with any personal care? ¹⁵	Click or tap here to enter text.	Choose an item.
What tasks will they be doing?	Click or tap here to enter text.	Choose an item.
Frequency of working or volunteering in the organisation?	Click or tap here to enter text.	Choose an item.
Will the applicant be working / volunteering with children during normal business hours? when?	<i>(Work between 2am and 6am is Regulated Activity, tick box A above)</i> Click or tap here to enter text.	Choose an item.
Will the applicant be working / volunteering with children or adults at risk overnight? Where? When?	Click or tap here to enter text.	Choose an item.
How well does the organisation know the history of the applicant?	Click or tap here to enter text.	Choose an item.
What do you believe are their motivations for applying for the role?	Click or tap here to enter text.	Choose an item.
Can the applicant provide a relevant reference from someone they have worked or volunteered for currently or in the past?	Click or tap here to enter text.	Choose an item.
Can the applicant provide a reference from someone who knows their work with children or adults at	Click or tap here to enter text.	Choose an item.

¹⁵ The RYA is not currently permitted to carry out checks which include the adults' barred lists as it is deemed that no volunteer roles within clubs and centres should provide personal care. If you feel this is not the case, please contact the safeguarding team on safeguarding@rya.org.uk

risk?		
Does the applicant have a history of paid or voluntary work with children or adults at risk?	Click or tap here to enter text.	Choose an item.
Does the applicant have a recent (within 3 months of issue) DBS certificate from another role ¹⁶ ?	Click or tap here to enter text.	Choose an item.
Is the applicant currently signed up to the DBS update service?	Click or tap here to enter text.	Choose an item.
Are there any known or suspected concerns around the applicant suitability to engage with children or adults at risk?	Click or tap here to enter text.	Choose an item.
Any other factors to be taken into account.	Click or tap here to enter text.	Click or tap here to enter text.
Total Risk Rating [total up the risk scores for each factor]		Click or tap here to enter text.
Overall Risk level [tick one box – refer to guide below]	Low <input type="checkbox"/>	Medium <input type="checkbox"/> High <input type="checkbox"/>

Depending on the role and position, if an applicant receives a high level of risk, you may wish to consider requesting a basic disclosure check¹⁷

¹⁶ Best practice states that you should not carry over a disclosure certificate from one position to another or between organisations. If you choose to do this you **MUST** ensure the workforce (Child, Adult, Adult and Child or other) is the same, the role is the same and the certificate was issued within 3 months, or the applicant is registered on the DBS update service or disclosure equivalent.

¹⁷ The RYA is unable to process basic disclosure checks, but you can apply for these online at on the Gov.UK website here: <https://www.gov.uk/request-copy-criminal-record>

Guide to assessing risk level

(Remember this is only a rough guide and organisations should determine their own risk levels)

<30

Low Risk. A score of less than 30 points suggests the applicant is well known to the organisation, has probably got some experience of previous work or volunteering with children and or adults at risk, can provide a reference and is generally working on organisation premises and within normal working hours with children and or adults at risk who are not deemed particularly vulnerable. They may be a previous employee or volunteer and are well known to existing staff and volunteers within the club / centre setting. They may hold a recent DBS certificate for another role, which has been seen or be registered on the DBS Update Service.

30-40

Moderate Risk. A score between 30-40 points suggests the applicant has some connection with the organisation, perhaps as a parent and may have done some similar voluntary or paid work in the past. No particular issues have come to light and there are no concerns over their suitability. The applicant has provided suitable references. They may work regularly with children where occasionally some of these children are deemed vulnerable. They do not have recent or portable DBS check.

41+

High Risk. A score of above 40 points suggests that the applicant has no previous connection with the organisation and is not known to staff or volunteers at the organisation and cannot provide relevant references as to their suitability to work with children and or adults at risk. They do not hold a current DBS or portable DBS check, or they may be expected to work directly with children or adults at risk who may be particularly vulnerable or off the organisation premises and out of hours.

Agreed Action: [tick box]

Applicant Accepted

Applicant Rejected

Comment on reason: [Click or tap here to enter text.](#)

Sign Off:

Name of person Signing off risk assessment: [Click or tap here to enter text.](#)

Role: [Click or tap here to enter text.](#)

Signature:

Date: [Click or tap to enter a date.](#)

Date: Click or tap to enter a date.

Template Photography and filming consent form for Children and Young People

In accordance with our Safeguarding and Privacy policies, we will not permit photographs, video or other images of young people to be taken without consent. If the child is under 16, consent must be obtained from a parent / carer. (If the child is over 16, it's good practice to inform parents that photographs

and/or videos of their child may be used if the child has given consent.)

[Name or club or organisation] will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

Name of child		Age	
----------------------	--	------------	--

Declaration of consent – child aged 16 or over			
Please tick each box (or strike out what you do not consent to), then sign this form.			
<input type="checkbox"/>	I give permission for my photograph to be used within the club for display purposes.		
<input type="checkbox"/>	I give permission for my photograph to be used within other printed publications.		
<input type="checkbox"/>	I give permission for my photograph to be used on the club’s website.		
<input type="checkbox"/>	I give permission for my photograph to be used on the club’s social media pages.		
<input type="checkbox"/>	I give permission for video of me to be used on the club’s website.		
<input type="checkbox"/>	I give permission for video of me to be used on the club’s social media pages.		
<input type="checkbox"/>	I give permission for video of me to be used for training or analysis purposes.		
Signature	*	Today’s date	

Declaration of consent – parent / carer of child under 16	
Please tick each box (or strike out what you do not consent to), then sign this form.	
<input type="checkbox"/>	I give permission for my child’s photograph to be used within the club for

display purposes.			
<input type="checkbox"/> I give permission for my child's photograph to be used within other printed publications.			
<input type="checkbox"/> I give permission for my child's photograph to be used on the club's website.			
<input type="checkbox"/> I give permission for my child's photograph to be used on the club's social media pages.			
<input type="checkbox"/> I give permission for video of my child to be used on the club's website.			
<input type="checkbox"/> I give permission for video of my child to be used on the club's social media pages.			
<input type="checkbox"/> I give permission for video of my child to be used for training or analysis purposes.			
<input type="checkbox"/> I confirm that I have read, or been made aware of, how these images or videos will be stored within the organisation.			
Signature		Today's date	
Print name			

Template Safeguarding Referral Form

This form is designed to report any safeguarding incidents or concerns. It should be completed by the person who has been

REFERENCE NUMBER

disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per the clubs referral procedure

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Name & role of person completing this form:

Club name:

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

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: *(use their own words)*

Witness account of incident or concern: *(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)*

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Details of any witnesses:

<p>Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i></p>	<p>Relationship to child, young person, or adult at risk:</p>	<p>Contact details:</p>
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Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:

<p>Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i></p>	<p>Relationship to child, young person, or adult at risk:</p>	<p>Contact details:</p>
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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: <p>Police/fire/rescue services attended? Y/N</p> <p>Notes:</p>	<p>First aid treatment provided: and by whom</p>	<p>Medication given:</p>
<p>Any resulting change of plans or disruption to the programme, if applicable:</p>	<p>Disciplinary procedures enacted:</p>	<p>Were any immediate changes to risk management procedures made?</p>

Signed By Author:	Name:	Date:
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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: *(actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):*

External agency referral: (tick box where relevant)

Social services notified.	LADO notified.	Other referral made
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	Agreed action or advice	Contact number / email:

given:	given:	Agreed action or advice given:
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Signed By CWO:	Name:	Date:
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***CWO – ClubWelfare Officer**

***LADO – Local Authority Designated Officer**

For Office Use Only:

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

RYA Template Code of Conduct

All on the water activity should be safe and fun for everyone. We all have a responsibility to role model positive behaviour and feel able to call out poor or inappropriate behaviour and empower others to do the same.

PBSC] is committed to providing a culture which is safe, welcoming and inclusive for everyone who wishes to take part in our activities. It is for this reason we have established a code of conduct, which outlines the standards of behaviour that we expect from everyone participating in our activities and competitions.

As a member / participant / volunteer / of **PBSC** we expect you to:

- Respect the rights, dignity and worth of every person and treat everyone with respect

- Celebrate diversity in all its forms
- Do not discriminate against anyone based on any protected characteristics
- Always act with integrity
- Do not behave in any way which causes offense or harm to others
- Report poor behaviour or conduct to *Welfare Officer*]
- Familiarise yourself with relevant *Safeguarding* policies and procedures (Including: Complaints Policy, Safeguarding Policy and Procedures and Equity Policy)
- Respect, Protect and Enjoy our waters by signing up to the [Green Blue Boating Pledge](#)
- Do not use inappropriate language and always be mindful of banter and how words can also cause harm to others

As a member of *PBSC* you should expect:

- To be treated with respect by everyone
- An environment which is free from discrimination, harassment and victimisation
- Safe spaces and opportunities where you can report any concerns and know they will be investigated in accordance with *PBSC* constitution, policies and procedures
- To feel safe and supported to undertake as many *PBSC* activities as you would like
- To enjoy your sailing and boating however you wish to undertake it

Failure to adhere to the *PBSC* Code of Conduct may result in the suspension or withdrawal of membership in accordance with the *PBSC* disciplinary policy and procedure [*The organisation must ensure its Rules adequately reflect this statement before adopting it*].

RYA Template Equity Policy

**We use the term "Equity" as this goes a step further than "Equality". The term "Equity" aims to promote the idea that individual people sometimes might need an additional helping hand to get the things that they need to feel as though they belong to a particular community – which could be described as "breaking down systemic barriers". Whereas equality only suggests that people should get the same treatment regardless of their individual circumstances.*

PBSC respects the rights, dignity and worth of every person and will treat everyone equitably within the context of our sport, regardless of religion or belief, gender reassignment, sexual orientation, sex, pregnancy & maternity, marriage & civil partnership, disability, race, and age.

For Scotland, Socioeconomic Status is classed as an additional.

PBSC is committed to everyone having the right to enjoy their sport in an environment free from the threat of discrimination, victimisation, intimidation, harassment and abuse. We will deal with any incidence of discriminatory behaviour seriously, according to our disciplinary procedures and will ensure that equity is incorporated across all aspects of our development.

PBSC acknowledges and adopts the following UK Sport statement for sports equality:

“Equality is about recognising and removing the barriers faced by people involved or wanting to be involved in sport. It is about changing the culture of sport to one that values diversity and enables the full involvement of disadvantaged groups in every aspect of sport”.

PBSC will ensure that anyone accessing the sport will be:

- Able to participate to the full extent of their own ambitions and abilities
- Assured of an environment in which their rights, dignity and individual worth are respected
- Assured of participating in an environment in which individual differences and the contributions of all participants are recognised and valued.

All **PBSC** members have a shared responsibility to challenge any discriminatory language or behaviour and promote a fair and equitable environment for all.