



HURST CASTLE SAILING CLUB



**SAFEGUARDING CHILDREN AND ADULTS WITH CARE AND SUPPORT NEEDS**  
**POLICY AND GUIDELINES**

1) **Definitions**

Children, Young People

For the purpose of this policy all reference to child, children or young people applies to anyone under the age of 18 years who is a member or an approved user of the facilities of Hurst Castle Sailing Club.

Adults with care and support needs

For the purposes of this policy all references to adults with care and support needs applies to someone aged 18 or over who is a member or guest of Hurst Castle Sailing Club and is or may be:

- in need of care and support due to age, illness or mental or physical disability.
- unable to take care of himself/herself or unable to protect himself/herself against significant harm or exploitation.

Organised Activities

Activities organised by the elected General Committee, Sailing Committee or Social Committee of Hurst Castle Sailing Club at which children, young people or adults with care and support may be present.

Regular Contact

Regular Contact with children, young people or adults with care and support needs means once a week or four times in a period of a month.

2) **The Policy**

It is the policy of Hurst Castle Sailing Club (HCSC) to safeguard children, young people and adults with care and support needs taking part in club Organised Activities from physical, sexual or emotional harm, neglect or bullying. Hurst Castle Sailing Club will take all reasonable steps to ensure that, through appropriate procedures and/or training, such children, young people and adults participating in HCSC Organised Activities will do so in a safe environment. Hurst Castle Sailing Club recognises that the safety and welfare of such children, young people and adults taking part in Organised Activities is paramount.

### 3) **Club Aims**

Hurst Castle Sailing Club will:

- Create a safe and welcoming environment in the clubhouse and grounds where children, young people and adults with care and support needs can relax, have fun and develop their skills and confidence.
- Recognise that safeguarding children, young people and adults with care and support needs is the responsibility of everyone who is a member of the Club.
- Ensure that due consideration and attention is given to safety standards at all Organised Activities.
- Regularly review its ways of working to incorporate best practice and make necessary changes into the Safeguarding Policy to keep it up to date.
- Be guided by the latest safeguarding and child safeguarding policies published by the Royal Yachting Association (RYA)
- Appoint a Designated Person - Club Welfare Officer - with specific responsibility for children, young people and adult protection and safeguarding matters. The name and contact details of this person will be displayed in the clubhouse.
- Carefully select volunteers for Organised Activities. Respond swiftly and appropriately to all complaints and concerns about poor practice in the context of safeguarding or protection of children, young people or adults.
- Develop and support a culture within the Club where children, young people and/or adults with care and support needs feel able to raise concerns, knowing they will be taken seriously, treated confidentially and will not make the situation worse for themselves.
- Make all members of the club aware of the Safeguarding Policy, The Good Practice Guidelines (Annex A), and the Safeguarding Incident Report Form (Annex C).
- Take disciplinary action under Club Rule 5(c) against any Club Member who fails to comply with the Child and Adult Protection and Safeguarding Policy.

### 4) **Procedures**

#### 4.1) Designated Person – Club Welfare Officer

a) The Club Welfare Officer is Mike Lattimer. His contact details are:

Telephone 07576 966773

Email [mike\\_lattimer@zoho.com](mailto:mike_lattimer@zoho.com)

b) The Club Welfare Officer will:

- Maintain an up-to-date Safeguarding Policy and procedure guided by the latest information published by the RYA.
- Present the policy for review to the General Committee once a year.
- Publicise their position, role and contact details to all members.
  - Ensure that volunteers working on Organised Activities are:  
Selected carefully given the nature of the activity
  - Given relevant advice and information about their roles and responsibilities

- Where the Club Welfare Officer role in Organised Activity involves Regular Contact with children, young people and/or adults with care and support needs they will require an Enhanced Criminal Records Disclosure. See in addition 4.2 below.
- Advise the General Committee on Safeguarding issues.
- Maintain contact details for local Children's Social Care Services, Royal Yachting Association (RYA) and Police.
- Be the first point of contact for any concerns or allegations from children, young people or supported adults ensuring that confidentiality is maintained in all cases.
- Store personal information securely and only share it with those who need to see it in the course of their duties or to protect children and adults.
- Decide on the appropriate action to be taken in conjunction with the Commodore or in their absence the Vice-Commodore.
- Implement the agreed action.
- Keep the RYA informed.

The RYA Designated Person and Child Protection Co-ordinator is:

Katie Lucaides, Safeguarding and Equality Manager

Royal Yachting Association

02380 604104 [katie.lucaides@rya.org.uk](mailto:katie.lucaides@rya.org.uk)

Andrea Gates, Safeguarding Officer

Royal Yachting Association

02380 604104 [andrea.gates@rya.org.uk](mailto:andrea.gates@rya.org.uk)

#### 4.2) Volunteers

- a) In calling for volunteers to lead, take part or assist in the running of Organised Activities, the Club will:
- Provide applicants with a clear role and description of what their work will involve.
  - In the case of informal (non-certificated) sail training, check that the Sailing Instructor has appropriate experience and certification, for example PB2/Safety Boat and First Aid.
  - Provide training or mentoring to cover any aspects of the Organised Activity where they may lack experience or confidence.
  - Ensure they are aware of the content of the Safeguarding Policy and Guidelines.
  - Seek references for all club staff and volunteers whose role brings them into regular contact with children, young people or adults with care and support needs and provide applicants with a hand-out setting out Good Practice – see Annex A.

- Ensure that the Club Welfare Officer and those regularly instructing, coaching or supervising children, young people and adults with care and support needs will be asked to apply for an Enhanced Criminal Records Disclosure, with Barred list check if appropriate.

#### 4.3) Parental/Carer/Guardian Responsibilities

Hurst Castle Sailing Club recognises its duty of care to all members and particularly to children, young people and those adults who cannot take full responsibility for their own safety or welfare.

However, Parents, Guardians and Carers:

- a) Remain responsible for the welfare and behaviour of their children/supported adults while on club premises and/or during organised activities such as sail training, including on the water.
- b) Are responsible for ensuring that their child /children or supported adult are properly dressed and equipped for the event or activity and are fit to take part. Please note: The Club will **not** provide personal safety equipment such as buoyancy aids or wet suits and will not dress or undress those taking part in the activity other than in a life threatening situation.
- c) Are required to be present at the clubhouse or in the vicinity of the activity and to be contactable while it is in progress so that they can be called in the event of an incident.
- d) Will collect their child/children or supported adult promptly at the end of the Activity. The Club will not transport children or young people home.

#### 4.4) Photography

It is important to minimise the risk of anyone using images of children and adults with care and support needs in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images.

- a) Before taking any photos or video of Organised Activities involving children or supported adults the club will:
  - Obtain written consent from the individuals' parents carers or guardians.
  - Send out a consent form (See Annex B) with the event entry or booking form.
- b) In the event of a press or professional photographer being at the Organised Activity, they will be asked to wear identification at all times and made aware of the contents of this policy.
- c) A press or professional photographer must not be allowed unsupervised access to children, young people or supported adults at Organised Activities or to arrange photo sessions outside of the event.
- d) The use of cameras or camera phones in the club changing rooms is not permitted under any circumstances.
- e) When publishing images of an Organised Activity involving children, young people or supported adults the Club will:
  - Use action images showing participants engaged individually or in groups in the Organised Activity or individual or group images of those receiving awards as part of the Organised Activity.

- When recognising the achievement of an individual sailor, publish their name with the photograph, but provide **no other information**.
- Ensure that all those pictured are suitably dressed.
- Subject to parental /legal guardian agreement (see Annex B) only use the images in Hurst Castle Sailing Club leaflets and literature or on the Club website and Facebook page or reputable sailing media and press media such as RYA, Yachts & Yachting and The New Milton and Lymington Advertiser.

#### 4.5) Confidentiality

- a) All personal information, including Enhanced Criminal Records Disclosure forms from Volunteers, statements from children etc. will be stored securely by the Club Welfare Officer.
- b) Where data is no longer relevant it will be destroyed by shredding.

**ANNEX A**                      **Hurst Castle Sailing Club**  
**Good Practice Guidelines**

The following good practice guidelines have been produced from the Royal Yachting Association (RYA) literature on Child and Adult Protection and Safeguarding by sailing clubs.

The work of the Club should be planned to minimise situations where adult volunteers working with children or adults with care and support needs during Organised Activities do so unobserved or could take advantage of their position of trust. Good practice protects everyone – children, young people, adults and volunteers.

**Guidelines**

- Avoid spending significant time working with children or adults with care and support needs in isolation.
- Do not take children or adults with care and support needs in a car on your own, however short the journey. In the event of having to transport such children or adults as part of an Organised Activity you must be accompanied by another responsible adult involved with that activity. Parents, guardians or carers must be made aware of these transport arrangements.
- Do not take children or adults with care and support needs to your home as part of the Organised Activity.
- Design training activities that are within the ability of the particular children or adults.
- Do not assist children or adults with dressing or undressing for an Organised Activity. This must be the responsibility of the parents, guardians or carers.
- If in an emergency situation you have to help a child or adult with their clothing or have to hold them or carry them, the circumstances and what happened must be reported to the parents, guardians or carers as soon as possible after the event.
- Do not enter showers or changing rooms while children, young people or adults with care and support needs are changing before or after an Organised Activity unless there are other adults present.

You should NEVER

- Engage in rough, physical or sexually provocative games.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged, or use such language yourself with children.
- Make sexually suggestive comments to anyone, even in fun.
- Do things of a personal nature that children can do themselves.
- Fail to respond to an allegation made by a child; ALWAYS ACT and notify the Club Welfare Officer immediately.

**Guidance on responding to a child or adult who makes an allegation**

- Do not panic – react calmly and do not frighten the individual.
- Acknowledge that what the child/adult is doing is difficult but that they are right to confide in you.
- Reassure the child/adult that they are not to blame.

- Make sure that from the outset you can understand what the child/adult is saying.
- Be honest straight away and tell them that you cannot make promises you cannot keep.
- Do not promise that you will keep the conversation a secret. Explain that in order to help them you will need to involve other people and that you will need to write things down. Use the Safeguarding Incident Report Form (see Annex C of the Safeguarding Policy)
- Listen carefully to the individual; take them seriously.
- Do not allow your shock or distaste to show.
- Keep any questions to a minimum for you to clarify any facts or words that you do not understand. Do not speculate or make assumptions.
- Do not probe for more information than is offered.
- Encourage the child/adult to use their own words.
- Do not make negative comments about the alleged abuser.
- At the end of the conversation, ensure the child/adult is either being collected or is capable of going home on their own.
- Ensure confidentiality and share the information on a strict need to know basis. Use the Safeguarding Incident Report Form (see Annex C) of the Child & Adult Protection & Safeguarding Policy) to record the allegation and inform the Club Welfare Officer immediately.
- Do not approach the alleged abuser.

**ANNEX B**



**Hurst Castle Sailing Club**



**Photography Consent Form**

Hurst Castle Sailing Club recognises the need to ensure the safety and welfare of children, young people and adults with care and support needs taking part in Organised Activities. In accordance with our child and adults protection policy we will not arrange for photographs, video or other images of young people or adults to be taken or published without their consent or the consent of the parents, guardians or carers of said persons.

Hurst Castle Sailing Club will abide by the Conditions of Use below. If you have any concerns about the way the images are being used, please inform immediately:

Mike Lattimer, Club Welfare Officer.

Tel 01722 780001.

Email [mike\\_lattimer@zoho.com](mailto:mike_lattimer@zoho.com)

**Conditions of Use**

- 1) We will only identify the child/adult with care and support needs by their first name to accompany a photographic image or video on our website, in our literature or any other electronic or printed publication. The only exception will be to include their full name if their photograph is being published having won a trophy or award.
- 2) We will never include personal email or postal addresses, telephone or fax numbers, on our website, in our literature or in any other electronic or printed publication.
- 3) We will use action images showing participants engaged individually or in groups in the Organised Activity or individual or group images of those receiving awards as part of the Organised Activity.
- 4) We will only use images of children, young people and adults who are suitably dressed, to reduce the risk of such images being used inappropriately.



**ANNEX B continued**

 **Declaration of parent or person with Legal Responsibility** 

Name of Child, Young Person, Adult with care and support needs (please print)

.....

- 1) I agree that the photograph of my son/daughter/supported adult may be used by Hurst Castle Sailing Club in its published literature.
- 2) I agree that their image may be used on the Hurst Castle Sailing Club website and Facebook page.
- 3) I agree that they may be photographed or filmed by authorised media and the images used in local or national press media, televised news programmes etc.
- 4) Certain sailing and newspaper media require full names in sailing reports and to accompany pictures of prize winners. May we give this information to reputable sailing media (such as RYA, Yachts & Yachting, The New Milton Advertiser and Lymington Times)? **Yes/No**

I have read and understood the Conditions of Use above.

I agree to notify Hurst Castle Sailing Club of any relevant changes in my child/supported adult's circumstances.

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

**Signed** ..... **Date** .....

**Name** (Please print) .....

Please tick

**Parent**     

**Guardian**     

**Carer**

ANNEX C

 **Safeguarding Incident Report Form** 

Name of Child/Supported Adult .....

Date of Birth .....

Address .....

.....Post Code .....

Disability or Special Needs .....

Ethnicity .....

Parent/Guardian/Carer Name and Telephone Number.....

.....

Organised Event Name.....

Date of Incident .....

Date of Disclosure .....

Time of Incident ..... Time of Disclosure .....

If concerns were passed on by a third party, supply their details (name, address and contact telephone number) and record what was said:

.....

.....(continue overleaf)

If concerns arise from your observations/actions give details: .....

..... (continue overleaf)

If child/adult made a direct disclosure, describe the circumstances and record what they said (using their words): .....

.....(continue overleaf)

Name role, relationship to the child/adult and contact details (if known) of any alleged abuser(s):

.....

Name, role and contact details of any potential witnesses to the alleged incident:

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Any actions you have taken (include name, role, agency and contact number for person(s) with whom this information has been shared (**Remember – ensure confidentiality and share your concerns on a strict need to know basis. The main contact in the club is the Club Welfare Officer**)). .....

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.....

Your Name (please print) ..... Role.....

Address

.....

.....Post Code .....Telephone.....

Signature ..... Date .....

**Pass this form in a sealed envelope immediately to Mike Lattimer, Club Welfare Officer. His address is: Laburnums, Church Street, Bowerchalke, Salisbury, Wiltshire SP5 5AY.**

- **Remember – ensure confidentiality and share your concerns on a strict need to know basis. The main contact in the club on these matters is the Club Welfare Officer**

The RYA Designated Person on Child and Adult Safeguarding is:

Katie Lucaides, Safeguarding and Equality Manager  
Royal Yachting Association  
02380 604104 [katie.lucaides@rya.org.uk](mailto:katie.lucaides@rya.org.uk)

Andrea Gates, Safeguarding Officer  
Royal Yachting Association  
02380 604104 [andrea.gates@rya.org.uk](mailto:andrea.gates@rya.org.uk)

If making contact with RYA about ECRB checks please use RYA generic e-mail addresses: [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk) or [disclosures@rya.org.uk](mailto:disclosures@rya.org.uk) to ensure messages are received by RYA.

The NSPCC provides a free 24hr service: 0808 800 5000/help@nspcc.org.uk  
Childline 0800 1111/[www.childline.org.uk](http://www.childline.org.uk)  
Child Protection in Sport Unit: 0116 366 5590 / [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)/ [www.thecpsu.org.uk](http://www.thecpsu.org.uk)  
Hampshire County Council Children’s Services: 0300 555 1348 Out of hours: 0300 555 1373  
Hampshire County Council Adult Services: 03000 555 1386 /[www.hants.gov.uk/adult social care/safeguarding](http://www.hants.gov.uk/adult-social-care/safeguarding)