



LYMINGTON TOWN
SAILING CLUB

Safeguarding Policy and Guidelines

Index

1. Welfare Policy
2. Practice and Procedures:-
 - 2.1.1. Overall Responsibility
 - 2.1.2. Addendum Reports
 - 2.1.3. Club Welfare Officer Role
 - 2.2. Recruitment and Training
 - 2.2.1. References, Disclosure and Barring Checks
 - 2.2.2. Designated Persons for Major Youth Events
 - 2.2.3. Training
 - 2.3. Practical Guidelines
 - 2.3.1. Reporting
 - 2.3.2. Changing Rooms
 - 2.3.3. Mobile Phone use in Changing Rooms
 - 2.3.4. Data Protection and Privacy
 - 2.3.5. Photography and Video
3. Addendum Guidelines
 - 3.1. Safe from Harm – Good Practice for Adults
 - 3.2. What is Child Abuse and Recognising Abuse
 - 3.3. Example Flow Chart on Reporting Procedure
 - 3.4. Contacts – see Appendix
 - 3.5. Policy Statement on the Recruitment of people with a positive DBS disclosure
4. References

APPENDIX

Contacts

1. Welfare Policy

Lymington Town Sailing Club (LTSC) 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. LTSC 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. Additionally young people under 18 can volunteer, instruct and can work for the Club. These young people are included in the policy, procedures and guidance.

The policy extends to the activities of the LTSC and associated activities run in connection with the Club.

LTSC actively seeks to:

- Ensure that all individuals who work or volunteer with children, young people and adults at risk provide a positive, safe and enjoyable experience.
- Ensure that there is at least one 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.

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

2.1.1. Overall responsibility:

Overall responsibility for Safeguarding policy and practices within the Club is the responsibility of the Executive Committee. Day to day responsibility lies with the Club Welfare Officers and the Chief Instructor of LTSC.

2.1.2 To this end the following addendum guidance are approved and adopted:

- Safe from Harm – Good Practice for Adults
- What is Child Abuse and Recognising Abuse
- Example Flow Chart on Reporting Procedure
- Useful contacts (See Appendix)

2.1.3 The Club Welfare Officers

The Club's Welfare Officers are responsible for ensuring dissemination of the policy and practice documents to Supervisors of activities. The latest policy and practice documents should be on the public area of the Club's website, and also in a section of their own in the members' area.

The Club Welfare Officers (CWO) are responsible for:

- Monitoring and recording concerns.
- Making referrals to social services without delay.
- Liaison with other agencies and maintaining contact details for local Children's Services and Police.

Together the Chief Instructor and the Club Welfare Officers are responsible for:

- Maintaining up-to-date policies and procedures, compatible with the RYA's.
- Ensuring that relevant staff / and or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Arranging training for all appropriate volunteers.
- Advising the Executive committee on safeguarding and child protection issues.

Notices:

The nominated club employee is to ensure that the RYA poster is displayed in suitable locations (e.g. the Club office, entrance lobby, Albert Hall, training rooms and toilets). The poster will advise the names of the Club Welfare Officers and contact details.

2.2.1 Recruitment and Training:

References and Disclosure and Barring Service checks (DBS)

The Club's Welfare Officers and those regularly instructing, coaching or supervising young people must apply for an Enhanced DBS check before they can undertake these roles. It is recommended that other volunteers, regularly assisting with children's activities where parents and guardians are

not present, also apply for DBS checks. Additionally, the activity lead can take up references for club staff and volunteers.

Instructors and volunteers who are under the age of 16 and have close contact with children need an independent reference from their school or a non-family LTSC member. The RYA recommends that this supports safer recruitment particularly as under 16-year-olds cannot have a DBS check.

The overall club verifier for DBS checks is the Club Welfare Officer listed in the Appendix. Contact can be made via Ltscsafeguarding@gmail.com. For volunteers this will be free. There will be a small charge for paid staff. A file of DBS checks will be maintained securely on the Cloud by the two persons appointed by the Club to manage DBS applications.

DBS checks need to be renewed every 3 years. If the DBS check reveals any entries the nominated lead on the Executive Committee will be consulted.

An enhanced DBS check can show previous spent convictions. These are sometimes of a minor nature. A positive disclosure on a criminal record check may not necessarily be a bar to obtaining the position applied for within the organisation. A positive disclosure will be looked at on a case by case basis. If this is the case a short statement about the background will be given to the nominated lead on the Executive Committee and Rear Commodore Sailing for their decision. This matter will be treated in strict confidence and the applicant can have access to the statement.

LTSC policy on the return of a positive disclosure is available in our addendum 3.5.

2.2.2 Designated Persons:

The Club's Welfare Officers shall appoint a Designated Person for every major junior/youth event where necessary, who shall be suitably trained and whose contact details shall be prominently displayed.

2.2.3 Training:

All staff and volunteers, whose roles bring them into regular contact through an organised activity with young people where parents or guardians are not present, must complete the RYA's Safe and Fun course on-line before they can undertake their roles. There is a small charge. Applications made through the LTSC using email: training@ltsc.co.uk will access the course. LTSC will provide an annual in-house Safeguarding training course which all staff and volunteers who are in regular contact with children are encouraged to attend. Instructors must have completed the current Safeguarding training required by the RYA in order to instruct.

2.3 Practice guidelines to ensure the safety and welfare of children and adults at risk at all times whilst at the club, both on and off the water.

2.3.1 Reporting:

Immediate concerns will be reported to a Club Child Welfare Officer.

The Club reporting chain in the case of an allegation is then to the nominated lead on the Executive Committee. However, reporting to Social Services or the Police is not to be delayed because any of these are unavailable. In their absence, the next senior Club official is to act in the best interests of the person concerned. In the case of an allegation against a member of staff, he or she is to be relieved of duty and suspended on full pay pending investigation in accordance with the grievance procedure. Pending police or social services investigation does not preclude action under the Club's disciplinary procedure. However, where a police investigation is under way the nominated lead on the Executive Committee is to discuss the matter with the police officer in charge, if the Club intends to take disciplinary action.

2.3.2 Changing Rooms – use by Adults and Children

LTSC accepts the need for children and young people to feel safe and secure using its changing facilities, however we are a busy sailing club with many dinghy sailors and visiting yachts people using these facilities. Children and young people will be advised by their respective activity leader who can give guidance about safety. During Holiday Camps the changing rooms will normally be closed to other users twice a day for a restricted period to allow exclusive use for Camp participants.

Any responsible persons accompanying children to the changing rooms should be able to take under 8 year olds into the same gender changing room as themselves. It is reasonable to assume that a child under 8 is too young to change unaccompanied and will not be able to fend for him or herself alone. LTSC would like children over 8 years old to use the gender appropriate changing room, unless the child has specific needs. This will safeguard the needs of children and of adults changing.

2.3.3 Mobile Phones in Changing Rooms

In line with the recent "RYA Guidance: Changing Rooms November 2022" no mobile phones are to be used in the changing rooms. Today it is increasingly hard to know if someone is taking photographs or video on a mobile phone and we need to be minded about safeguarding needs.

2.3.4 Data Protection and Privacy:

All personal data relating to children, including images and video, will be treated in accordance with the Club's Data Protection and Privacy Policy¹. Any concerns should be addressed to the Club Welfare Officer in the same way as for any other child protection issues. Personal data for staff and volunteers relating to safeguarding issues, e.g. references, DBS checks, and safeguarding investigations will be processed, stored and destroyed in accordance with the Club's Data Protection and Privacy Policy¹ and data protection legislation. (References section 4.0).

2.3.5 Photography and Video:

All official Photographers at LTSC events should wear identification and be briefed in advance on the Club's Safeguarding Policy. They should not be allowed to have unsupervised access to young people at the Club. When publishing images, no personal details other than their first name will be released. All children and their parents/guardian's permission for photos and the publication of said photos shall be sought before any club organised event. Consent should also be obtained for the use of video as a coaching aid. No images or video should ever be recorded in the changing rooms.

2.3.6 Handling concerns, reports or allegations

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

Anyone who is concerned about a child/young person's welfare, should inform a Club Welfare Officer immediately. The Club Welfare Officer will follow the RYA's flow chart procedures, attached as an addendum.

3. Addendum documents

3.1 Safe From Harm - Good Practice for Adults

As an Adult within LTSC, it is expected that you should always:

- Respect everyone as an individual.
- Provide a good example of acceptable behaviour.
- Respect everyone's right to personal privacy.
- Be available as a listening ear and, if necessary, refer for more appropriate help.
- Be sensitive to other people's likes and dislikes.
- Try to ensure that your actions cannot be misunderstood or cause offence and are acceptable within a relationship of trust.
- Show understanding when dealing with sensitive issues.
- Plan to have more than one adult present during activities.
- Uphold the Club's Safeguarding Policy.
- Remember that you are accountable to the sailors, their parents/carers and LTSC.

You should:

- Avoid spending any significant time working with children or adults at risk in isolation.
- Do not take children or adults at risk alone in a car, however short the journey.
- Do not take children or adults at risk to your home as part of your organisation's activity.
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents.
- Design training programmes that are within the ability of the individual.
- If a child or adult at risk is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible.
- If you do have to help a child or adult at risk, make sure you are in full view of others, preferably another adult.
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.

You should never:

- Engage in rough, physical or sexually provocative games.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged or use such language yourself when with children.
- Make sexually suggestive comments to a child, even in fun.
- Fail to respond to an allegation made by a child or adult at risk; always act.
- Do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children or adults at risk, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child/adult (where possible) and their parents/carers. In an

emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

For further guidance all (participants, parents, coaches, instructors, officials and volunteers) may find it helpful to refer to the sample RYA Club / Class Association Code of Conduct in the RYA Safeguarding and Child Protection Guidelines³. (References section 4.0).

If you suspect a child or adult at risk is being abused physically, sexually or emotionally:

- Keep calm. Do not be shocked. Try to act normally.
- Do not investigate – do not question.
- Do not challenge parents/carers about your concerns.
- Tell your named Club Welfare Officer about your concerns in strict confidence.
- Record all details which support your suspicions, if possible, using the Club's referral form. Sign, date and keep these. Pass a copy confidentially to the Club Welfare Officer.
- Agree with your Club Welfare Officer and any other person who has been designated for this role, what action, if any, should be taken.
- Never agree to keep a secret. You must inform others.

If a child or adult at risk talks to you about abuse by someone else, either connected to the Club or elsewhere, listen carefully to what the child tells you, without commenting on the truth or otherwise of what is said, and:

- Offer immediate support, understanding and reassurance, explaining that you cannot keep it a secret. Tell them 'I will listen to what you say and then tell someone who can help you. You were right to tell me about it'.
- Tell your Welfare Officer your concerns in strict confidence.
- Record all details which support your suspicions. Sign, date and keep these. Pass a copy confidentially to the Club Welfare Officer.
- If the situation merits immediate action, then contact either the police or social services/social work department.
- Inform your Club Welfare Officer of the action you have taken.

If there is an allegation or suspicion of abuse by someone involved in LTSC.

- Inform your Club Welfare Officer of your concerns in strict confidence.
- Record all details as you know them. Sign, date and keep these. Pass a copy confidentially to the Club Welfare Officer.
- You must refer.
- You must not investigate.

3.2 Recognising Abuse

Types of Abuse

1. Children and Young People

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 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.

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

2. Adults

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.

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.

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.

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: 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.

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.

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.

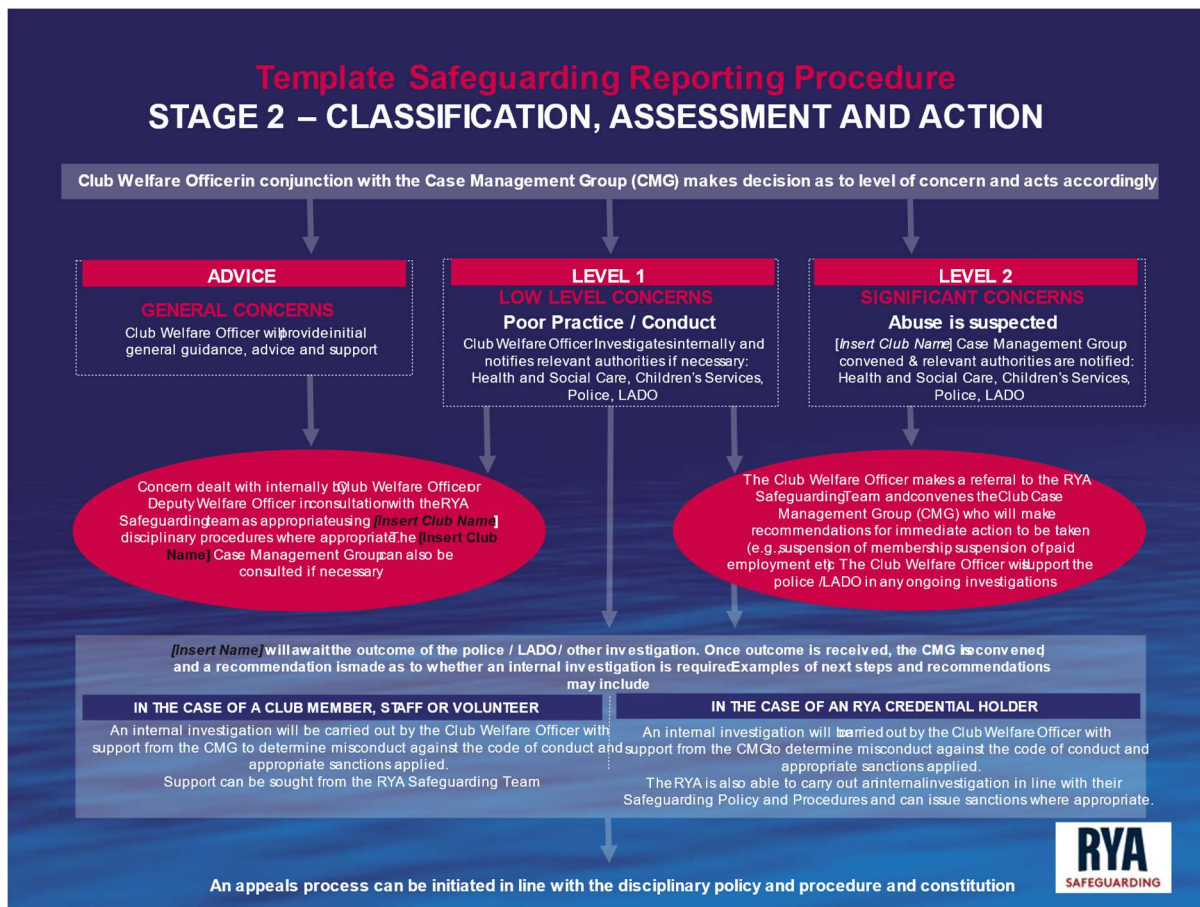
Safeguarding Legislation and Associated Policies

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

3.3 Reporting Procedures

Example Classification, Assessment and Action Flowchart



3.4 Contacts

See Appendix

3.5 Policy Statement on the Recruitment of people with a positive DBS disclosure

- As an organisation using criminal record checks processed through the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, LTSC complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.
- LTSC makes this policy on the recruitment of ex-offenders available to all DBS applicants at the outset of the recruitment process. Every subject of a criminal record check submitted to the DBS is made aware of the existence of the Code of Practice and a copy is made available on request.
- An application for a criminal record check is only submitted to the DBS after a thorough risk assessment has indicated that it is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts, and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

- LTSC aims to ensure that all present and potential participants, members, volunteers, and staff are treated fairly and on an equal basis, irrespective of their sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment, social status or offending background.
- LTSC actively promotes equality of opportunity for all with the right mix of talent, skills and potential, welcomes applications from a wide range of candidates and selects all candidates based on their skills, qualifications, and experience. LTSC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- LTSC can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate at either Standard or Enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), LTSC can only ask an individual about convictions and cautions that are not protected and will be disclosed on the DBS certificate.
- LTSC ensures that all those who are involved in the recruitment process have received appropriate guidance and training on the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974 and are aware that they can seek guidance from the RYA if required.
- LTSC ensures that an open and measured discussion takes place with the individual seeking the position on the subject of any offences or other matter that might be relevant, including any matter revealed on a DBS certificate, before withdrawing a conditional offer of employment. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

4 **References**

1. LTSC Data Protection and Privacy Policy [Privacy Policy | LTSC](#)
2. RYA Safeguarding and Child Protection Guidelines [Safeguarding Policies and Guidelines | About Us | Policies | RYA](#)
3. Working Together to Safeguard Children [Working together to safeguard children - GOV.UK \(www.gov.uk\)](#)
4. RYA Guidance: Changing Rooms - from LTSC Office

APPENDIX

Contacts:

If a child is in immediate danger of harm call 999.

LTSC Chief Instructor:

Geoff Havers

LTSC Child Welfare Officer Team:

Pamela Martin 07810 202825

Jane Homewood 07980 693348

Eve Blachford 07734 231908

Jan Martin 07771 621253

E-mail: ltscsafeguarding@gmail.com

The overall club verifier for DBS checks is:

The initiator For DBS checks is Jane Wild [Homewood]

Pamela Martin, Eve Blachford and Jan Martin are all verifiers.

Hampshire Multi-Agency Safeguarding Hub (MASH)

Tel office hours: 0300 555 1384

Tel other times: 0300 555 1373

NSPCC Helpline

Tel: 0808 800 5000

E-mail: help@nspcc.org.uk

Website: www.nspcc.org.uk

Childline

Tel: 0800 1111

Website: www.childline.org.uk

Social Care Services

Your local phone book or the website for your County Council or unitary local authority will list numbers for the Children and Families Services, generally with separate numbers for Children's Social Care and for the Emergency Duty Team (out of hours service).

Royal Yachting Association

Andrea Gates, Safeguarding Officer

RYA House, Ensign Way

Hamble, Southampton
Hampshire SO31 4YA
Tel: 02380 012796, Safeguarding option 1
E-mail: safeguarding@rya.org.uk
Website: www.rya.org.uk/go/safeguarding
Community text phone (for people with a hearing impairment): 07823 559018

Child Protection in Sport Unit (CPSU)

England#
E-mail: cpsu@nspcc.org.uk
Website: www.thecpsu.org.uk

MIND – mental health charity

Tel: 0300 123 3393
Text: 86463
E-mail: info@mind.org.uk
Website: www.mind.org.uk

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

Website: www.homeoffice.gov.uk/government/organisations/disclosure-and-barring-service

Sportscoach UK – provide Safeguarding and Protecting Children training

Website: www.sportscoachuk.org

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