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# **Babbacombe Corinthian Sailing Club Safeguarding Policy**

## **1. Policy Statement**

Babbacombe Corinthian Sailing Club (BCSC) is committed to safeguarding all members of the club and visitors taking part in its activities, from physical, sexual or emotional harm, neglect or bullying. We recognise that the safety, welfare and needs of the individual are paramount and that any person, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, has a right to protection from discrimination and abuse.

### **Purpose of this Policy**

This Policy describes how Babbacombe Corinthian Sailing Club will support all members to ensure the Club has a safe environment in which members can participate in club activities and help in those activities. We will take all reasonable steps to ensure that, through safe recruitment of Instructors and helpers, appropriate operating procedures and training, we offer a safe environment to all persons taking part in its events and activities.

### **Who this policy applies to**

This policy is binding on all members of Babbacombe Corinthian Sailing Club who should be aware of the policy and follow the guidance accordingly. The current version of this Policy will be available via the Club Website.

This includes, but not solely,

**Young Persons** – by adopting the approach outlined in this document BCSC will provide a safe and fun environment for young persons taking part in club events and activities.

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

and

**Vulnerable Adults** Babbacombe Corinthian Sailing Club recognises that an individual may be, for reasons of physical or mental health or past experiences, vulnerable to abuse or exploitation. The club recognises that it has a duty to protect these individuals from behaviour that causes distress or harm.

Please note that RYA Race Officials, Instructors and Coaches are additionally bound by the relevant RYA Code of Conduct.

### **Responsibilities of Club Members, Officials, Staff and Volunteers**

The Club Welfare and Safeguarding Officer and those Club volunteers regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate. Any

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external resource engaged by the Club and whose role brings them into regular contact with young people will be asked to provide references.

All members of BCSC should follow the good practice guidance in this document and agree to abide by the BCSC Club Code of Conduct (available on the BCSC website) and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with young people should be aware of the guidance on recognising abuse, available on the RYA website.

The Club will seek written consent from parents/guardians before taking photos or video of a young person at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of young persons, no identifying information other than first names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare and Safeguarding Officer.

Delivery and collection of young persons to and from the club premises, to enable them to participate in training or other club activities, is the responsibility of the parent or guardian. Club members, not related to the young person, shall not volunteer to provide transport for this purpose, except where explicitly agreed, in advance, with the parent or guardian. In the event that a young person is left waiting for transport at the end of a session, the session lead will attempt to contact the parent or guardian. The club advises that, if it is necessary for a young person to be accompanied, while waiting for transport, that a minimum of two adults should remain. If a young person is repeatedly left without suitable transport, following club activities, the session leader shall notify the Welfare and Safeguarding Officer. The Commodore reserves the right to refuse attendance, by a young person, at club activities, unless the parent or guardian makes suitable arrangements for them to be collected afterwards.

### **Policy Breaches**

Babbacombe Corinthians Sailing Club reserves the right to take disciplinary action against any member of the club, volunteer or post holder who is in breach of this policy. The Commodore, in consultation with the General Committee of the club and having examined all the evidence, may suspend or expel any member, found to have acted in breach of this policy. Where appropriate, the Welfare and Safeguarding Officer shall notify the police or local authority safeguarding department, if the evidence indicates that illegal activity has occurred. In this case, the Welfare and Safeguarding Officer will notify the Commodore that this has been done, using a secure means of communication. This information will remain confidential between the Commodore and the Welfare and Safeguarding Officer. A member who has been subject to disciplinary action has the right of appeal. In this case the Commodore's decision will be final.

The policy and procedures will be promoted and are mandatory for everyone involved in Babbacombe Corinthian Sailing Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation and, where appropriate, referral to statutory organisations.

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## Monitoring

This policy will be reviewed annually, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by RYA
- as a result of any other significant change, event or case reviews.

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## 2. Guidance on Safeguarding Concerns & Contact Details

### How to escalate a concern and what should happen next

#### Concerns

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the Club Welfare and Safeguarding Officer immediately, in strict confidence.

All safeguarding matters that are raised will be investigated by the Club Welfare and Safeguarding Officer, regardless of level of seriousness. All such reports or concerns will be treated with strict confidence, except where the Club Welfare and Safeguarding Officer deems it necessary to escalate the matter to the Commodore.

Where necessary, the Commodore will consult the President, Vice-Commodore, or Rear-Commodore, before instigating disciplinary process or procedures.

<b>Club Welfare Officer</b>	Mandy Mander 07811 552649 mandymander76@gmail.com
<b>Emergency services</b>	999
<b>Police non-emergency</b>	101
<b>NHS non-emergency</b>	111
<b>Local Authority Children's Services</b> (contact if there is a concern about a child or young person)	01803 208100
<b>Local Authority Designated Officer (LADO – adults and children)</b> - (contact if a concern has been raised regarding an individual in <b>a position of trust</b> and a child or young person)	01803 208541
<b>Local Authority Adult Services</b> (contact if you have a concern regarding an adult)	01803 219700
<b>RYA Safeguarding Team</b> (Contact for help and support on safeguarding case management and to report concerns involving RYA qualification holders)	02380 012796 Ext 1 <a href="mailto:safeguarding@rya.org.uk">safeguarding@rya.org.uk</a>

### 3. List of Key Terms

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**What are the various forms of abuse we need to be aware of?** There are 10 categories of abuse recognised in legislation concerning adults and adults at risk.

**Physical abuse:** The mistreatment of one person by another that may or may not lead to physical injury.

**Domestic Violence or Abuse:** A pattern of controlling, coercive, or threatening behaviour, violence, stalking, or abuse between individuals aged 16 or over who are, or have been, intimate partners or family members, regardless of gender or sexuality.

**Sexual Abuse:** Involvement in sexual activities or relationships that a person does not want, has not consented to, or cannot understand.

**Psychological or Emotional Abuse:** Actions or neglect by a caregiver or another person that severely impair the psychological well-being of the individual, without physical harm.

**Financial or Material Abuse:** Misappropriation or misuse of a person's money or assets, including transactions made without consent or under intimidation or deception.

**Modern Slavery:** The use of coercion, deception, or force by traffickers and slave masters to subject individuals to abuse, servitude, and inhumane treatment.

**Discriminatory Abuse:** Any form of abuse motivated by discrimination based on race, culture, belief, age, gender, disability, sexual orientation, etc.

**Organisation or Institutional Abuse:** Repeated incidents of poor professional practice or neglect, often resulting from inflexible services designed to meet providers' needs rather than those of the individuals receiving care.

**Neglect or Acts of Omission:** Persistent or severe failure by caregivers to meet an individual's physical and/or psychological needs.

**Self-Neglect:** A range of behaviours reflecting an individual's neglect of their personal hygiene, health, or living environment.

There are 4 categories of abuse recognised in legislation concerning children.

**Emotional Abuse:** Persistent emotional maltreatment of a child that causes severe and lasting adverse effects on their emotional development.

**Physical Abuse:** Deliberate harm inflicted on a child, resulting in physical injury. This category also includes instances where a parent or caregiver fabricates symptoms or intentionally induces illness in a child.

**Sexual Abuse:** Forcing or enticing a child or young person to engage in sexual activities, which may not necessarily involve a high level of violence, regardless of the child's awareness of the situation.

**Neglect:** A persistent failure to meet a child's basic physical and/or psychological needs, likely leading to serious impairment of the child's health or development. Neglect may also occur during pregnancy due to maternal substance abuse.

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### 4. Legislation and Statutory Guidance

[Care Act 2014](#)

[Mental Capacity Act 2014](#)

[Sexual Offences Act 2003](#)

[Working together to safeguard children 2023: statutory guidance](#)

## 5. Safe Recruitment

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Babbacombe Corinthian Sailing Club depends on volunteers for all aspects of its operations. There are no paid employees or professionals. Therefore, members are encouraged to offer their services or expertise if they feel that they can.

As noted in section 1 above all Club members and volunteers whose role brings them into regular contact with young people will be asked to provide references. The Club Welfare and Safeguarding Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

As required by the RYA, the Club Welfare and Safeguarding Officer will require that a new check against the Disclosure and Barring Service database, or an enhanced check for certain roles, be made for any member volunteering for a role that involves regular contact with young people or vulnerable adults. This must be done for all members, including those who have passed this check for employment purposes or other organisations.

## 6. Information sharing, confidentiality & data storage

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The Babbacombe Corinthian Sailing Club Welfare Officer may collect personal information for safeguarding purposes. This information may be shared with the RYA and other relevant authorities when it is necessary to do so. The legal basis for processing this information may be legitimate interest. We will keep personal information for safeguarding purposes as described in our Data Privacy

Any information provided in connection with safeguarding will be kept secure and access shall be limited to those who need to know.

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## 7. Associated Policies

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The following policies are available on the club website and should be read in conjunction with this policy

- [BCSC Equality Policy](#)
  - [BCSC Data Privacy Policy](#)
  - [BCSC Code of Conduct](#)
  - [BCSC Lone Working Policy](#)
  - [BCSC Social Media and On-Line Policy](#)
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## 8. Guidance on dealing with a safeguarding concern

Being the recipient of a safeguarding concern can be difficult. However, choosing not to respond is **not** an option, regardless of how uncomfortable the recipient is. Below is a list of dos and don'ts to support anyone if they receive a disclosure.

### Dos

- Keep calm and remain receptive and approachable
- Assess the situation, has a crime been committed? Do you need to contact the emergency services?
- Listen carefully and patiently without interrupting if possible and let the person give you information in their own time
- Use the person's own words if you need to seek clarification
- If you need more information, use TED: Tell me... Explain to me... Describe to me
- Thank the person for telling you and 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 your best to help them.
- Advise the person who has given you the information what will happen next
- Make a written record as soon as you can
- Report the disclosure to the Club Welfare Officer
- If a concern involves an RYA credential holder (Instructor, Coach or Race Official) report it to the RYA safeguarding team
- **Adults:** Gain consent from the individual to share the information - 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 person disclosing
- **Children and Young People:** Gain consent from the parent / carer to share the information – only speak with the parents / caregivers of the person disclosing 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 person disclosing
  - Don't repeatedly ask the person disclosing 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 Concern
  - Don't remove or contaminate any evidence that may be present
  - Never dismiss your concerns – even a gut feeling is worth reporting
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## Protect Yourself - A Checklist For Members

It should be recognised that not only deliberate actions on behalf of an individual can give rise to safeguarding concerns. Often, the individual may not realise the implications of what they are doing. The following advice and guidance may be helpful.

Adults should recognise that children and other vulnerable persons may be uncomfortable with close proximity to a person who is not part of their immediate family. Adults should recognise the need for personal space on the part of young people that they are interacting with.

Physical touching may be misinterpreted, no matter what the circumstances. Adults should be discouraged for touching, hugging or similar actions. On the water, some physical contact may be unavoidable, such as where a safety boat crew members is assisting a person in the water. However, contact should always be consensual. Permission to touch or hold a person should be sort, wherever possible before making contact. This is particularly important where the person being assisted (whether a child or an adult) is of a different sex to the person assisting them.

Nudity or situations where a person is only partially dressed will often lead to embarrassment or feelings of discomfort on the part of children and, also, some adults, who may feel physically or psychologically disadvantaged. Adults are requested not to enter the showers and changing rooms at times when young persons are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult. In any case, members should avoid overt nudity when using the club changing rooms.

Banter is often an issue in sports clubs. What may seem funny to one person is not necessarily seen as such by another. Sexual references and innuendo should be avoided, even if the listener is not the intended recipient.

Members should try to avoid situations where they are alone with a young person, or other vulnerable individual and not visible to others. In this case, there is a potential for misinterpretation of actions or intentions. Members should never offer lifts to children, unless explicitly agreed with parents or guardians.

### Document Revision Record

	Date of Action	Changes
Initial Draft	06/04/20	Replace "child/children" with "young person/s"
Agreed by General Committee	11/05/20	No further amendments required. Next review date is 10/05/21
Review Date	06/12/21	Reviewed by General Committee. Next due by 06/12/22
Review Date	14/11/2022	Reviewed by General Committee Next due by 31/12/2023
Review Date	2023	Reviewed
Reviewed & Agreed by GC	14/04/2026	Reviewed & Updated to latest RYA Guidance
Review Date	2028	