



ROYAL SOLENT YACHT CLUB

Safeguarding Children and Adults at Risk of Abuse: Policy and Procedure

<u>Version 3</u>	<u>April 2025</u>
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Contents

About the Royal Solent Yacht Club (RSYC)	3
Safeguarding Policy statement.....	3
Safeguarding Governance and Accountabilities	4
RSYC Members Responsibilities	4
Staff /Volunteers Who Work Regularly with Children and/or Adults at Risk	5
Concerns.....	6
Definitions.....	7
FLOWCHART 1.....	8
FLOWCHART 2.	9
FLOWCHART 3.....	10
FLOWCHART 4.	11
APPENDIX 1a What is child abuse?	12
APPENDIX 1b What is abuse? (<i>In relation to adults at risk</i>).....	13
APPENDIX 2 RSYC Good Practice Guide.....	14
APPENDIX 3 RSYC Code of Conduct	15
APPENDIX 4 Parental Consent Form – Under 18 years	16
APPENDIX 5 RSYC Staff Attestation Form.....	19
APPENDIX 6 Royal Solent Yacht Club Staff Reference Request.	20

About the Royal Solent Yacht Club (RSYC)

The RSYC is a membership organisation that aims to encourage yachting, cruising, racing and other waterborne and on-shore activities. The RSYC clubhouse includes licenced bars and catering which are available to visiting yachtsmen and visitors from affiliated clubs and other RYA clubs.

The RSYC delivers comprehensive summer sailing and cruising programmes for members, and hosts a number of regattas, rallies, championships and nationals for a variety of classes and clubs. The RSYC is also an RYA Recognised Powerboat Training Centre; the majority of its trainees are adults. A limited number of sail training and open racing events involve children.

Safeguarding Policy statement

The RSYC is committed to safeguarding children and adults at risk from any form of abuse, whilst they participate in RSYC activities. We recognise that the safety, welfare and needs of the child are paramount and that safeguarding is the responsibility of everyone¹.

The RSYC recognises that any child or adult, irrespective of age, disability, ethnicity, religion or belief, sex, sexual or gender identity or social status, has a right to protection from discrimination and abuse. The RSYC takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training, it offers a safe and fun environment for everyone.

All members, employees, volunteers and contractors of the RSYC, should be aware of and abide by this policy.

This document sets out the RSYC approach to safeguarding, including:

- The RSYC's commitment to safeguarding;
- Key safeguarding principles;
- Safeguarding governance and accountabilities;
- Safeguarding procedures for all RSYC employees, members and volunteers.

This document should be read alongside:

- [RSYC Rules & Byelaws](#)
- RYSC Health and Safety Policy
- RSYC Recruitment Policy
- [RSYC Privacy Policy](#)

Copies of this Policy and Procedure are available on the Members Section of the RSYC website.

¹ **Safeguarding:** For children, is defined in [Working together to safeguard children](#), and for adults at risk within the [Care and support statutory guidance](#) issued under the Care Act 2014, as amended by the Health and Care Act 2022.

Safeguarding Governance and Accountabilities

ROLE	NAME	EMAIL	TELEPHONE
Safeguarding Lead	Nominated member of RSYC General Committee	lesleytregear@gmail.com	01983 760256
Designated Safeguarding Officer (DSO)	RSYC Secretary	secretary@royalsolent.org	01983 760256
Deputy DSO	RSYC Sailing Secretary	sailing@royalsolent.org	01983 760256
Welfare Officer	RSYC Head Boatman	boatman@royalsolent.org	01983 760256

The RSYC Safeguarding Lead is responsible for policy and procedure oversight, including:

- Ensuring that policy and procedures are current and enable the RSYC to carry out its safeguarding responsibilities effectively.
- Receiving and reviewing of all serious safeguarding incident forms and providing advice and guidance as necessary.

The Designated Safeguarding Officer (DSO) is responsible for:

- Receiving information regarding safeguarding concerns, providing advice and making referrals to adult and/or children's social care when a safeguarding referral is deemed necessary;
- Reporting to the RSYC Commodore any observations and/or findings concerning safeguarding that requires their attention, such as the need to bring disciplinary procedures against anyone working for or on behalf of the RSYC, or an allegation against a RSYC member that may require suspension of their membership.

The Deputy Designated Safeguarding Officer will undertake the role of DSO in their absence

RSYC Members Responsibilities

All members of the RSYC are requested to read and abide by this Policy, including the RSYC Good Practice Guidelines and RSYC Code of Conduct set out in Appendices 2a, 2b and 3 of this document.

Parents of children are required to provide written consent for their child to undertake an activity arranged by the RSYC (Appendix 4). Parents are responsible for safeguarding their dependent/s whilst on RSYC premises, including during joint adult and junior/youth racing or training events

Where junior/youth training or racing events organised by the RSYC are taking place, the event/training organiser will place a notice on the outside of the door of the changing rooms informing users that junior/youth events are taking place and will be using the facilities. Adult Members are requested not to enter the showers and/or changing rooms at these times and to use instead the disabled facilities. If using the changing rooms is unavoidable it is requested that Members are accompanied by another adult.

The taking of photographs/videos of children is permitted only with the prior written consent of the child's parent/carer (and child where appropriate); the only permitted identification, subject to consent of the parent/carer (and child where appropriate) being the child's name. Persons taking photographs/videos must be prepared to identify themselves if requested and state their purpose for photography/filming. Any concern about inappropriate or intrusive photography, or the inappropriate use of images should be reported to the RSYC DSO with individuals made subject to the following sanctions:

Disciplinary Action: Any member of the RSYC failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action in accordance with Club Rule 23.

Police notification: The conduct of a RSYC Member or other person towards a child, or adult at risk, which might amount to a criminal offence will be reported to the Police.

Staff /Volunteers Who Work Regularly with Children and/or Adults at Risk

The RSYC requires all employees, volunteers and contractors recruited to posts involving regular contact with children or adults at risk, to acquaint themselves with the Safeguarding Children and Adults at Risk Policy and Procedure and confirm in writing that they have read and will abide by, this Policy and Procedure (Appendix 5).

Subject to the level of contact with children and adults at risk whilst undertaking their work for RSYC, the above persons may be required to:

- Provide references (Appendix 6);
- Undertake a Disclosure and Barring Service (DBS) check. The level of this check i.e., basic, standard or enhanced, will be dependent on the regularity and nature of their contact with children and adults at risk;
- *If working with* adults at risk, undertake a Protection of Vulnerable Groups (PVG) check;

DBS and PVG checks will be accessed through the RYA.

Safeguarding Training: The DSO will assess and specify the training needs of those working with children or adults at risk on a case-by case basis, in recognition of the fact that these will differ depending on experience, previous training and role. Training will be completed within the first 3 months of joining the RSYC, and certification should be provided to the DSO. Anyone working with children or adults at risk, for, or on behalf, of the RSYC, must complete the required training and provide evidence of completion to the DSO prior to having any direct contact with children.

The following roles will require references and appropriate DBS/PVG checks and are required to undertake training as specified below:

ROLE	Level of safeguarding training	Level of DBS
RSYC Safeguarding Lead	3	Basic
Designated Safeguarding Officer (DSO)	3	Enhanced
Deputy DSO	3	Basic
Principal/Instructor of the RYA recognised Powerboat Training Centre	2	Enhanced
Head Boatman	2	Enhanced
Assistant Boatmen	2	Enhanced

All staff and volunteers undertaking safeguarding training are required to keep their knowledge and understanding up to date by attending refresher courses not less than once every 2 years.

The RSYC will seek written consent from parents/carers before taking photographs or videos of a child at an event or training session or publishing such images. If the RSYC publishes images of children, no identifying information other than names will be included.

Club Boatmen. Whenever the Club's boatmen are working at a Club run activity with children, for example during Dinghy Week, there will be a strict policy of a minimum of two boatmen per boat at all times.

When training is being given by a Club Boatman to members on the water and ashore, such as the RYA Powerboat Level One and Level two courses, any trainee under the age of 18 must be accompanied by a parent or carer at all times when in the company of the Club's Boatman.

Due to the demanding nature of the Boatman role, whether part time or full time, the minimum age requirement shall be 18 years.

Concerns

This section is primarily for the organisation's Designated Safeguarding Officer (DSO). However, safeguarding is the responsibility of everyone. The flowcharts below (1-4) show the procedures to follow if there are safeguarding concerns.

Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the RSYC DSO.

A complaint, concern or allegation may come from a number of sources: the child or adult at risk, their parent/carers, or someone else within the RSYC. It may involve the behaviour of one of the volunteers or employees, or something that has happened to the person outside the club. Vulnerable people may confide in someone they trust, in a place where they feel at ease.

If you have or receive a concern it is NOT your responsibility to decide whether it is poor practice or abuse, or to investigate further, BUT it is your responsibility to act on your concerns. If you are uncertain what to do at any stage, please contact the RSYC DSO, or if this is not possible and the concern is regarding a child, the NSPCC free 24-hour helpline 0808 800 5000.

In the case of an adult, the starting assumption must always be that they have the capacity to make a decision and have the right to do so. If there is an allegation or concern about an adult who has capacity, their consent must be obtained before any referral is made to adult social care, unless others are at risk of harm. No information should be given to the adult's family or carers without their consent. If the adult does not have capacity and is unable to give consent, a referral may be made and their family or carers informed, provided that they are involved in the individual's life and are not implicated in the allegation.

Always:

- Stay calm – ensure that the child/adult at risk is safe and feels safe
- Show and tell them that you are taking what you are told seriously
- Reassure them and stress that s/he is not to blame
- Be careful about physical contact, it may not be what s/he wants
- Be honest, explain that you will have to tell someone else to help stop the alleged abuse
- Make a record of what you have been told as soon as possible after the event using the child's/adult at risk's own words
- Follow RSYC safeguarding procedures.

Never:

- Rush into actions that may be inappropriate
- Make promises you cannot keep (e.g., you won't tell anyone)
- Ask leading questions
- Take sole responsibility – consult someone else (ideally the RSYC DSO or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

If you feel a child, or adult at risk is at immediate risk of harm, contact the police.

Definitions

Child or young person: Anyone who has not yet reached their 18th birthday;

Parent: Those with parental responsibility for any child involved in any RSYC activities;

Adult at risk: Anyone aged 18 years or over who is defined by the Care Act 2014 as an individual at risk of abuse or neglect because of their needs for care and/or support.

Employees: Anyone employed by the RSYC.

Members: Members of the RSYC.

Volunteers: Anyone volunteering for the RSYC, regardless of their role.

Contractors: Anyone contracted to undertake work on behalf of, or for, the RSYC.

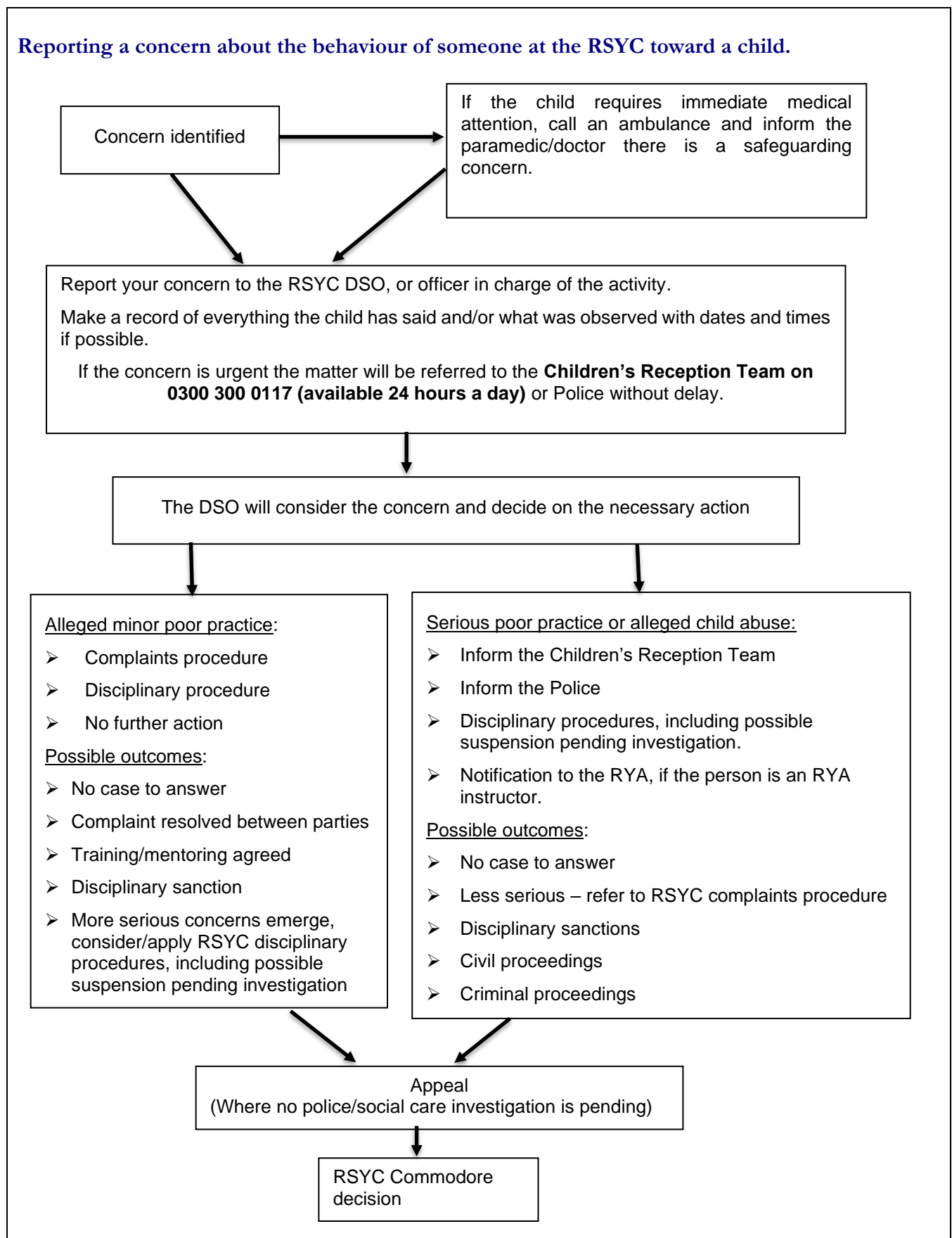
Abuse: Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. This abuse can take a variety of different forms, including sexual, physical, emotional abuse, neglect, or exploitation, or additionally, in the case of adults at risk, financial.

Abuse can take place in person, or online (Further detail of abuse can be found in Appendix 1a and 1b).

Regulated Activity: A job role, or part of a job role, or an activity, that involves regular contact with children. Or anybody working in an environment where children are present, in an unsupervised capacity.

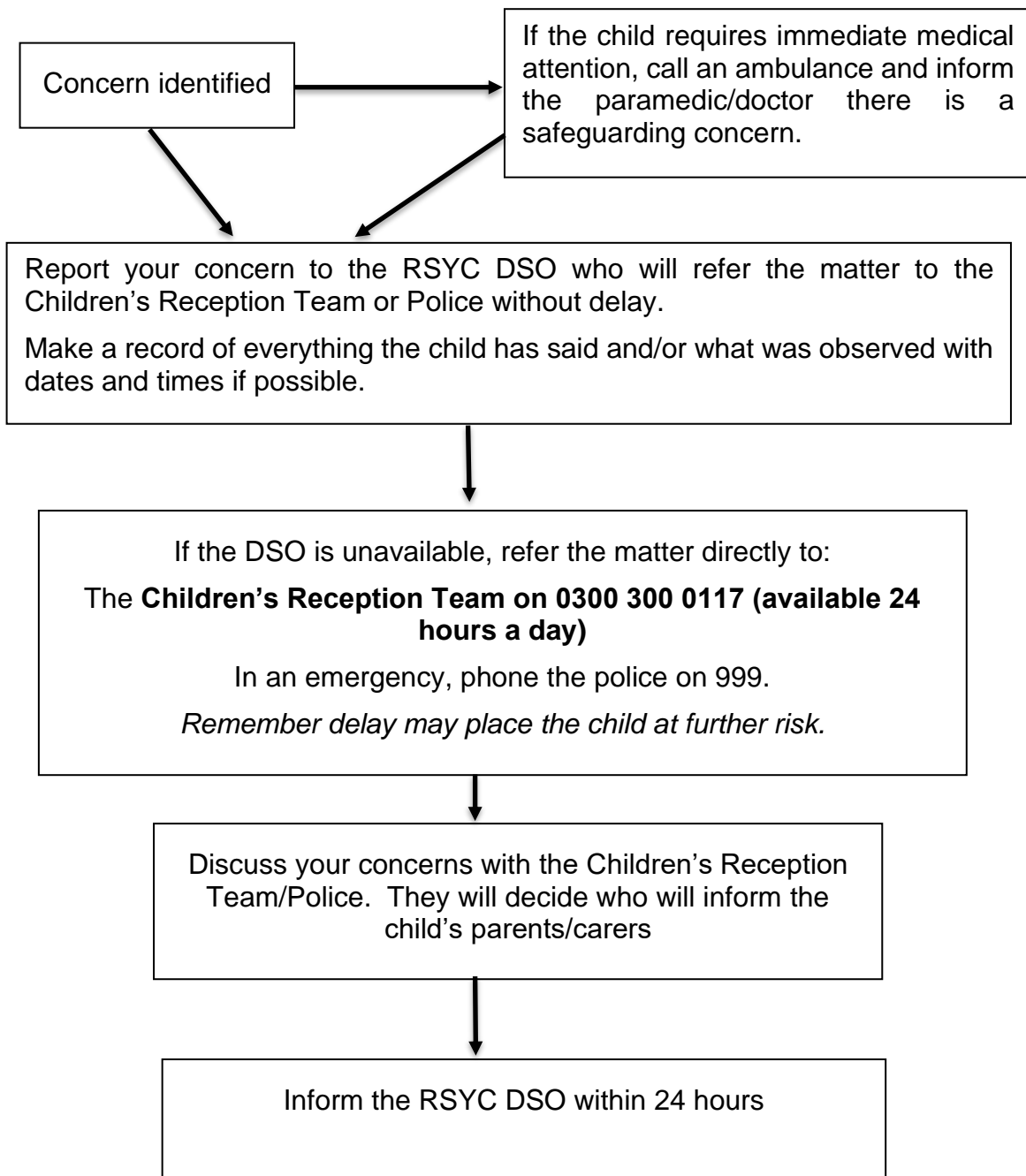
Safeguarding: For children, is defined in [Working together to safeguard children](#), and for adults at risk within the [Care and support statutory guidance](#) issued under the Care Act 2014, , as amended by the Health and Care Act 2022.

FLOWCHART 1.



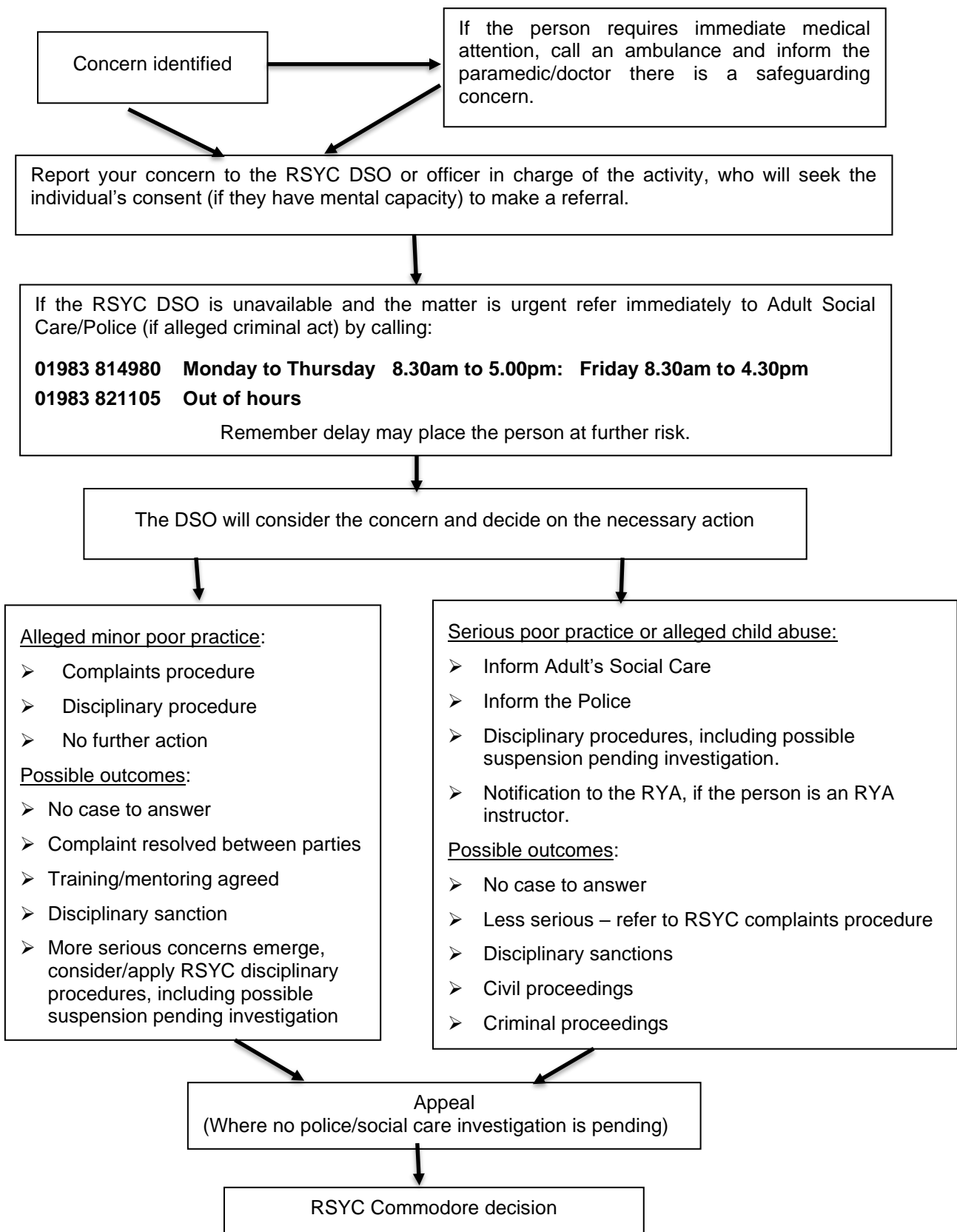
FLOWCHART 2.

Reporting a concern about a child outside the RSYC.

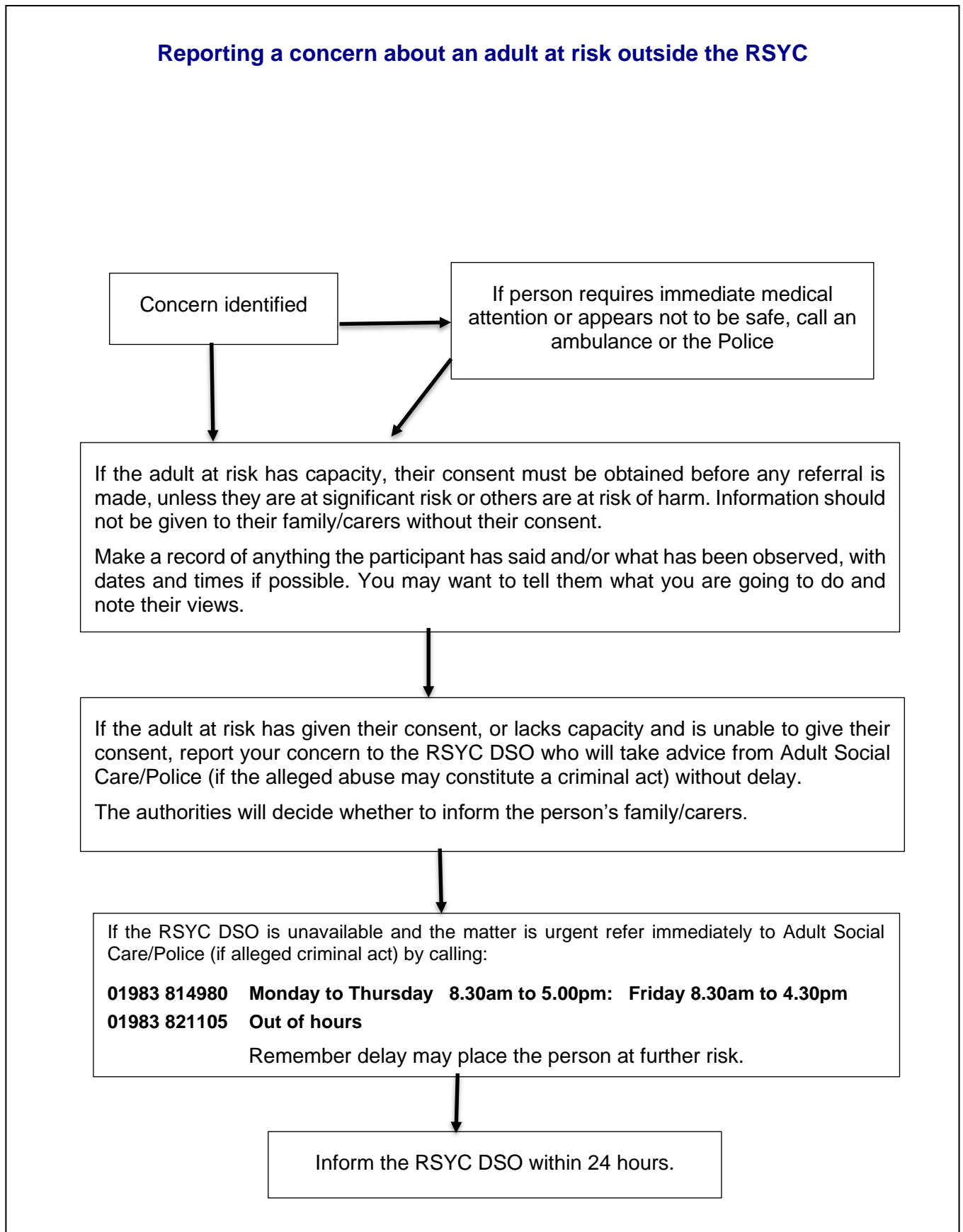


FLOWCHART 3.....

Reporting a concern about the behaviour of someone at the RSYC toward an adult at risk.



FLOWCHART 4.



APPENDIX 1a What is child abuse?

Based on the statutory guidance 'Working Together to Safeguard Children' 2018

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

Abuse takes many different forms including physical abuse, emotional abuse, sexual abuse (including child sexual exploitation), neglect and bullying.

Further information and examples of abuse can be found in the Glossary of 'Working Together to Safeguard Children'²

Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult the RSYC's DSO or the person in charge of the activity. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on their concerns.

² [Working Together to Safeguard Children 2018 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/682042/Working-Together-to-Safeguard-Children-2018.pdf)

APPENDIX 1b What is abuse? (In relation to adults at risk)

Based on the statutory guidance supporting the implementation of the Care Act 2014: Revised January 2022

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

The following is not intended to be an exhaustive list of types of abuse or exploitation but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern:

Physical abuse; domestic violence; sexual abuse; psychological abuse; financial or material abuse; discriminatory abuse; neglect and acts of omission; self-neglect; organisational abuse; modern slavery.

In addition, but not included in the Care Act 2014, are, bullying; hate crime; radicalisation.

Further information and examples of abuse can be found in the 'Safeguarding' section of the 'Statutory guidance supporting the implementation of the Care Act 2014'³

Recognising abuse

Patterns of abuse vary and include:

- Serial abusing in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse;
- Long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or
- Opportunistic abuse such as theft occurring because money or valuable items have been left lying around.

Signs and indicators that may suggest someone is being abused or neglected include:

- Unexplained bruises or injuries – or lack of medical attention when an injury has occurred;
- Someone losing or gaining weight, or an unkempt appearance;
- A change in behaviour or confidence;
- Self-harming;
- A person's belongings or money go missing;
- The person is not attending, or no longer enjoying, their sessions;
- A person has a fear of a particular group or individual;
- A disclosure – someone tells you or another person that they are being abused.

³ [Care and support statutory guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/statutory-guidance/care-act-2014-statutory-guidance)

APPENDIX 2 RSYC Good Practice Guide

This guide covers the essential points of good practice when working with children, young people or adults at risk

Always communicate clearly, in whatever way best suits the individual, and check their understanding and expectations.

You should:

- Avoid spending any significant time working with children, or adults at risk in isolation;
- Do not take children alone in a car, however short the journey; **similarly, do not do so with adults at risk unless you are certain that the individual has the capacity to decide to accept a lift;**
- Do not take children or adults at risk to your home as part of RSYC activity;
- Where any of the above are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the RSYC and the child's/adult at risk's parents;
- Design training programmes that are within the ability of the individual;
- If the individual 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, make sure you are in full view of others, preferably another adult;
- Restrict communications with children/adults at risk via mobile phone, e-mail or social media to group communications about RSYC matters. If it is essential to send an individual message, copy it to the individual's parent/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 or adults at risk;
- Make sexually suggestive comments to an individual, 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 individuals, particularly if they are very young or have a physical or learning disability. These tasks should only be carried out with the full understanding and consent of the individual (where possible) and their parents/carers.

In an emergency situation which requires this type of help, the parents of a child, should be fully informed, as should the parent of an adult at risk who lacks capacity to give consent. In such situations it is important to ensure that any adult present is sensitive to the individual and undertakes personal care tasks with the utmost discretion.

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.

APPENDIX 3 RSYC Code of Conduct

The RSYC wants everyone to enjoy their sport and improve performance. Those involved in club activities must show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the RSYC/class

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

Participants

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the RSYC/class or its members

Parents

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the RSYC or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for your child's safety and conduct in and around the event/venue.

Coaches, Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people and adults at risk
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and RSYC/class guidelines, policies and Codes of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform the RSYC DSO, or the person in charge of the activity.



RSYC PARENTAL CONSENT FORM
(for participants under 18 years).

Please complete all sections in Block Capitals

Participant's details

First name	Surname/family name
Home Address	
Date of birth	Age

Parent/person with legal responsibility

First name	Surname/family name
Relationship to child	
Home Number	
Mobile Number	

Alternative Emergency Contact:

First name	Surname/family name
Relationship to child	
Contact number during RSYC activity sessions	

Optional clause to be used where event organisers require a responsible adult to remain on site during the event.

Supervision

I will be responsible for my child throughout the Event. I will be available at the Event venue

☐

OR

I appoint the person named below, who has agreed to act in loco parentis.
S/he will be responsible for my child throughout the event.

☐

Name of person appointed in loco parentis

Mobile No.

Medical information

It is your responsibility to make known to the event facilitator/trainer any disability/medical condition that may affect your child during the activity, and any medication they may require.

This information will be shared with those responsible for supervising the activity.

Has your child ever suffered from any of the following conditions: Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes?		YES / NO
If YES please provide details, including any specific medical advice to be followed in an emergency:		

Is your child currently taking any medication?	YES / NO
If YES please specify:	
When did your child last have a tetanus vaccination?	Year:

Is your child currently suffering/recovering from any injuries which may affect their participation in the activity?	YES / NO
If YES please provide details:	

Is your child vegan/vegetarian?	YES / NO
Does your child have any food allergies?	YES / NO
If YES please provide details:	

Does your child have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)?	YES / NO
If YES please provide details:	

Declaration of parent or person with legal responsibility

I the parent/carer of hereby acknowledge that I have read the attached entry form and that I fully understand them. I have explained them to my child, who understands and agrees to abide by them.

Medical consent

I give permission to the organisers of activities during the period (dates of event) to administer any relevant treatment or medication to the above-named participant when or if necessary.

In an emergency situation I authorise the organisers to take my child to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Consent for use of images

I grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event. I understand that: the only permitted identification of the child will be by name; persons taking photographs/videos must be prepared to identify themselves if requested and state their purpose for photography/filming.

Any concern about inappropriate or intrusive photography or the inappropriate use of images should be reported to the RSYC Designated Safeguarding Officer: secretary@royalsolent.org

I agree to notify the organisation of any relevant changes in my child's circumstances.

I confirm that my child is not under a court order.

Signed: (participant)

Signed: (parent/carer).....

Name: (please print)..... Date:.....

APPENDIX 5 RSYC Staff Attestation Form.

RSYC STAFF ATTESTATION FORM

I, (name)

RSYC (Please provide role title) confirm that I have read and will abide by, the RSYC Safeguarding Children and Adults at Risk Policy and Procedure and undertake any specified safeguarding training as required by the RSYC.

Signed:

Name (please Print):

Date:

Appendix 6 Royal Solent Yacht Club Staff Reference Request (for safeguarding).

STRICTLY CONFIDENTIAL - EMPLOYMENT REFERENCE

Name) _____ has expressed an interest in working with the Royal Solent Yacht Club in the role of *(position to be inserted)* and has given your name as a referee.

This role involves substantial access to children and/or adults at risk. We are required to know if there are any reasons to be concerned about this applicant being in contact with children or adults at risk. If you agree to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of the applicant's suitability, should they be offered the role.

We would appreciate you being candid, open and honest in your evaluation of this person. How long have you known this person? In what capacity? What attributes does this person have which would make them suitable for this role?

Please rate this person on the following (please tick one box for each question):

	Poor	Average	Good	Very good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Commitment					
Energy					
Trustworthiness					
Reliability					

Do you have any reason at all to be concerned about this applicant being in contact with children/adults at risk? YES / NO If you answer 'Yes' we will contact you in confidence.

Name: (please print) Signed:

Date:

Tel. No.

Please return this form, marked 'Strictly Confidential- Employment Reference' to:

Secretary, Royal Solent Yacht Club, Yarmouth, Isle of Wight PO41 0NS; secretary@royalsolent.org