

**Nottinghamshire County  
Sailing Club  
Safeguarding Policy**

## AMENDMENT SHEET

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## **POLICY STATEMENT**

1.1 This policy is based on the RYA Safeguarding and Child Protection Policy and Guidelines for clubs, class associations & recognised training centres (updated FEB20) and Safeguarding Adults Policy and Guidelines for RYA affiliated clubs, class associations and organisations and recognised training centres (version 5 FEB20)

1.2 Nottinghamshire County Sailing Club (NCSC) is committed to safeguarding children taking part in club activities from physical, sexual or emotional harm, neglect or bullying. We recognise that the safety, welfare and needs of children are paramount and that any child, irrespective of age, disability, race, religion or belief, gender, sexual or gender identity or social status, has a right to protection from discrimination and abuse.

1.3 NCSC is also committed to safeguarding adults at risk taking part in club activities from physical, sexual, psychological, financial or discriminatory abuse or neglect and in a similar manner, we also recognise that everyone, irrespective of age, disability, gender reassignment, race, religion or belief, gender, sexual orientation, pregnancy and maternity, marriage or civil partnership or social status, has a right to protection from discrimination and abuse.

1.4 NCSC takes all reasonable steps to regularly review the safeguarding procedures and practices in the light of experience and will take into account legislative, social or technological changes

1.6 NCSC will ensure that, through safer recruitment, appropriate operating procedures and training, it offers a safe and fun environment to children and adults at risk whilst they take part in club events and activities. All participants will be treated with dignity and respect.

1.7 For the purposes of this policy anyone under the age of 18 is considered as a child and adults at risk are classed as anyone aged 18 or over who are defined by the Care Act 2014 as an 'Adult at Risk' and thus in need of care or support, because of those needs and an inability to safeguard themselves at all times.

1.8 This policy applies to all NCSC instructors, coaches, officials, members & volunteers.

1.9 NCSC management recognises that safeguarding children and adults at risk is the responsibility of everyone, not just those working directly with them and will therefore ensure all members of the Club are aware of this policy.

1.10 The child's and adult's at risk experience of the sport is our priority. We will create a safe and welcoming environment, both on and off the water, where children and other participants can have fun and develop their skills and confidence. We will treat all children and other participants with respect, celebrate their achievements and listen to their views and experiences

1.11 All Club officials and volunteers whose role brings them into regular contact with young people and adults at risk will be asked to provide references. The Club Welfare Officer and those regularly instructing, coaching or supervising young people and adults at risk will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check as appropriate.

1.12 All members of the Club should follow the good practice guidelines (see Annex D) and agree to abide by the Club Policy. Those working or volunteering with children or adults at risk should be aware of the guidance on recognising abuse (see Annex C).

1.13 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.

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

1.15 Anyone who is concerned about the welfare of a child or adult at risk, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the Reporting Procedure (see Part 5) and respond swiftly and appropriately to all complaints and concerns about poor practice or suspected abuse, referring to external agencies as necessary

1.16 Any member of the Club failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action under item 11 of the NCSC Constitution.

1.17 Although many of the good practice guidelines and principles to be followed when safeguarding children also apply to adults, there is a key difference. In the case of a child, there is a clear duty to act if we suspect that the child has been harmed or is at risk of harm. 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, unless others are at risk of harm. No information should be given to the adult's family or carers without their consent.

1.18 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. (See Definition of Capacity in Annex A)

1.19 It is the policy of NCSC that all participants, coaches, instructors, officials, parents and volunteers 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 club. The aim is for all participants to enjoy their sport and to improve performance.

1.20 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.

1.21 If you are concerned that someone is not following this policy, you should inform the NCSC Welfare Officer or the person in charge of the activity.

**Ken Twemlow**  
**Commodore**  
**NCSC**

**January 2025**

## **2. RESPONSIBILITIES**

**2.1 CLUB WELFARE OFFICER: Barry Saunders**  
**01476 579895 / 07837 419469**  
**janbar4@aol.com**

**2.1.1** The Welfare Officer is responsible to the Commodore for:

- Maintaining a current safeguarding policy
- Maintain a current risk assessment with suitable control measures / procedures
- Ensuring that relevant staff and/or volunteers are aware of, and follow the control measures / procedures
- Implementing a safe recruitment procedure
- Advising the executive committee on safeguarding and child protection issues
- Maintaining contact details for local Adult Social Care Services, Children's Services and the Police

**2.1.2** If there is a concern related to safeguarding the Welfare Officer should:

- Be the first point of contact for any concerns or allegations, from children, adults at risk, Carers or others ensuring that confidentiality is maintained in all cases
- Decide on the appropriate action to be taken, in line with NCSC's procedures and in conjunction with the Commodore
- Keep the RYA informed as necessary.

### **NOTE:**

**It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006:**

- **For a Barred individual to work in Regulated Activity/Regulated Work**
- **For an organisation to knowingly allow someone who has been Barred, to work in Regulated Activity/Regulated Work, and**
- **for an organisation to fail to make a referral to the Disclosure and Barring Service if they have dismissed someone from Regulated Activity/Regulated Work for harming a child or vulnerable adult or placing them at risk of harm, or would have dismissed them if they had not resigned.**

## **2.2 COACHES, INSTRUCTORS, OFFICIALS AND VOLUNTEERS**

**2.2.1 Coaches, Instructors, Officials and Volunteers should:**

- 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 all 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 or vulnerable people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with youngsters or adults at risk
- Communicate clearly with parents, carers and participants
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies
- Holders of RYA Instructor and Coach Qualifications must also comply with the RYA Code of Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.
- Determine the need for all instructors to complete a DBS check

## **2.3 PARENTS / CARERS**

### **2.3.1 Parents / Carers should:**

- Support your child or adult at risk in their involvement and help them enjoy their sport
- Help your child or adult at risk to recognise good performance, not just results
- Never force your child or adult at risk to take part in sport
- Never punish or belittle a child or adult at risk for losing or making mistakes
- Encourage & guide your child or adult at risk to accept responsibility for their own conduct & 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 club or event organisers of relevant medical information
- Ensure that your child or adult at risk wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for the safety & conduct of your child or adult at risk in & around the clubhouse / event venue

## **2.4 PARTICIPANTS including OTHER CHILDREN**

### **2.4.1 Youngsters & adults at risk including sailors, windsurfers and power-boaters should:**

- 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 club or its members

## **2.5 REMAINING CLUB MEMBERS including OTHER ADULTS**

### **2.5.1 Remaining Club members including other adults should:**

- Avoid unnecessary physical contact with young or vulnerable people
- Follow RYA and club/class guidelines and policies
- Not 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.
- Ensure they have written consent from parents/carers before taking photos or video of a child / adult at risk at an event or training session or publishing such images. Club members should be prepared to identify themselves if requested and state their purpose for photography/filming.

### **3. RECRUITMENT (revised DEC24)**

3.1 All applications, whether for paid or voluntary work, will be subject to an appropriate level of scrutiny. The level of checking will be proportionate to the role and the level of risk involved and in line with relevant statutory requirements i.e. the risk will depend on the length of regular contact with the same child or children and adults at risk, whether the person is in sole charge of children or adults at risk with no parents / carers or other adults present, and/or in a role involving authority and trust, such as an instructor or coach.

3.2 NCSC will check the following if they are involved with activities related to children or adults at risk:

- New applicants for paid staff and/or volunteers
- Current paid staff and/or volunteers
- Those with specific responsibilities e.g. instructors, coaches, Welfare Officer or anyone who regularly helps with activities involving children or vulnerable adults

3.3 The level of check may include the following (as required):

- References
- Self-declaration
- Request a Criminal Records Disclosure
- Enhanced Criminal Records Disclosure (and Barred List check where the role meets the published criteria published by the DBS).

3.4 NCSC will ensure the competence of those either applying for or currently working with children and adults at risk by:

- Providing applicants with a clear job or role description so that they understand what the work involves
- List the key qualifications, skills, experience and qualities expected
- Check that they hold an appropriate and valid RYA instructor certificate, coach qualification or powerboat / safety boat certificate if required
- Provide an induction, training, mentoring or supervision to cover any areas where they may lack experience or confidence including NCSC's operating procedures.

3.5 As the role involves contact with children and adults at risk, NCSC will if considered appropriate:

- Ask them to provide information about their past career or relevant experience
- Ask their reasons for leaving earlier posts, or moving area, and make sure there are no unexplained gaps in their career history
- Explore their experience of and attitude towards working with children or adults at risk
- Take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with children or adults at risk and make the nature of the work clear to the referees.

3.6 If the role involves regularly training or supervising children or adults at risk or is a position of trust or authority over the welfare of children or adults at risk and eligible for a Criminal Records check, NCSC will:

- First ask the applicant to complete a self-declaration form. (Although they might make a false declaration, the fact that NCSC has this procedure in place may deter anyone with a criminal record related to their suitability to work with children or adults at risk from proceeding any further).
- Before confirming their appointment, ask the applicant to apply for an Enhanced Criminal Records Disclosure (with Barred List check if appropriate).



3.7 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, Nottinghamshire County Sailing Club (NCSC) complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

3.8 NCSC 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.

3.9 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.

3.10 NCSC 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 as reflected in the NCSC Equality Policy Statement.

3.11 NCSC 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. NCSC undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

3.12 NCSC can only ask an individual to provide details of convictions and cautions that NCSC 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), NCSC can only ask an individual about convictions and cautions that are not protected and will be disclosed on the DBS certificate.

3.13 NCSC 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.

3.14 NCSC 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.

**NOTE 1: Organisations affiliated to or recognised by the RYA can access the DBS processes through the RYA which is a registered Umbrella/ Intermediary Body. The service is free for volunteers. A fee is payable to the DBS in the case of paid staff. Current information is available from the RYA website [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding) or contact [disclosure@rya.org.uk](mailto:disclosure@rya.org.uk) DBS checks should only be used in conjunction with other checks listed above and not relied on in isolation. A clear Disclosure is not a guarantee that the applicant has never done anything wrong, it only shows whether or not they have been caught.**

**NOTE 2: Although it is not a legal requirement for NCSC to ask their staff or volunteers to apply for Disclosures, it is an offence to allow someone to undertake regulated activity/work if they have been barred from working with the relevant vulnerable group. There is a risk that determined known offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors. If groups from local schools come to NCSC, a school or Care facility may request that NCSC check our instructors or volunteers so that they are subject to the same level of scrutiny as the children's or vulnerable adult's teachers / carers.**

**NOTE 3: An individual is only eligible to apply for an Enhanced Disclosure, which will disclose their 'spent' as well as their 'unspent' record, if they will be in a position listed under the exceptions to the Rehabilitation of Offenders Act 1974, i.e. one that involves regularly teaching, training, instructing, caring for or supervising persons under 18. They can only be required to apply for the additional Barred List check if they will be undertaking 'regulated activity' with children or vulnerable adults as defined under the Safeguarding Vulnerable Groups Act 2006, amended by the Protection of Freedoms Act 2012.**

**NOTE 4: All personal information, including Disclosure information, will be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children and vulnerable adults, in accordance with the DBS and the NCSC Data Privacy Policy.**

## **4. TRAINING**

4.1 All staff or volunteers working with children and adults at risk must undertake safeguarding training appropriate to their role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development.

**NOTE 1:** The RYA has a number of Tutors accredited by UK Coaching to deliver a three-hour basic awareness workshop ‘Safeguarding and Protecting Children’ to RYA clubs and centres in England. Any club or centre interested in running a workshop for 10-20 people should contact the RYA’s Safeguarding Officer on 023 8060 4226, [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk).

**NOTE 2:** The RYA has developed an online safeguarding awareness course ‘Safe + Fun’ which is available through more than 60 RYA Training Centres. To find a centre, use the ‘Where’s my nearest’ function on the RYA website. It is a mandatory requirement for those intending to qualify as RYA Instructors, Senior Instructors or Racing Coaches to complete the online course prior to their Instructor or Coach course. The course is also available to anyone wishing to gain a basic awareness of safeguarding issues, or to refresh their knowledge.

**NOTE 3:** A further online module for Club Welfare Officers is also available. Contact the RYA Safeguarding Officer at [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk) or 023 8060 4226 to enrol

## 5. REPORTING ABUSE

5.1 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 Officer immediately, in strict confidence. The Club Welfare Officer will follow the attached procedures (see Flowcharts 1 and 2). Any member of the Club failing to comply with the Safeguarding policy or any relevant Codes of Conduct may be subject to disciplinary action under item 11 of the NCSC Constitution.

4.2 If there are concerns about abuse taking place in a vulnerable person's home, talking to their carers might put them at greater risk. If you cannot talk to the carers, contact the Welfare Officer or the Commodore. It is this person's responsibility to make the decision to contact Adult Social Care Services. It is **NOT** their responsibility to decide if abuse is taking place, **BUT** it is their responsibility to act on your concerns.

4.3 Social care professionals involved in taking decisions about adults at risk must take all of the circumstances into account and act in the individual's best interests. **You are not expected to be able to take such decisions.**

4.4 The following six principles inform the way in which professionals and other staff in care and support services and other public services in England and Wales work with adults:

- **EMPOWERMENT** : People being supported & encouraged to make their own decisions & informed consent
- **PREVENTION** : It is better to take action before harm occurs
- **PROPORTIONALITY** : The least intrusive response appropriate to the risk presented
- **PROTECTION** : Support & representation for those in greatest need
- **PARTNERSHIP** : Local solutions through services working with their communities. Communities have a part to play in preventing, detecting & reporting neglect & abuse
- **ACCOUNTABILITY** : Accountability & transparency in delivering safeguarding.

## 6. ANNEX A: DEFINITIONS:

<b>A Child</b>	The Children Act 1989 defined any person under the age of 18 as a 'child'. In this document and in day to day communications the terms 'children' and 'young people' are both used, recognising that older teenagers may prefer not to be referred to as 'children' although they are still children in the eyes of the law.
<b>Adult at Risk</b>	Many of the safeguarding principles also apply to 'adults at risk', but the categories of abuse and the statutory procedures to be followed in the case of a concern are different.
<b>Mental capacity</b>	<p>Refers to the ability to make a decision at a particular time. The term 'lacks capacity' means that a person is unable to make a particular decision or take a particular action for themselves at a particular point in time – although they may still be able to express an opinion or preference or take a less complex decision. Under the Mental Capacity Act 2005 a person lacks capacity to make a decision if they have an 'impairment of or disturbance in the function of their mind or brain' (either temporary or permanent), and as a result they cannot do one or more of the following:</p> <ul style="list-style-type: none"><li>• Understand the information relating to this particular decision (including its benefits and risks)</li><li>• Retain the information for long enough to make this decision</li><li>• Weigh up the information involved in making this decision</li><li>• Communicate their decision in any way.</li></ul> <p>The Act also states that:</p> <ul style="list-style-type: none"><li>• A person is not to be treated as unable to make a decision unless all practical steps to help him/her to do so have been taken without success</li><li>• A person is not to be treated as unable to make a decision merely because he/she makes an unwise decision</li><li>• An act carried out or decision made, for or on behalf of a person who lacks capacity must be undertaken, or made, in their best interests</li><li>• Before the act is carried out, or the decision is made, regard must be paid to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action.</li></ul>

## 7. ANNEX B: TYPES OF ABUSE

7.1 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.

7.2 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** - may involve adults or other children inflicting physical harm:
  - Hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
  - Giving children or vulnerable adults alcohol, inappropriate drugs or misuse of medication
  - A parent or carer fabricating the symptoms of, or deliberately inducing illness in a child
  - In sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body
  - Assault, hitting, slapping, pushing, restraint, or inappropriate physical sanctions.
- **DOMESTIC VIOLENCE** – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence. This won't happen at NCSC, but there could be concerns about a participant's home situation
- **SEXUAL ABUSE** - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjections to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which an adult has not consented or was pressured into consenting.
- **SEXUAL ABUSE of CHILDREN** - Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:
  - Physical contact (e.g. kissing, touching, masturbation, rape or oral sex)
  - Involving children in looking at, or in the production of, sexual images
  - Encouraging children to behave in sexually inappropriate ways or watch sexual activities
  - Grooming a child in preparation for abuse (including via the internet)
  - Sport situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power and position of trust over young people.
- **CHILD SEXUAL EXPLOITATION** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (e.g. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.
- **PSYCHOLOGICAL or EMOTIONAL ABUSE** is the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the child or vulnerable adult's emotional development. It may involve:
  - Conveying to them that they are worthless, unloved or inadequate
  - Not giving them opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
  - Imposing expectations which are beyond their age or developmental capability

- Overprotection and limitation of exploration and learning, or preventing them from participating in normal social interaction
- Allowing them to see or hear the ill-treatment of another person
- Serious bullying (including cyber bullying), causing them frequently to feel frightened or in danger
- The exploitation or corruption of them
- Emotional abuse in sport might also include situations where parents, carers or coaches subject them to constant criticism, bullying or pressure to perform at a level that they cannot realistically be expected to achieve.
- Threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal from services or supportive networks. In a club context this might include excluding a member from social activities.

• **FINANCIAL OR MATERIAL ABUSE** - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. People with learning disabilities or dementia are particularly vulnerable to this type of abuse. An example might be encouraging someone to book and pay for training courses that are inappropriate for their level of ability, or to purchase sailing clothing or equipment they don't need.

• **DISCRIMINATORY ABUSE** - including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

• **NEGLECT AND ACTS OF OMISSION** - including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating; or in a water-sports context, failing to ensure that the person is adequately protected from the cold or sun or properly hydrated while on the water.

• **NEGLECT & CHILDREN** - is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision
- Ensure access to appropriate medical care or treatment
- Respond to a child's basic emotional needs
- Neglect in a sport situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

• **SELF-NEGLECT** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Self-neglect might indicate that the person is not receiving adequate support or care, or could be an indication of a mental health issue such as depression

• **ORGANISATIONAL ABUSE** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation

• **MODERN DAY SLAVERY** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Not included in the Care Act 2014 but also relevant:

● **BULLYING** (including ‘cyber bullying’ by text, e-mail, social media etc.) - may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may be another vulnerable person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability - or for belonging to a different race, faith or culture. . Bullying can include:

- Physical pushing, kicking, hitting, pinching etc.
- Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- Posting of derogatory or abusive comments, videos or images on social network sites
- Racial taunts, graffiti, gestures, sectarianism
- Sexual comments, suggestions or behaviour
- Unwanted physical contact.

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

● **MATE CRIME** – a ‘mate crime’ as defined by the Safety Net Project is ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual’. Mate Crime is carried out by someone the adult knows. There have been a number of serious cases relating to people with a learning disability who were seriously harmed by people who purported to be their friends.

● **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.

● **EXTREMISM** goes beyond terrorism & includes people who target the young & vulnerable by seeking to:

- sow division between communities on the basis of race, faith or denomination;
- justify discrimination e.g. toward women and girls;
- persuade others that minorities are inferior;
- argue against the primacy of democracy and the rule of law in our society.

**7.3 CHILD ABUSE** - (From 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.



## **8. ANNEX C: RECOGNISING ABUSE (Statutory guidance supporting the Care Act 2014)**

### **8.1 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.

### **8.2 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.

**8.3** 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 (some of which are similar to those found in adults) 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 (e.g. 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 (e.g. 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.

**8.4** 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.

**8.5** If you are concerned 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 NCSC Welfare Officer or the Commodore. 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 your concerns

## **9. ANNEX D: GOOD PRACTICE FOR INSTRUCTOR'S, COACHES AND VOLUNTEERS**

9.1 All members of the Club should follow the good practice guidelines and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with young people or adults at risk should be aware of the guidance on recognising abuse.

9.3 This guide covers the essential points of good practice when working with children and adults at risk. You should:

- Avoid spending any significant time working with children or adults at risk in isolation
- Not take children or adults at risk alone in a car, however short the journey
- Not take children or adults at risk to your home as part of NCSC's activities
- Where any of the above are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of NCSC or the parents of children or carers of adults at risk
- Design training programmes that are within the ability of the individual child
- 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 or adults at risk 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 parents or carers of a child or an adult at risk.

9.4 You should never:

- Engage in rough, physical or sexually provocative games
- Allow or engage in inappropriate touching of any form
- Allow children or adults at risk to use inappropriate language unchallenged, or use such language yourself when with them
- Make sexually suggestive comments to a child or adult at risk, 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 or adults at risk can do for themselves.

9.5 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 or adult at risk (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents or carers 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.

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

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

## **10. ANNEX E: USEFUL CONTACTS (revised FEB20)**

**NSPCC 24 hour free helpline:** 0808 800 5000; E-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk) Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

**Childline 24 hour free helpline:** 0800 1111; Website: [www.childline.org.uk](http://www.childline.org.uk)

**MIND** Tel: 0300 123 3393; Text: 86463; E-mail: [info@mind.org.uk](mailto:info@mind.org.uk) Website: [www.mind.org.uk](http://www.mind.org.uk)

**Notts. Social Care Services:** Children & Families: 0115 804 1248; email: [early.help@nottscs.gov.uk](mailto:early.help@nottscs.gov.uk)  
**Emergency out of hours No.:** 0300 456 4546

**RYA Safeguarding and Equality Manager:** RYA House, Ensign Way Hamble Southampton SO31 4YA  
Tel: 023 8060 4104; E-mail: [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk); Website: [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

**Child Protection in Sport Unit (CPSU)** Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)  
England Tel: 0116 366 5580 E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

**Disclosure & Barring Service (DBS)** – RYA is Registered Body  
Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

**UK Coaching – provide Safeguarding and Protecting Children training;** Website: [www.ukcoaching.org](http://www.ukcoaching.org)

**Ann Craft Trust** (disabled children & adults). Tel: 0115 951 5400;  
Website: <http://www.anncrafttrust.org/safeguarding-adults-sport-activity/>

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

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

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

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

**SCOPE** – disability equality charity (England and Wales) Tel: 0808 800 3333 E-mail: [helpline@scope.org.uk](mailto:helpline@scope.org.uk)  
Website: [www.scope.org.uk](http://www.scope.org.uk)

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

**UK Coaching** Provide training on coaching people with disabilities Website: [www.ukcoaching.org](http://www.ukcoaching.org)

# 11. ANNEX F: APPLICATION FORM for WORK WITH CHILDREN & ADULTS AT RISK

APPLICATION FORM (Rev.Apr2018)	
Application for the Post / Role of:	

Personal Details					
Title		Surname		Other Names	
Contact Details					
Address					
Tel. No. (w)		Tel. No. (h)		Tel. No. (m)	
Email (w)			Email (h)		
Please state if you do not wish to be contacted at work:					

Training and Qualifications applicable to post or role (e.g. Academic and/or vocational; RYA or other qualifications relevant to the role)							
Do you hold a valid UK driving licence?			<table border="1"> <tr> <td>YES</td> <td></td> <td>NO</td> <td></td> </tr> </table>	YES		NO	
YES		NO					

Summary of Past Experience
Please state the name of organisation, position held, dates and a brief description of responsibilities and duties (continue on separate sheet if required)
Please state how you think your skills and experience match the requirements of this role and give your reasons for applying
Other relevant information e.g. recreational interests, hobbies, voluntary or community work

<b>Criminal record</b>
Having a criminal record will not necessarily bar you from working with us. This will depend on the position applied for and the nature of your offence. If you are applying for a position involving regular contact with children or vulnerable adults you will be required, at the offer stage, to apply for an Enhanced Criminal Records Disclosure, with Barred List check if relevant

<b>References</b>	
Please give names and addresses of two people who can be asked to provide a reference. At least one should have first-hand knowledge of your previous work with children or adults at risk (as appropriate). References from relatives will not be accepted. Please indicate if you do not want us to contact any of your referees before interview or before an offer of employment.	
<b>Referee 1</b>	
<b>Name:</b>	<b>Address:</b>
<b>Email:</b>	<b>Tel. No.</b>
Capacity in which known to you:	
<b>Referee 2</b>	
<b>Name:</b>	<b>Address:</b>
<b>Email:</b>	<b>Tel. No.</b>
Capacity in which known to you:	

<b>Data Protection</b>
In order to recruit to this role Nottinghamshire County Sailing Club (NCSC) will process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. All personal data will be handled in accordance with NCSC's Data Privacy Policy which can be found at <a href="http://www.ncsc.org.uk">www.ncsc.org.uk</a>

<b>Applicant's Declaration</b>	
I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.	
<b>Signature:</b>	<b>Date:</b>

## 12. ANNEX G: REFERENCE REQUEST FORM for WORK with CHILDREN & ADULTS at RISK

### REFERENCE FORM (Rev. Apr2018)

**Note: A reference is personal data and the subject is entitled to request a copy from the recipient**

(Name) has expressed an interest in working with Nottinghamshire County Sailing Club (NCSC) in the role of (position) and has given your name as a referee. This role involves substantial access to children and/or adults at risk. As an organisation committed to safeguarding the welfare of participants, we are anxious to know if there are any reasons to be concerned about this applicant being in contact with vulnerable people.

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 or vulnerable adults? Please circle either YES or NO. If you answer 'Yes' we will contact you in confidence.

Name: (please print)

Tel. No:

Signed:

Date:

Please return this form, marked 'Confidential' to: The Commodore, NCSC

### 13. ANNEX H: SELF DECLARATION FORM for WORK WITH ADULTS AT RISK

<b>SELF DECLARATION FORM – WORK WITH ADULTS AT RISK</b>			
<p><b>NOTTINGHAMSHIRE COUNTY SAILING CLUB is committed to safeguarding adults at risk taking part in its activities from physical, sexual, psychological, emotional or financial harm or neglect. As part of our Safeguarding policy, we require applicants for posts involving contact with adults at risk to complete this self-declaration form.</b></p> <p><b>If your role will involve regular or frequent contact with or responsibility for adults at risk you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.</b></p> <p><b>All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance.</b></p>			
<b>Name</b>			
<b>Have you ever been known to any Adult Services Department as being an actual or potential risk to adults at risk?</b>		<b>YES</b>	<b>NO</b>
If yes, please supply details:			
<b>Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards adults at risk?</b>		<b>YES</b>	<b>NO</b>
If yes, please supply details:			
<p><b>I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment.</b></p> <p><b>If required I agree to provide a valid Criminal Records Disclosure.</b></p> <p><b>I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards adults at risk.</b></p> <p><b>I understand that the information contained in this form and in the Disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard adults at risk.</b></p>			
Signed:		Date:	

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

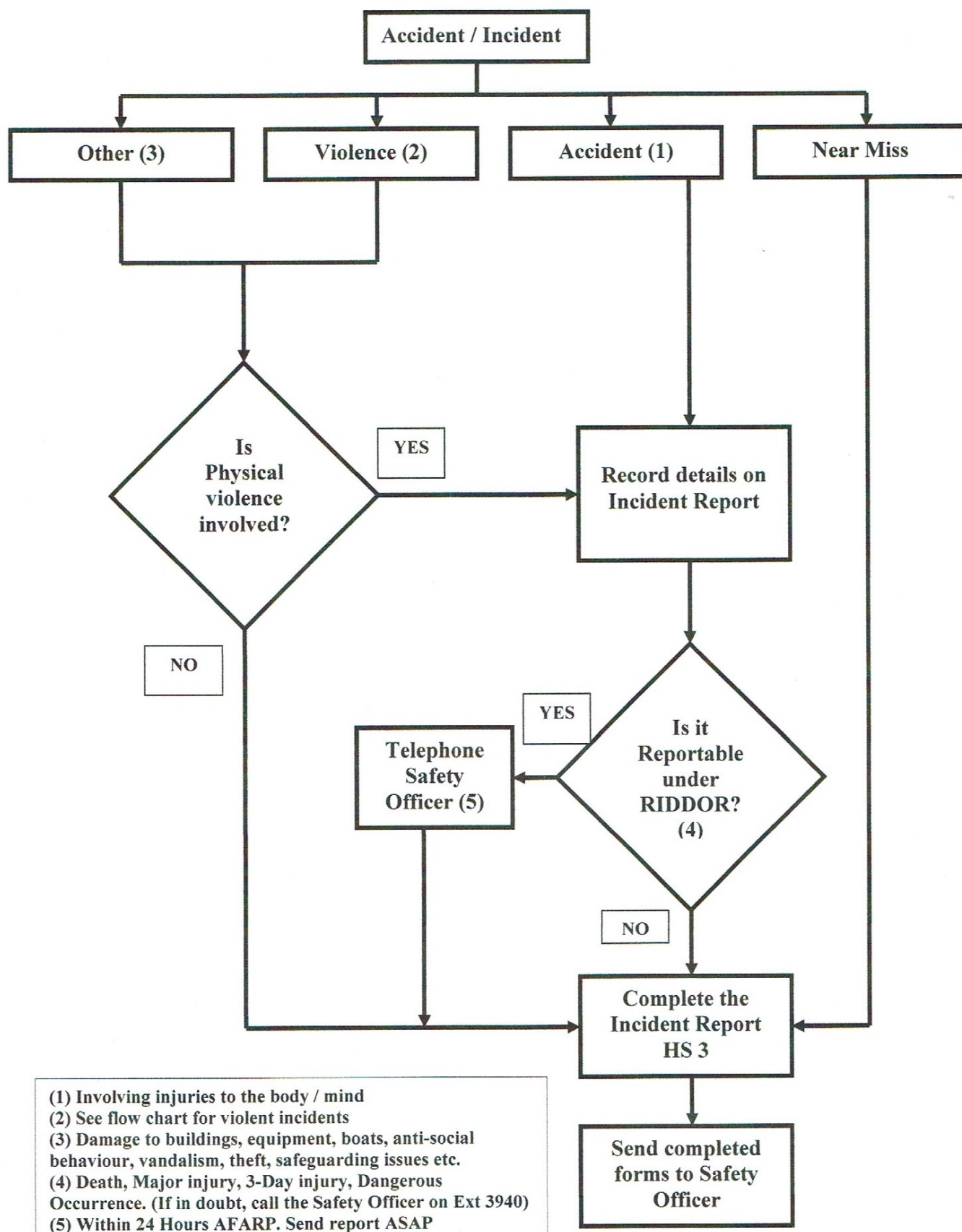
# 14. ANNEX I: SELF DECLARATION FORM for WORK WITH CHILDREN

SELF DECLARATION FORM –FOR ROLES INVOLVING CONTACT WITH CHILDREN			
<p><b>NOTTINGHAMSHIRE COUNTY SAILING CLUB is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding policy, we require applicants for posts involving contact with children at risk to complete this self-declaration form.</b></p> <p><b>If your role will involve regular or frequent contact with or responsibility for children you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.</b></p> <p><b>All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance.</b></p>			
<b>Name</b>			
<b>Have you ever been known to any Children’s Services Department as being an actual or potential risk to children?</b>	<b>YES</b>		<b>NO</b>
<b>If yes, please supply details:</b>			
<b>Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?</b>	<b>YES</b>		<b>NO</b>
<b>If yes, please supply details:</b>			
<p><b>I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment.</b></p> <p><b>If required I agree to provide a valid Criminal Records Disclosure.</b></p> <p><b>I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards adults at risk.</b></p> <p><b>I understand that the information contained in this form and in the Disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard children at risk.</b></p>			
<b>Signed:</b>		<b>Date:</b>	

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

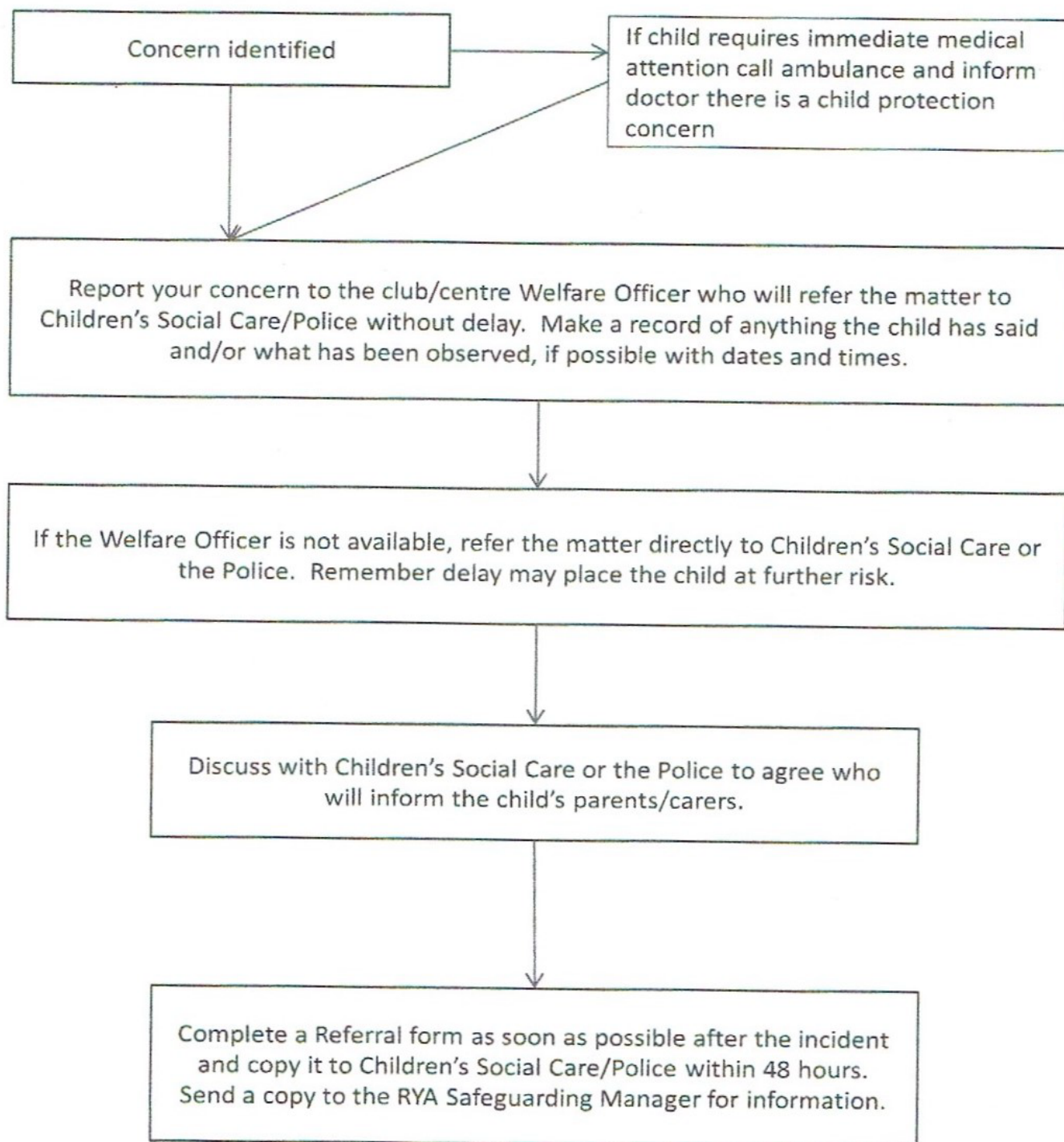


# ACCIDENT REPORTING FLOWCHART



16. ANNEX K1: SAFEGUARDING REPORTING FLOWCHART -

**Reporting procedures**  
**Concern about a child outside the sport environment**





### Reporting procedures Concern about the behaviour of someone at a club/centre

