

# RYA

## SAFEGUARDING

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*This document has been produced by the RYA Safeguarding Team for use by RYA Affiliated Organisations and Recognised Training Centres. The document is based upon the RYA's understanding of best practice as at the date of this version. The RYA takes all reasonable care to ensure that the information contained in this document is accurate and that any opinions, interpretations and guidance have been carefully considered in the context in which they are expressed. This document provides both advice and templates and is intended to act as a starting point from which organisations can develop their own safeguarding policies. It is not intended to be a readymade policy and is not a substitute for up-to-date professional advice. Organisations should check their constitutional documents for provisions around how such policies should be approved and adopted by the club management.*

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<b>Reviewed locally by:</b>	Simon Hinnigan, Commodore, Karen Cooke, Welfare Officer

## **Part 1: Safeguarding Policy Statement for**

### **BOWMOOR SAILING CLUB**



**England and Wales:** This policy refers to a child as anyone under the age of 18 as defined by [the Children Act 1989](#) and an Adult at Risk as anyone aged 18 or over, who is in need of care or support, and who, because of those needs, is unable to always safeguard themselves as defined by [the Care Act 2014](#).

**Bowmoor Sailing Club** is committed to safeguarding all children, young people and adults at risk taking part in its activities from abuse and harm and ensuring their wellbeing. **Bowmoor Sailing Club** recognises that the safety, welfare and needs of children, young people and adults at risk are paramount and that any person, irrespective of their age, disability, race, religion or belief, marital status, sex, gender identity, sexual orientation or social status, has a right to protection from discrimination, victimisation and abuse.

**Bowmoor Sailing Club** takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures, and training, it offers a safe and fun environment to everyone taking part in **Bowmoor Sailing Club** events and activities. **Bowmoor Sailing Club** recognises that it has a legal duty of care<sup>1</sup> to safeguard children, young people and adults at risk.

**Bowmoor Sailing Club** is committed to minimising risk and supporting venues, programmes, events and individuals to deliver a safe, positive and fun boating experience for everyone by creating a welcoming environment, both on and off the water, where everyone can have fun and develop their skills and confidence. **Bowmoor Sailing Club** will treat everyone with respect, celebrate their achievements, listen to their views and experiences and provide opportunities for everyone to fulfil their potential and be their authentic selves.

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

**Bowmoor Sailing Club will:**

- Ensure that all individuals who work or volunteer with children, young people and adults at risk provide a positive, safe and enjoyable experience.
- Ensure that there is an RYA registered, Club Welfare Officer with the necessary skills and training who will take the lead in dealing with all safeguarding concerns with support from the RYA Safeguarding Team
- Ensure that the Club Welfare Officer name and contact details are known to all employees, volunteers, members and participants
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected abuse, referring to the RYA and external agencies as necessary
- Ensure that all information regarding safeguarding referrals is stored securely and confidentially
- Ensure that all those who work or volunteer with at risk groups have been recruited using safe recruitment practices and includes the appropriate criminal records disclosure checks
- Report any concerns raised involving RYA staff, volunteers and credential holders to the RYA Safeguarding Team
- Regularly review its safeguarding procedures and practices in the light of experience, to take account of legislative, social or technological changes or where there is a change of management as required.
- Cooperate where necessary with multi-agency investigations and enquiries relating to serious case reviews involving children, young people and adults at risk, if there is an association with the sport and or recreation.

This policy will be reviewed by the **Bowmoor Sailing Club** committee at least every three years, or sooner if there are relevant changes to legislation or management.

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

## **Part 2: Safeguarding Guidance**

### Types of Abuse

#### **1. Children and Young People<sup>2</sup>**

**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

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

also develop if a person in a position of authority, such as a coach, was to misuse their power.

Contacts made within sport and pursued through other routes, such as social media, have been used to groom children for abuse. Sexual abusers can also groom protective adults and organisations to create opportunities for abuse to take place.

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

**Emotional Abuse:** Emotional abuse is the emotional maltreatment of a child, which has a severe and persistent negative effect on the child's emotional development. In sport, emotional abuse may occur if:

- children are subjected to repeated criticism, sarcasm, name-calling or racism
- a child is ignored or excluded
- children feel pressure to perform to unrealistically high expectations
- children are made to feel like their value or worth is dependent on their sporting success

**Bullying:** Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. It can involve people of any age and can happen anywhere, including at home, school, sports clubs or online.

Bullying encompasses a range of behaviours which are often combined. It might include physical, verbal or emotional abuse, or online cyberbullying.

In sport, bullying can occur based on a young person's sporting ability, body size or shape. It might include name-calling, offensive hand gestures, physical assault or exclusion from team activities.

## **2. Adults**

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

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

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

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

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

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

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

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

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

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

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

## **Four Additional Types of Adult Harm:**

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

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

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

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

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

## **Other Safeguarding Considerations**

**Domestic Abuse:** Women's Aid define domestic abuse as an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in most cases by a partner or ex-partner, but also by a family member or carer. It is very common. In most cases, it is experienced by women and is perpetrated by men. The Domestic Abuse Act 2021<sup>3</sup> is a new legislation which looks to Raise awareness and understanding about the impact of

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

domestic abuse on victims and their families. It will work to further improve the effectiveness of the justice system in providing protection for victims of domestic abuse and bringing perpetrators to justice and strengthen the support for victims of abuse by statutory agencies.

**Extremism:** Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. (HM Government Prevent Strategy 2011<sup>4</sup>).

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

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

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

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

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

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

<sup>5</sup> Definition taken from the NSPCC Website

## Glossary of Terms

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

**Adult at Risk England:** any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

**Case Management Group (CMG):** the Case Management Group is responsible for ensuring that all allegations, incidents, or referrals related to the safeguarding of children, young people and adults at risk are dealt with fairly and equitably within appropriate timescales. For the RYA the CMG consists of the Safeguarding and Equality Manager, Safeguarding Officer, relevant departmental manager/s representative from the legal team and the Independent Safeguarding Chair.

**Club Welfare Officer:** the designated individual within an affiliated club, recognised training centre or class association who holds the lead responsibility for safeguarding within their setting.

**Consent:** this is a term generally relating to adult safeguarding. Adults have a general right to independence, choice and self-determination including control over information about themselves. These rights can be overridden in certain circumstances, some examples include if a person lacks mental capacity, a crime has been committed, other people may be at risk, or the risk is unreasonably high.

**Disclosure:** disclosure is the process by which a child or adult at risk will let someone know that abuse is taking place. This may not happen all in one go and may be a slow process that takes place over a long period of time.

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

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

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

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

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

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

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

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

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

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

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

## Safeguarding Legislation and Associated Policies

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

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

Relevant policies have been outlined below:

[Complaints Policy](#)

[Equality & Diversity Policy](#)

[Operating Manual](#)

[Rules Summary](#)

[Regional Training Center Operations Manual](#)

## Useful Contacts

Club Welfare Officer	<i>Karen Cooke</i> <a href="mailto:safeguarding@bowmoor.com">safeguarding@bowmoor.com</a>
RYA HQ Safeguarding Team	Tel: 02380 012796 Ext 1 E-mail: <a href="mailto:safeguarding@rya.org.uk">safeguarding@rya.org.uk</a>
Commodore	Simon Hinnigan <a href="mailto:commodore@bowmoor.com">commodore@bowmoor.com</a>

Training Manager	Lizzie Fewings training@bowmoore.com
Youth Managers	Sarah Davies & Sarah Pickard youth@bowmoor.com

## External Organisations:

NSPCC	<a href="https://www.nspcc.org.uk/">https://www.nspcc.org.uk/</a>
NSPCC Whistleblowing Advice Line	0800 028 0285 / <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
CPSU	<a href="https://thecpsu.org.uk/">https://thecpsu.org.uk/</a>
Ann Craft Trust	<a href="https://www.anncrafttrust.org/">https://www.anncrafttrust.org/</a>
MIND	<a href="https://www.mind.org.uk/">https://www.mind.org.uk/</a>
Young Minds	<a href="https://www.youngminds.org.uk/">https://www.youngminds.org.uk/</a>
Children 1st	<a href="https://www.children1st.org.uk/">https://www.children1st.org.uk/</a>
Samaritans	<a href="https://www.samaritans.org/">https://www.samaritans.org/</a>
Child Protection Scotland	<a href="https://www.childprotection.scot/">https://www.childprotection.scot/</a>
Emergency Services	999
Police Non-Emergency	101
NHS – Non-Emergency	111

## Criminal Records Disclosure Checks

As part of its safe recruitment practices **Bowmoor Sailing Club** carries out criminal records disclosure checks using the RYA as an umbrella body on all staff and volunteers aged 16 or over who are deemed to be in regulated activity. If a person is deemed to be in regulated activity, the Disclosure Coordinator or Club Welfare Officer will initiate and carry out the required level of check. Further information on appropriate disclosure checks can be found on the following [link](#)

## Further Signposting to RYA and other Guidance

### Changing Rooms:

<https://thecpsu.org.uk/media/445544/safe-use-of-changing-facilities-lg-july-2020.pdf>  
 RYA Changing Room Guidance – please email [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk) for a copy

**Media and Communications:**

<https://thecpsu.org.uk/help-advice/topics/online-safety/>  
<https://thecpsu.org.uk/help-advice/topics/online-safety/#heading-top>  
<https://www.anncrafttrust.org/resources/photography-guidance-for-adults/>

**Challenging Behaviour:**

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

**Information Sharing:**

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

**Safe Event Planning and Execution:**

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

**Online Safety:**

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

**Events held in public parks and spaces – additional safeguarding considerations:**

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

**Event Staff – Your Roles and Responsibilities:**

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

**Safeguarding at Events – Weather Considerations:**

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

**Heatwave Advice:**

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

**Away Trips and Hosting:**

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

**Transporting Children and Young People in Your Own Car:**

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

**Remote Teaching and Coaching:**

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

**Virtual Events and Competitions for Children:**

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

**Inclusive Coaching:**

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

**Physical Contact and Young People in Sport:**

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

**A Guide to Safeguarding Adults:**

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

**Capacity – Guidance on Making Decisions:**

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

**RYA Equality Diversity and Inclusion (EDI) Guidance Documents**

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

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

### **1. Safeguarding and Welfare Team Contact Details**

#### ***Bowmoor Sailing Club***

<b>Club Welfare Officer</b>	<b>Name:</b> Karen Cooke
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	<b>Email:</b> <a href="mailto:safeguarding@bowmoor.com">safeguarding@bowmoor.com</a>
<b>Police Emergency</b>	<b>Number:</b> 999
<b>Police Non-Emergency</b>	<b>Number:</b> 101
<b>Local Authority Childrens Services</b>	<b>Name:</b> Gloucestershire children and family services <b>Number:</b> 01452 42 65 65 (Select Option 3)
<b>Local Authority Designated Officer (LADO)</b>	Children's Services Front Door team (9:00am-5:00pm): 01452 426565 Emergency Duty Team (from 5:00pm-9:00am): 01452 614194
<b>Local Authority Adults Services</b>	<b>Name:</b> Gloucester Adult Social Care Helpdesk <b>Number:</b> 01452 426 868 <b>Email:</b> <a href="mailto:socialcare.enq@gloucestershire.gov.uk">socialcare.enq@gloucestershire.gov.uk</a>
<b>RYA Safeguarding Team</b> Office Opening hours: <ul style="list-style-type: none"> <li>• 09:00-17:00 Monday to Friday</li> </ul> Out of Hours Service (Urgent enquiries which cannot wait) <ul style="list-style-type: none"> <li>• 17:00-22:00 Monday to Friday</li> <li>• 09:00-22:00 Bank Holidays</li> </ul>	<b>Number:</b> 02380 012796 (Choose option 1 for Safeguarding and Option 3 for out of hours service) <b>Email:</b> <a href="mailto:safegaurding@rya.org.uk">safegaurding@rya.org.uk</a>
<b>RYA Legal Team</b>	<b>Number:</b> 023 8060 4223 <b>Email:</b> <a href="mailto:legal@rya.org.uk">legal@rya.org.uk</a>

## **2. Bowmoor Sailing Club Safeguarding Reporting Procedure**

### **Stage 1 - Referral Process**

#### **Step 1: Ensure immediate safety**

If a child or adult is in immediate danger, call 999 without delay. Do not wait to consult others.

#### **Step 2: Report to the Club Welfare Officer**

Contact the CWO as soon as possible—ideally within the same day. If CWO is not available, contact the Commodore.

Share all relevant information, including your written record.

The CWO will decide whether the concern should be referred to statutory agencies (Children's Social Care, Police, or LADO) and/or the RYA Safeguarding Team.

### **Step 3: If the concern involves the Club Welfare Officer**

Report directly to the Commodore or contact the RYA Safeguarding Team.

### **Step 4: External referral**

The CWO (or Commodore) will make referrals to statutory agencies when required. In cases involving:

- A child – Refer to Children's Social Care and/or Police.
- An adult at risk – Refer to Adult Social Care and/or Police.
- An allegation against someone in a position of trust – Notify the LADO within 24 hours.

The RYA Safeguarding Team will also be informed of any referral to statutory agencies.

## **Stage 2 – Classification, Assessment and Action**

### **1. Classification of Concerns**

Safeguarding concerns should be classified into one of the following categories:

- Low-level concern  
Minor worry about behaviour, conduct, or a situation that does not indicate immediate risk but requires monitoring or clarification.
- Cause for concern  
Information suggesting a child or adult at risk may be experiencing harm or is vulnerable to harm. This includes disclosures, patterns of worrying behaviour, or significant changes in presentation.
- Allegation of abuse  
A specific allegation that a child or adult at risk has been harmed or is at significant risk of harm, including allegations against a member, volunteer, staff member, coach, parent, or any person in a position of trust.
- Immediate danger  
Any situation where the individual is at immediate risk of serious harm and emergency action is required.

### **2. Assessment**

Once a concern is received, the Club Welfare Officer (CWO) will assess:

- The nature and seriousness of the concern  
Whether it indicates abuse, poor practice, or a misunderstanding that can be resolved.
- The level of risk  
Whether the person is in immediate danger, whether others may also be at risk, and whether the alleged behaviour represents a safeguarding threat.
- The credibility and clarity of information  
Whether the concern is a first-hand disclosure, observation, or third-party report.
- Whether previous concerns have been recorded  
Patterns or repeated incidents may raise the level of seriousness.

The assessment should be made promptly, ideally the same day the concern is received.

### **3. Action**

Actions will depend on the classification and assessment:

- Low-level concern
  - Record and monitor.
  - Address informally where appropriate (e.g., guidance or reminder of expected behaviour).
  - No external referrals unless patterns emerge.
- Cause for concern
  - Record and consult with the CWO without delay.
  - CWO decides whether to seek advice from the RYA Safeguarding Team.
  - May be referred to local Children's or Adult Social Care.
- Allegation of abuse
  - Immediate discussion with the RYA Safeguarding Team and referral to Children's/Adult Social Care or Police as appropriate.
  - If the allegation involves someone in a position of trust, the Local Authority Designated Officer (LADO) must be notified within 24 hours.

- The club may suspend the individual pending investigation, following RYA guidance.
- Immediate danger
  - Call 999 immediately.
  - Ensure the safety of the child or adult at risk while awaiting emergency services.
  - Inform the CWO as soon as possible after the situation is safe.

### **3. Breaches of the Safeguarding Policy**

Where there are concerns that this safeguarding policy has not been followed, or there is a safeguarding concern, all members, volunteers, staff and participants are encouraged in the first instance, to contact the Club Welfare Officer on 07870557856 or [safeguarding@bowmoor.com](mailto:safeguarding@bowmoor.com). If further support or guidance are required, The RYA Safeguarding Team can be contacted on 02380 012796 / [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk). Alternatively the NSPCC Whistleblowing advice line can be contacted on 0800 028 0285 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Breaches of this Safeguarding Policy and /or failure to comply with the outlined responsibilities within it may result in disciplinary action in accordance with the club's disciplinary procedure and constitution.

### **4. Implementation, Review and Reporting**

**Bowmoor Sailing Club** have overall accountability for this Policy and for its implementation

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

The **Bowmoor Sailing Club Safeguarding Case Management Group** is responsible for advising and making recommendations on safeguarding cases, in line with this Policy.

All staff, volunteers, members and participants are responsible for raising safeguarding concerns /disclosures with the Club Welfare Officer or senior club official as outlined in the Reporting a Safeguarding Concern Procedure.

The Club Welfare Officer with support from Senior Club Officials is responsible for ensuring appropriate safeguarding training is put in place, specifically for those

deemed to be in regulated activity with vulnerable groups and kept up to date with any safeguarding developments.

### **Where there is a safeguarding concern /disclosure:**

The individual who is told about, hears, or is made aware of the concern / disclosure is responsible for following the Reporting a Safeguarding Concern Procedure.

The Club Welfare Officer is responsible for assessing all safeguarding concerns / disclosures that are reported to them and collaborating with the RYA Safeguarding Team to follow up as appropriate on a case-by-case basis, always prioritising the well-being of all those involved in the disclosure. Dependent on the concern / disclosure, a referral may be made to:

- The police in an emergency (999)
- Local Authority Children's Social Care Services for concerns / disclosures about a child
- For referrals involving adults at risk - Local Authority Adult Social Care Services for concerns / disclosures about an adult at risk
- For referrals involving children and young people - Local Authority Designated Officer (LADO) (England; Wales); and the Criminal Records Disclosure Service<sup>6</sup> for concerns / disclosures about a member of staff, consultant, coach, official or volunteer in a Position of Trust.
- The RYA Safeguarding Team for all Level 1 and Level 2 categorised concerns

## **5. Implementation, Review and Reporting**

### **5.1 Case Management**

All safeguarding records are categorised to a level accordingly:

**Advice** Any concern which does not meet the threshold for Levels 1 or 2 and involves seeking support or guidance for a specific matter. Advice cases can often escalate depending on the situation.

**Level 1** Any concern about a named adult or child's behaviour towards a child or adult at risk that does not meet the allegation threshold or is not otherwise serious enough to consider a referral to the Police, LADO,

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

and or Children or Adult Services of a Local Authority. Concerns may arise from both within the sport and outside of it.

**Level 2** Any concern that meets the threshold for a referral to the Police, LADO, and or Children or Adult Services of a Local Authority. Alongside this an internal rating system can also be used of Low, Medium and High.

The threshold criteria outlined above is underpinned by guidance provided by the Child Protection in Sport Unit (CPSU).

Highly sensitive information contained within safeguarding case records are restricted to the Club Welfare Officer. If the Case Management Group is convened, information pertaining to the concern will be shared securely and confidentially.

### 5.2 Data Storage

All case records are stored in line with the **Bowmoor Sailing Club Data Storage and Privacy Policies** and relevant national legislation and guidance.

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

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

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

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

### 5.3 Case Management Group

The **Bowmoor Sailing Club** Case Management Group (CMG) is convened when a Level 2 referral is received. The group can also be convened if a Level 1 referral is serious enough in nature. The group can consist of any of the following members depending on where the referral originates from.

Name	Role / Position
Karen Cooke	Welfare Officer
Simon Hinnigan	Commodore
Sarah Pickard/Sarah Davies	Youth Managers

The CMG is responsible for:

- Ensuring that all allegations, incidents, or referrals related to the safeguarding of children and adults are dealt with in accordance with **Bowmoor Sailing Club** policies with appropriate timescales.
- Making recommendations to the appropriate decision-making body regarding the appropriate steps to be taken.

#### 5.4 External Assistance

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

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

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

## 6. Safe Recruitment & Criminal Records Disclosure

### Checks

**Bowmoor Sailing Club** is committed to ensuring that only those with the right motivations and suitability are recruited into positions involving regular contact with children, young people and adults at risk within its work and volunteer force. **Bowmoor Sailing Club** understands its legal responsibility within the Safeguarding Vulnerable Groups Act 2006, to ensure that all its staff and volunteer recruitment practices are safe, fair and equal and allows it to identify, deter and reject staff or volunteers who may be at risk of abusing vulnerable groups.

#### **Bowmoor Sailing Club will:**

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

Ensure that all applicants are considered equally and consistently, and that no applicant is treated unfairly based on any protected characteristics in compliance with the Equality Act 2010<sup>7</sup>.

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

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

***Bowmoor Sailing Club* uses the following safe recruitment practices when recruiting staff and volunteers:**

Advertisements will make clear ***Bowmoor Sailing Club*** commitment to safeguarding children, young people and adults at risk.

- Application forms are used which contain questions surrounding employment and academic history and a person's suitability for the role which includes the requirement to explain any gaps or discrepancies in the employment or academic history.
- The application form has a declaration regarding convictions and working with vulnerable groups and will make it clear if the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All role descriptions are clear and concise and accurately set out the duties and responsibilities of the role
- Volunteers will be informed of the expectations of them in carrying out their role
- Where appropriate, three references are requested alongside an offer and a minimum of two must be received and reviewed before the individual commences their role.
- Interviews are face-to-face where possible and will cover the person's suitability for the role.
- For paid roles, applicants who are offered the position will be required to supply proof of their ID in the form of original documents and confirm their right to work within the UK

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

- Where any position amounts to "regulated activity"<sup>8</sup> with children and or adults at risk an appropriate disclosure check will be carried out which will include the Adults Barred List and Children's Barred List where appropriate, and an original certificate will be seen by the recruiting manager or HR personnel prior to the applicant commencing the role. Further information on Criminal Records Disclosures can be found in Part 4.
- Successful applicants in England and Wales will be encouraged to register with the DBS Update Service.
- Additional checks will be carried out if the applicant has lived or worked outside of the UK (certificate of good conduct, certificate of Sponsorship).

## **7. Dealing with a Safeguarding Disclosure & Information Sharing**

Being the recipient of a safeguarding disclosure can be incredibly difficult, especially if the recipient is not a Safeguarding Lead. However, choosing not to respond to a disclosure can **never** happen, regardless of how uncomfortable the recipient is. The referral flowchart in section 2 acts as a guide to the physical steps that can be taken if a referral or disclosure is received. Below is a list of dos and don'ts to support anyone if they receive a disclosure.

### **Dos**

- Keep calm and remain receptive and approachable
- Assess the situation, has a crime been committed? Do you need to contact the emergency services?
- Listen carefully and patiently without interrupting if possible and let the victim recount the details in their own time
- Use the victim's own words if you need to seek clarification
- If you need more information, use TED: Tell me... Explain to me... Describe to me...
- Acknowledge how difficult it must have been to disclose
- Reassure them that they have done the right thing in telling you and they are not to blame
- Let them know that you will do everything you can to help them
- Advise the victim what will happen next

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<sup>8</sup> Regulated activity with adults: [ES573375\\_CCS156\\_CCS0318265556-1\\_NHS\\_Eligibility\\_Roles\\_Leaflet\\_Adults\\_v2\\_EB.pdf \(publishing.service.gov.uk\)](#)

Regulated Activity with Children: [ES573374\\_CCS156\\_CCS0318265556-1\\_NHS\\_Eligibility\\_Roles\\_Leaflet\\_Children\\_v3\\_EB.pdf \(publishing.service.gov.uk\)](#)

- Make a written record as soon as you can
- Report the disclosure to the Club Welfare Officer or the RYA Safeguarding Team
- **Adults:** Gain consent from the victim to share the information<sup>9</sup> – If you feel that the adult does not have sufficient capacity to make a decision about sharing information, you should consider if breaking confidentiality is in the best interests of the victim<sup>10</sup> – see Part 3 “Assessing Capacity” – a flow chart created by the NHS
- **Children and Young People:** Gain consent from the parent / carer to share the information – Only speak with the parents / caregivers of the victim if this does not pose a risk to the child

### **Don'ts**

- Don't make a promise to keep secrets
- Don't ask leading questions or put words in the mouth of the victim
- Don't repeatedly ask the victim to repeat their disclosure
- Don't discuss the referral with anyone who does not need to know
- Don't be judgmental
- Never ignore what you have been told – **you must pass it on**
- Don't confront or contact the Subject of Concern<sup>11</sup>
- Don't remove or contaminate any evidence that may be present
- Never dismiss your concerns – even a gut feeling is worth reporting

## **8. Confidentiality:**

The sharing of personal information within an organisation is not prevented by law. While appropriate confidentiality should be maintained, it is important to make sure the right people within the organisation are informed if the circumstances require this which is outlined in the **Bowmoor Sailing Club** Privacy Policy. If you are the recipient of a safeguarding disclosure, contact the Club Welfare Officer who will advise on the next steps, which may or may not include sharing that information with external agencies, however the following considerations should be taken into account:

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

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

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

## 8.1 Children and Young People<sup>12</sup>

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

### **There are seven golden rules to confidentiality and Information Sharing:**

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and Human Rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and / or their family where appropriate) from the outset about why, what, how and with whom information will, or could, be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or RYA Data Protection Officer, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, sharing falls within one of the specified lawful basis to do so, . You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear on the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared. If you are in any doubt, contact the RYA Data Protection Officer.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.

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<sup>12</sup> Information was taken directly from the HM Government Information Sharing Guidance: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/information_sharing_advice_practitioners_safeguarding_services.pdf)

6. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

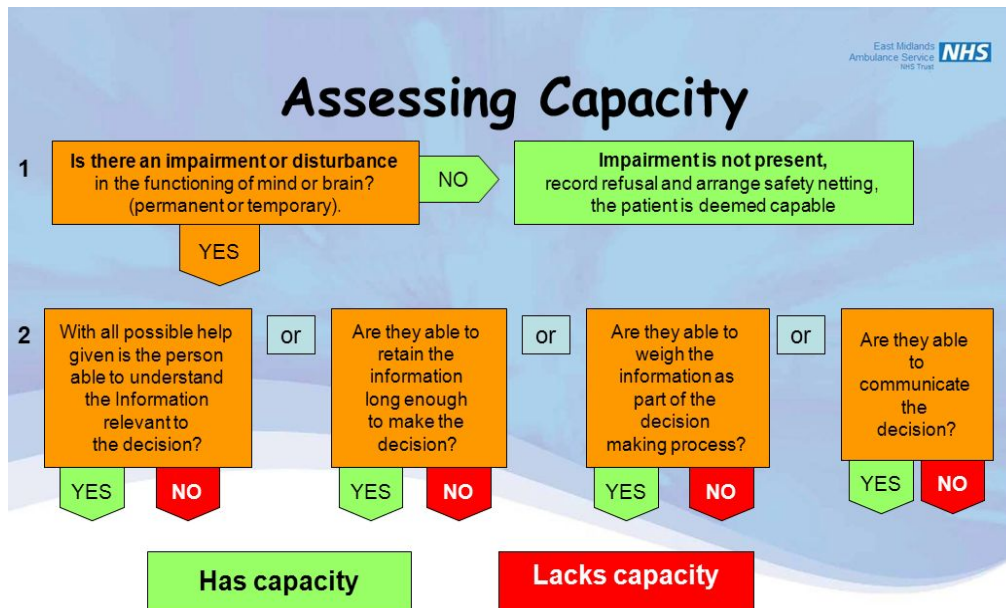
## 8.2 Confidentiality: Adults

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

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

- the person lacks the mental capacity to make that decision – this must be properly explored and recorded in line with the Mental Capacity Act
- other people are, or may be, at risk, including children
- sharing the information could prevent a crime
- the alleged subject of concern has care and support needs and may also be at risk
- a serious crime has been committed
- staff are implicated
- the person has the mental capacity to make that decision, but they may be under duress or being coerced
- In cases of domestic abuse, if the risk is unreasonably high and meets the criteria for a multi-agency risk assessment referral
- a court order or other legal authority has requested the information.

## Assessing Capacity



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

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

**You must:**

- Involve the person who lacks capacity to the fullest extent possible
- Have regard for past and present wishes and feelings, especially written statements
- Consult with others who are involved in the person's care
- Not be discriminatory
- Choose or decide on the least restrictive option
- Take into consideration the benefits and burdens to the person

If none of the above apply and the decision is not to share safeguarding information with other safeguarding partners, or not to intervene to safeguard the person:

- support the person to weigh up the risks and benefits of different options
- ensure they are aware of the level of risk and possible outcomes
- offer to arrange for them to have an advocate or peer supporter
- offer support for them to build confidence and self-esteem if necessary
- agree on and record the level of risk the person is taking
- record the reasons for not intervening or sharing information
- regularly review the situation

- try to build trust and use gentle persuasion to enable the person to better protect themselves.

If it is necessary to share information outside the organisation:

- explore the reasons for the person's objections – what are they worried about?
- explain the concern and why you think it is important to share the information
- tell the person who you would like to share the information with and why
- explain the benefits, to them or others, of sharing information – could they access better help and support?
- discuss the consequences of not sharing the information – could someone come to harm?
- reassure them that the information will not be shared with anyone who does not need to know
- reassure them that they are not alone, and that support is available to them.

If the person cannot be persuaded to give their consent, then, unless it is considered dangerous to do so, it should be explained to them that the information may be shared without consent in some situations (as set out above). The reasons should be given and recorded. The safeguarding principle of proportionality should underpin decisions about sharing information without consent, and decisions should be on a case-by-case basis.

If it is not clear that information should be shared outside the organisation, a conversation can be had with the Data Protection Officer or the safeguarding partners in the police or local authority without disclosing the identity of the person in the first instance. They can then advise on whether full disclosure is necessary without the consent of the person concerned.

It is very important that the risk of sharing information is also considered. In some cases, such as domestic violence or hate crime, it is possible that sharing information could increase the risk to the individual. Safeguarding partners need to work jointly to provide advice, support and protection to the individual to minimise the possibility of worsening the relationship or triggering retribution from the abuser.

[SafeLives](#) (previously CAADA) provide resources for identifying the risk victims face including a Dash risk checklist, which is a risk assessment tool for practitioners who work with adult victims of domestic abuse. It offers a consistent approach to identifying those who are at high risk of harm and whose cases should be referred

to a MARAC (multi-agency risk assessment conference) meeting to manage their risk. If there are concerns about a risk to a child or children, then a referral to ensure that a full assessment of their safety and welfare needs to be made.

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

- 1. Template Reference Form for positions working with children and young people** **Page 30**
  
- 2. Template Risk Assessment Template for Staff & Volunteers who are NOT in Regulated Activity** **Page 34**
  
- 3. Template Photography and filming consent form for Children and Young People** **Page 39**
  
- 4. Template Safeguarding Referral Form** **Page 41**

### **Template Reference Form for positions working with children and young people**

<b>Name of candidate</b>	
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<b>Position applied for</b>	
<b>Name of organisation</b>	

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

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

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

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

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

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

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

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

<b>Your details and declaration</b>	
Name	
Organisation	
Position	
Contact number(s)	
Signature	*

Date	
------	--

**Please return to:**

*Lizzie Fewings - Training Manager*  
training@bowmoor.com

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

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

regulated activity<sup>13</sup> is suitable for the role and if they should be eligible for a disclosure check.

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

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

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

**No**  ( if “No” follow this risk assessment)

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

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

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

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

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

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

Depending on the role and position, if an applicant receives a high level of risk, you may wish to consider requesting a basic disclosure check<sup>17</sup>

### **Guide to assessing risk level**

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

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

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

**<30**

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

**30-40**

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

**41+**

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

**Agreed Action:** [tick box]

Applicant Accepted

Applicant Rejected

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

**Sign Off:**

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

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

Signature: .....

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

Date: Click or tap to enter a date.

## **Template Photography and filming consent form for Children and Young People**

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

(If the child is over 16, it's good practice to inform parents that photographs and/or videos of their child may be used if the child has given consent.)

**Bowmoor Sailing Club** will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

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

<b>Declaration of consent – parent / carer of child under 16</b>	
Please tick each box (or strike out what you do not consent to), then sign this form.	

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

### **Template Safeguarding Referral Form**

This form is designed to report any safeguarding incidents or concerns. It

**REFERENCE NUMBER**

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

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Name & role of person completing this form:

Club name:

Date form is completed:

**Details of victim:**

Name:

Address:

Contact number:

Gender:

Date of birth:

Any further information that may be useful to consider:

**Parents/carers details:**

Name:

Address:

Contact number:	Email address:
Have parents/carers been notified of the incident? Yes / No	If yes, please provide details:
If adult has capacity has consent been obtained? Yes/ No	If no, please provide details

**Details of person who received or witnessed the incident:**

Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	<input type="checkbox"/>
	Responding to someone else's concerns	<input type="checkbox"/>
If responding to someone else's concerns, please provide their details below:		
Name:		
Relationship to child, young person, or adult at risk:		
Email address:		
Contact number:		

**Incident Details:**

Date/ Time:	Group name (if applicable):
Location of incident:	
Description of the incident or concern: (continue separate sheet if necessary & include reference number): <i>(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion, or hearsay)</i>	

Details of any previous concerns, incidents, or relevant safeguarding records:

Victims account of the incident or concern: *(use their own words)*

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

**Details of any witnesses:**

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

	Relationship to child, young person, or adult at risk:	Contact details:
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<b>Outcome of incident &amp; immediate actions taken:</b> (tick box where relevant)		
<ul style="list-style-type: none"> <li>• Ambulance required? Y/N</li> <li>• Name of hospital / medical facility attended if applicable:</li> </ul> <p>Police/fire/rescue services attended? Y/N</p> <p>Notes:</p>	<p>First aid treatment provided: and by whom</p>	<p>Medication given:</p>
<p>Any resulting change of plans or disruption to the programme, if applicable:</p>	<p>Disciplinary procedures enacted:</p>	<p>Were any immediate changes to risk management procedures made?</p>

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Signed By Author:	Name:	Date:
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**Reporting to the Designated Safeguarding Lead (DSL) section:** *(to be completed by Club Welfare Officer)*

Date & time CWO notified of incident/concern:		
Date & time this form passed on to CWO (if different from above):		
CWO comments: <i>(actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):</i>		
<b>External agency referral:</b> (tick box where relevant)		
Social services notified.	LADO notified.	Other referral made
Date & time of referral:	Date & time of referral:	Agency:

Name of contact person:	Name of contact person:	Date & time of referral:
Contact number / email:	Contact number / email:	Name of contact person:
Agreed action or advice given:	Agreed action or advice given:	Contact number / email:
		Agreed action or advice given:

Signed By CWO:	Name:	Date:
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**\*CWO – ClubWelfare Officer**

**\*LADO – Local Authority Designated Officer**

**For Office Use Only:**

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

