

Rona Sailing Project



Safeguarding Children, Young People and Adults Policy

Created based on a template provided by and with expert guidance from SAFEcic.

Rona Sailing Project

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The Rona Trust. A Limited Company.

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Part 1 – The Rona Sailing Project

Context

The Rona Sailing Project (RSP) is a registered charity (Registered Charity No. 1073048) based near Southampton, and a volunteer-based Sail Training Organisation. The organisation runs inclusive Sail Training Voyages for diverse young people aged 14-25 years old.

In addition to sail training voyages for individuals, we also run voyages for school and youth groups as well as voyages for adults and young people including those with learning disabilities, mental health issues, in treatment or recovery from substance misuse, and those who are living with chronic conditions. The crews sleep in dormitory style bunks in the various areas of the yachts, each has a slightly different layout. The various sections can be sectioned with doors or curtains.

The organisation has opportunities for corporate and private events, which help subsidise the sail training voyages. Approximately 1900 people sail with the Rona Sailing Project annually.

One of the unique aspects of the organisation is that the organisation is volunteer-based. The RSP depends on a staff of five and more than 300 volunteers to run the voyages and to maintain and refit the vessels. The richness of the organisation today is found in the diverse backgrounds and skills of the volunteers, ranging from health and maritime professionals and businessmen to students. Our Skippers & Mates are all trained to RYA Yachtmaster level with commercial endorsement.

Our sail training voyages are split by age and gender (14-16 female, 16-19 female, 14-16 male, 16-19 male and 18-25 mixed) and school/youth group voyages and therapeutic voyages may be mixed or single sex. Individuals who do not identify as male or female or who are transitioning are given individual consideration as to which voyage to join. We aim to include a mixed afterguard/group leaders on voyages but this cannot be guaranteed.

The Rona Sailing is regulated by the Charity Commission and complies to marine related organisations such as the Royal Yachting Association, Maritime and Coastguard Agency, YDSA (Yacht Designers and Surveyors Association) and ASTO (Association of Sea Training Organisations).

The Rona Sailing Project is dedicated to encouraging a supportive and inclusive culture and ensuring equality of opportunity for all crew, volunteers and staff. We are committed to promoting diversity and inclusion and eliminating all forms of discrimination. Our aim is to ensure that the organisation and all those who join us on voyages are representative of all sections of society.

Part 2 – Safeguarding Statement and Aims

What is safeguarding?

Safeguarding means the protection of people's physical and mental health, their wellbeing and their human rights. Its objective is to support participant's welfare and to keep everyone safe.

Safeguarding applies to everyone, and it is each person's responsibility. Children, young people, and vulnerable adults may require more safeguarding support and consideration. This includes adults who may receive help from care teams, as well as adults who have mental health conditions, learning disabilities, or physical disabilities.

Policy Statement

We recognise that the welfare of all children, young people and adults at risk, is paramount and that *all* have equal rights of protection. We have a duty of care when they are in our charge, and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

We will:

- ✓ treat everyone with respect and celebrate their achievements,
- ✓ carefully recruit and select all staff whether paid or unpaid,
- ✓ respond to concerns and allegations appropriately,
- ✓ Create a healthy and safe environment for everyone who is sailing with the RSP.
- ✓ Ensure that the everyone is listened to and kept safe from harm.
- ✓ To ensure staff and volunteers are well informed, supported and protected.
- ✓ To demonstrate Best Practice in Child Protection and protecting adults from abuse and harm.

The RSP aims to:

- Raise the level of awareness of staff and volunteers about what children and adults are entitled to be protected from
- To raise the level of awareness of staff and volunteers about child abuse and the different forms it can take.
- To ensure that all staff and volunteers are able to recognise signs which could signify the abuse of a child or adult
- To promote the general welfare, health and full development of all who sail with the RSP
- To develop procedures in recording and responding to accidents, complaints and alleged or suspected incident

Rona Sailing Project (RSP) Safeguarding Statement

As members of SAFEcic, the RSP acknowledges the duty of care to safeguard and promote the welfare of young people and adults working, volunteering and sailing with the organisation. The RSP is committed to ensuring safeguarding practice reflects charity responsibilities, government guidance and complies with best practice to create a safe and caring environment.

The RSP recognises that the welfare and interests of people are paramount in all circumstances, and they have the right to be treated with dignity and respect. It aims to ensure that regardless of age, culture, gender, religion or beliefs, ethnicity, disability, sex, sexual or gender identity or social status, has a right to protection from discrimination and abuse. The RSP recognises that some people, including young people and adults with disabilities can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

No discrimination, harassment, intimidation or humiliation will be tolerated. Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such

incidents will be recorded and shared with parents and carers, and the relevant agencies when necessary and appropriate.

The RSP is committed to safeguarding children (anyone under 18 as defined by the Children Act 1989) and adults taking part in its activities from physical, sexual or emotional harm, neglect or bullying.

This policy also refers to anyone aged 18 or over who may be defined by the Care Act 2014 as an 'Adult at Risk', who is in need of care or support, and who because of those needs is unable to safeguard themselves at all times. The starting assumption must always be that an adult has the capacity to make a decision and have the right to do so. If there is an allegation or concern about an adult who has capacity, their consent must be obtained before any referral is made, unless others are at risk of harm. No information should be given to the adult's family or carers without their consent.

The RSP takes all reasonable steps to ensure that, through safe recruitment, robust safeguarding procedures and training, it offers a safe and fun environment to children and adults taking part in its activities. All staff and volunteers will be asked to undergo DBS checks and provide references. All staff and volunteers should follow good practice guidelines. Anyone with concerns about a child or adult should inform the Designated Safeguarding Lead immediately, in strict confidence and the police or medical agencies in an emergency. All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately. All staff and volunteers will have the opportunity to challenge any allegation made against them.

The policy and procedures will be widely promoted and are mandatory for everyone involved in the RSP. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in ending any involvement with the organisation. The safeguarding procedures will be developed and reviewed regularly, and any changes communicated within the organisation.

The RSP holds current Public Liability Insurance which covers all our activities.

The RSP regularly reviews safeguarding procedures and practices in the light of experience or to take into account of legislative or social changes.

Part 3 – Rona Sailing Project Safeguarding Team

Responsibility for oversight of Safeguarding in the RSP is given to the Designated Safeguarding Lead, the Project Director and the Safeguarding Trustee. They can be contacted in the order given below:

PROJECT ADDRESS			TELEPHONE
Rona Sailing Project, Unit 1A, Universal Marina, Crableck Lane, Sarisbury Green, Southampton SO31 7ZN			01489 885098 M to Th 0800-1700 Fri 0800-1300
SAFEGUARDING CONTACTS			
Project Secretary Designated Safeguarding Lead	Ann Bowers	ann@ronasailingproject.org.uk	07771 039514 01489 885098 M - Th 0830-1700
Project Director Deputy for Safeguarding	Sarah Woodman	sarah@ronasailingproject.org.uk	07918 766043 01489 885098 M - Th 0800-1700 Fri 0800-1300
Safeguarding Trustee	Dawn Bishop	dawnnbishop@gmail.com	07952 538385

Everyone in the organisation should know who the Designated Safeguarding Lead is and how to contact them.

The designated person’s general terms of reference includes:

- Maintaining up to date policies and procedures
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures
- In conjunction with the Project Director, advise the Trustees on safeguarding issues, and liaise with the Trustee with Safeguarding responsibilities
- Maintaining contact details for local Children and Adult Social Care Services

If there is a concern, the designated person would:

- Be the first point of contact for any concerns or allegations from children or adults at risk, ensuring that confidentiality is maintained in all cases
- Decide on the appropriate action to be taken in line with the organisation’s procedures and in conjunction with the Project Director
- Refer to relevant agencies if required (Adult Social Care, Police)
- Keep the Charity Commission, RYA and ASTO informed as necessary

Part 4 – Definitions of Children and Adults at Risk

Children & Young People

This policy refers to anyone under the age of 18, defined as a child by the Children Act 1989. The RSP is committed to safeguarding children taking part in activities from physical, sexual or emotional harm, neglect or bullying. The RSP takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training, it offers a safe and fun environment.

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child “means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier” (Article 1, Convention on the Rights of the Child, 1989). A child is anyone who has not yet reached their 18th birthday (16th in Scotland).

Adults at risk

The term ‘Adult at Risk’ as defined by the Care Act 2014 applies to people aged 18 or over who are in need of care or support, regardless of whether they receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

There are also adults who are at risk due to a specific circumstance they may find themselves in, for example: domestic abuse, forced marriage, sexual or commercial or financial exploitation. Adults at risk may include individuals who are vulnerable as a consequence of their role as a carer.

All of us could be regarded as being at risk or vulnerable at certain times in our lives, for example when undergoing medical treatment or experiencing a period of mental ill-health. Equally, not all people with a disability would identify themselves as being vulnerable or at risk.

In a sailing context, organisations may work with:

- People who have a physical disability, whether from birth or acquired through injury, illness or advancing age, ranging from those who can sail independently but need some assistance getting afloat, to those who depend on others for physical care and support
- People who are blind or visually impaired, who may need to be guided around the site and when afloat and sail with sighted crew
- People who are deaf or hearing impaired, whose needs are largely connected to communication and inclusion
- People who have learning difficulties or who for some other reason (e.g. brain injury) may not have the capacity to make independent decisions or to assess risk
- People who are on the autistic spectrum
- People who are experiencing mental illness

Mental capacity and consent is an important issue. Under the Mental Capacity Act 2005 a person lacks capacity to make a decision if they have an ‘impairment of or disturbance in the function of their mind or brain’, and unable to understand and retain information required to make a decision and is unable to communicate their decision.

If an adult does not have capacity and is unable to give consent, a referral may be made and their family or carers informed, provided that they are involved in the individual's life and are not implicated in the allegation. Mental capacity refers to the ability to make a decision at a particular time. The term 'lacks capacity' means that a person is unable to make a particular decision or take a particular action for themselves at a particular point in time – although they may still be able to express an opinion or preference or take a less complex decision.

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

Volunteers at the RSP working with adults at risk and working with sailors with disabilities are encouraged to engage with Disability Awareness Training. This can be provided by RYA Sailability.

Part 5 – RSP Related Policies

- Diversity, Inclusion and Equality Policy
- Anti-bullying Policy
- Complaints Procedure
- Whistleblowing Procedure
- Safer Recruitment Policy
- Social Media Policy
- Data Protection Policy

Latest versions of Policies and Procedures are available on the secure or public website, in print on the vessels and in the office.

Part 6 – Procedures and Working Practices

Consent

When consent is required for any care, activity or intervention we will, unless it is an emergency, obtain consent from the parent/carer (if the person sailing with the RSP is a child) or individual if an adult of sufficient understanding.

Where relevant, we will ensure we fulfil our obligations under Childcare Law in terms of parental responsibility and Mental Capacity Legislation on supporting, where possible, the individual's right to make their own decisions. Any decisions made should be the least restrictive and recorded.

Safe recruitment and checks

The RSP is committed to safe recruitment and safeguarding training.

Staff and volunteers taking part in RSP activities are subject to an appropriate level of scrutiny. The level of checking is proportionate to the role and level of risk involved and in line with relevant statutory

requirements. Checks involving DBS, completion of a self-declaration form and references are sought. Staff and volunteers are given clear role descriptions and expectations, and provided with an induction, training, and supervision to cover any areas where they may lack experience or confidence and familiarise them with the RSP operating procedures.

It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006 for a Barred individual to work in Regulated Activity, for an organisation to knowingly allow someone who has been Barred to work in Regulated Activity, and for an organisation to fail to make a referral to the DBS if they have dismissed someone from Regulated Activity for harming or posing a risk of harm to a vulnerable person.

Safer Recruitment

Our organisation is committed to safe recruitment in line with the relevant legislation and guidance from government for recruiting all staff, paid or unpaid. We do this by:

- advertising vacancies with a clear commitment required to safeguarding
- assigning all posts detailed job descriptions
- obtaining full personal details with particular relevance to previous work with children, young people and adults at risk
- when a candidate is selected for interview the relevant criminal declaration form will be sent for completion as set out by the Rehabilitation of Offenders Act 1974
- always taking up two written references, one from the most recent employer or education establishment
- undertaking all interviews face to face, based on the job description
- having sound procedures and recording for interviewing to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable

Any appointment will only be confirmed subject to:

- ✓ a satisfactory ID and DBS check at the appropriate level
- ✓ a follow up of written references by telephone if relevant to the vacant post
- ✓ a check of essential qualifications
- ✓ confirmation of the Right to Work in the UK for employed personnel
- ✓ fitness to work as relevant

Induction and Training

Staff and volunteers all have to complete safeguarding training on a regular basis in order to work for, volunteer or sail with the Rona Sailing Project. The training completed is recommended by the Royal Yachting Association and Educare via ASTO (Association of Sail Training Organisations).

We have a clear induction and training strategy with clear job descriptions and responsibilities and all relevant procedures. All new staff or volunteers will receive induction training as soon as possible and sign to record they have:

- received and understood the RSP Safeguarding policy
- been given any relevant resources
- understood the commitment to safeguarding training

When needed, staff will receive further safeguarding training, at the appropriate level, as soon as possible. Updated safeguarding training is normally required every 3 years. Staff or volunteers working directly with at risk groups will be offered the opportunity to undertake the free online government training PREVENT ([Prevent duty training - GOV.UK \(www.gov.uk\)](https://www.gov.uk)) and FGM ([Free FGM Training Online | Recognising & Preventing FGM Free Course | Virtual College \(virtual-college.co.uk\)](https://www.virtual-college.co.uk)).

Staff/volunteer ratios to children, young people and adults at risk

There must always be a minimum of two responsible adults present for any activities. The RSP will work with group organisers about any particular requirements they have, but in general the usual ratios would be:

	Afterguard	Trainee Crew	Other
STVs	Up to 7 (Skipper, Mate, Watch Officers X2, Watch Leaders X2, Supernumerary Berth)	Up to 13	-
School groups	Up to 7 (as above)	Up to 13	1-2 teachers
Gemini (adults with learning difficulties)	Up to 4 (including RSP Skipper, Mate and 2 others from RSP Ranks)	Up to 8	Helpers x 4 Adviser x 1
Sailing for Mental Health/other health conditions	Up to 6	Up to 10	As required

Confidentiality, data protection and data storage

All personal information, including Disclosure information, is treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children or adults at risk, in accordance with RSP Data Privacy procedures.

Data Protection

The RSP treat any personal information by which an individual can be identified, for example, name, address, and email, in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR) and will not share information with any third party, except where required by law.

Confidentiality

This policy is in line with government guidance about confidentiality. The RSP endorse the principle of the welfare of children, young people and adults at risk, overriding any obligations of confidence we may hold to others. No one working, or involved, with our organisation can promise absolute confidentiality. Individual cases will only be shared or discussed on a “need to know” basis.

Information Sharing

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. Within our organisation the decision to share written information, and with whom, will be undertaken by the Designated Safeguarding Lead with the Project Director.

Reviewing and monitoring safeguarding at the Rona Sailing Project

The RSP is committed to robust Safeguarding practice, and the policy and procedures are monitored and reviewed. The statement is approved by the RSP Board of Trustees and updated annually. This policy is promoted to all staff and volunteers through induction, training and supervision, and is available to see on the organisation's website which is accessible to parents/carers and supporters.

Whistleblowing

Whistleblowing is when someone raises a concern externally about a person or practice within the organisation, which will affect others in an illegal and or harmful way.

The RSP promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the Lead for Safeguarding.

If individuals reporting their concerns within our organisation do not feel they have been acted upon then we support their right to report these concerns to the Local Authority Designated Office (LADO) (England and Wales only) social care services, the police, and /or the relevant Regulatory Authority e.g. Charity Commission, MCA.

All media enquiries will be handled by the Project Director in the first instance.

Part 7 – Recognising abuse in Children, Young People and Adults at Risk

Recognising Abuse in Children Young People and Adults at Risk

The following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g. is what you are observing and being told about an injury consistent with the injury?

- Alcohol and Substance misuse
- Breast Ironing
- Carrying offensive weapons
- Child criminal and sexual exploitation including County Lines
- Concealed pregnancy
- Criminal exploitation
- Discriminatory
- Domestic violence, including "honour" based abuse
- Emotional
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse

- Forced marriage
- Gangs
- Gambling
- Hate and "mate" crime
- Hazing and initiation rites
- Hoarding
- Modern slavery
- Neglect and acts of omission
- Online safety
- Organisational or institutional
- Peer on peer abuse, including sexual violence and upskirting
- Psychological
- Physical
- Radicalisation
- Self-neglect
- Sexual
- Spiritual abuse
- Trafficking
- Upskirting

Some of the more typical symptoms, which cause suspicion:

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

Part 8 – Handling Disclosures, Allegations & Responding to Concerns

Handling Disclosures

A disclosure may come from someone reporting:

- they have or are being abused
- they have concerns about someone else
- they are themselves abusing or likely to abuse someone else

When a disclosure is made by a child, young person or adult at risk our staff and volunteers are advised to:

ALWAYS

- stay calm – ensure the child is safe and feels safe
- show and tell the child that you are taking what they say seriously
- reassure the child and stress that he/she is not to blame
- be honest, explain you will have to tell someone else to help stop the alleged abuse
- maintain confidentiality – only tell others if it will help protect the child
- seek advice from the Lead or Deputy for Safeguarding
- make a careful recording of anything you are told or observe, date and sign.
- do not investigate
- do not delay

NEVER

- rush into actions that may be inappropriate
- make promises you cannot keep
- ask inappropriate questions, which may jeopardise any impending police investigation
- take sole responsibility – consult someone else (the person in charge or someone you can trust) so you can begin to protect the child and gain support for yourself

Handling Allegations

Our policies and procedures are in line with the statutory guidance, RYA, SafeCIC and ASTO guidelines, our disciplinary, complaints and grievance procedures. These will be made available to everyone.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the Lead or Deputy will, in all cases, discuss the situation with social care services (the LADO with regards to children England and Wales only) and / or the police before making an open decision about the best way forward.

Where there is an allegation of abuse against a member of staff/volunteer/crew member, there may be three types of investigation:

- Criminal investigation
- Child protection investigation
- Disciplinary or misconduct investigation

In the case where the Lead is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Senior Lead (Trustee). If there is a belief that the concern has not been taken seriously or acted upon then any one can “Whistleblow”.

With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services (the LADO, with regards to children England and Wales only and / or the police). Any investigation will override the need to implement any such procedures. Our management are responsible for making referrals to the relevant:

- Disclosure and Barring Service
- Regulatory Authority
- Professional body

The result of the police and social services investigation may well influence the disciplinary investigation (in case of staff/volunteer), but not necessarily.

It is important that we have a means to address misconduct. Disciplinary procedures are in place.

It is important to understand that a member of staff/volunteer/crew member reporting a case of child abuse, particularly by a colleague, may undergo a high degree of stress, including feelings of guilt for having reported the matter. It is therefore important to ensure that appropriate counselling and support is available in such a situation.

Responding to Concerns

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the Lead or Deputy for Safeguarding. Everyone, including both the Lead and Deputy for Safeguarding will deal with concerns using the following:

Step One:

If you are worried a child, young person or adult at risk has been abused because:

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child
- a child, young person or adult say they are abusing someone else

Step Two:

Check our safeguarding policy for guidance. Talk to the Lead or Deputy for Safeguarding without delay. If they are implicated then report to Additional Senior Lead

**CONSULT,
MONITOR
AND RECORD**
*Sign/Date/Time
Include name
and job role*

Step Three:

The Lead, Deputy or Additional Senior Lead should refer the concern to the relevant adult or children's social care service and/or the Police and follow up the referral in writing within 24 hours.

For England and Wales in cases of allegations against a "person of trust" with a "duty of care" towards a child, the Local Authority Designated Officer (LADO) will co-ordinate the next procedural steps.

Under "whistle blowing", anyone can refer directly to the police or social care services and **all relevant Authorities**, when they are concerned the organisation is not managing safeguarding concerns appropriately.

When the concern is about the welfare of a child or adult at risk from schools, colleges, health providers, GP practices, prisons or social care settings, you should refer to that organisation's Lead for Safeguarding in the first instance. Inform the Lead or Deputy that you have referred a concern.

**Any consultations should not delay a referral.
In an emergency do not delay: dial 999**

Bullying and Harassment

Bullying and harassment can take many forms and include:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact
- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites.
- it is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability

Whether directed at children, young people, adults at risk, staff, volunteers, parents and carers; bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern when aimed at children, young people and or adults at risk. If children, young people and/or adults at risk are engaging in bullying or harassment it is also a safeguarding concern and will be reported to the Lead or Deputy for safeguarding.

We will:

- provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment
- report all incidents of bullying or harassment observed or disclosed, to the Lead or Deputy who will take the appropriate action
- take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment
- record all incidents with observations and witness statements, and action taken, signed, timed and dated

Part 9 – Record Keeping

Record Keeping

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a safeguarding incident form (QR code available in Ships Log book) with further detail on a body map if required
- of sufficient details of child, young person or adult at risk to identify individual who is subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
 - what has been monitored/observed
 - what has been said and by whom
 - what has given cause for concern
 - what action has and/or will be taken including the reason for those actions
 - the reason stated for no action being taken and by whom
- non judgmental
- timely (within 24 hours)

- signed and dated by the writer and co- signed by the Lead or Deputy
- shared as appropriate by the Lead or Deputy for Safeguarding
- stored safely and securely by the Lead or Deputy for Safeguarding

Part 10 – Online Safety

Why do we need to include Online Safety?

Modern digital technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations working with children, young people adults at risk, families, parents and carers have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy.

Online Safety Code of Conduct:

We expect everyone in our organisation to agree and sign up to our Online Safety code of conduct to:

1. use the internet and other forms of communication in a sensible and polite way.
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. seek permission if they want to use personal information or take photographs of other people.
4. report any concerns to the Lead or Deputy
5. not maintain confidentiality if there is a concern about the welfare of a child, young person or adult at risk.

What are the Risks?

There are many potential risks including:

- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime.
- sharing nudes or semi nudes.
- viewing or sending unacceptable material such as inciting hatred or violence.
- sending bullying messages or posting malicious details about others.
- ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- overspending on shopping and gambling sites.
- being at risk of identity fraud for money transactions.
- inappropriate relationships or prostitution.

What else might be of concern?

A child, young person or adult at risk who:

- is becoming secretive about where they are going to or who they are meeting.

- will not let you see what they are accessing online.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile for long periods and at all hours
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you don't know.
- does not appear to have the money they should have.

A person who:

- befriends a child, young person or adult at risk on the internet or by text messaging.
- has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- is secretive about what they are doing and who they are meeting.

Social media

The [Online Safety Act 2023](#) and associated government guidance [A Guide to the Online Safety Bill](#) now makes social media companies more responsible for their users' safety on their platforms. This means children and adults will be protected online by making social media platforms:

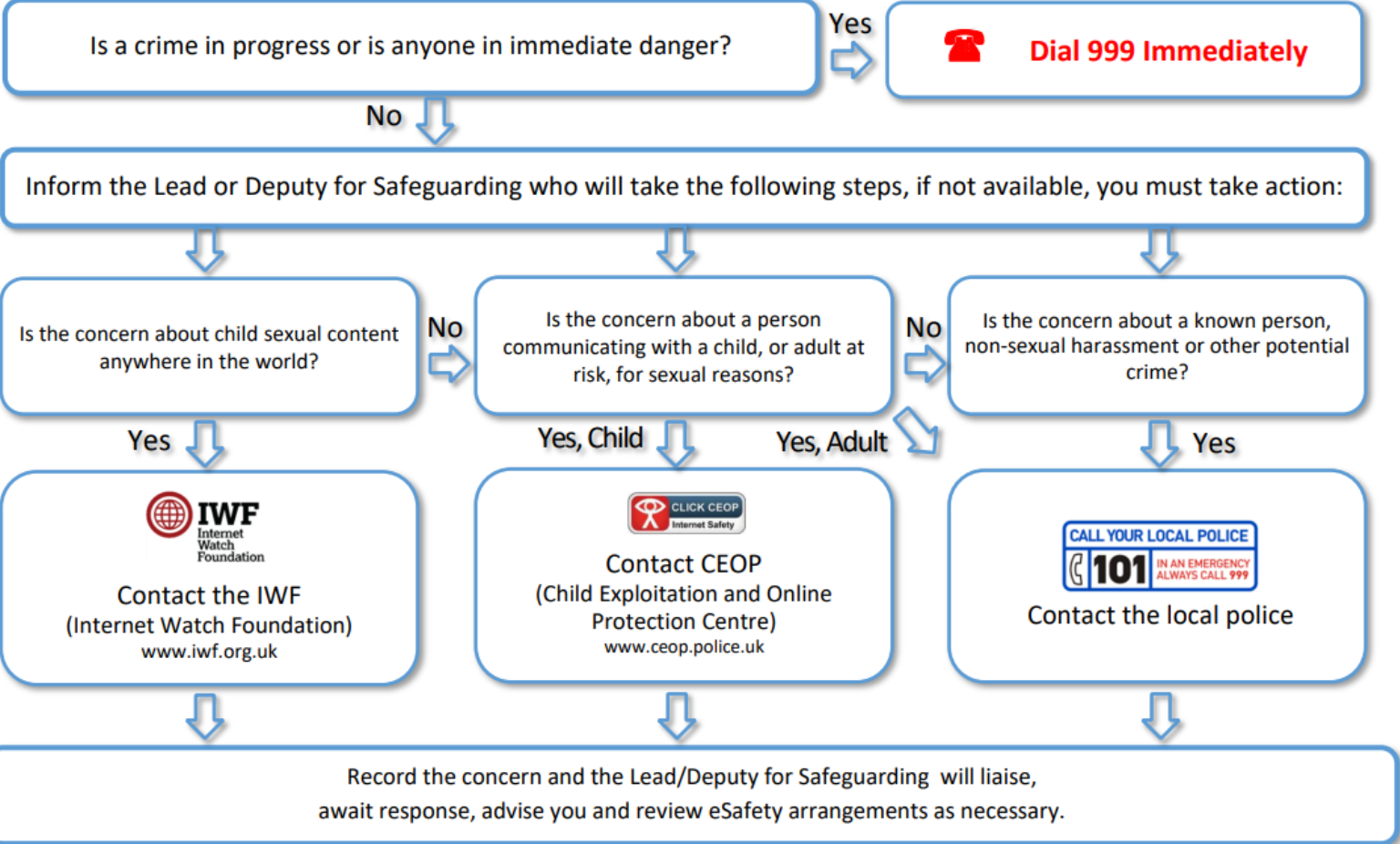
- remove illegal content quickly or prevent it from appearing in the first place. This includes removing content promoting self-harm
- prevent children from accessing harmful and age-inappropriate content
- enforce age limits and age-checking measures
- ensure the risks and dangers posed to children on the largest social media platforms are more transparent, including by publishing risk assessments
- **provide parents and children with clear and accessible ways to report problems online when they do arise**

Such content should be reported to the service provider and if they do not respond appropriately the matter can be reported to [Ofcom](#).

Online Safety Referral Flowchart – Child and Adult



Online Safety Referral Flowchart – Child and Adult



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Minimising the Risks

We will:

- talk to children, young people and adults at risk about what they are accessing online.
- ensure everyone uses PCs, iPads and other technology in a general space where we can monitor what is going on.
- explain the risks of giving out personal details online.
- talk about how people can be anyone they want to be online, e.g. by using misleading emails, photographs of other people, telling lies about their age, hobbies, school.
- encourage children, young people and adults at risk to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- advise children, young people and adults at risk to only text, chat or webcam to people they know in real life.
- talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- discuss how people hide their identities online and the importance of never meeting new online “friends” in real life.
- make sure children, young people and adults at risk understand they can always talk to us, or their parents and/or carers, about anything that makes them feel uncomfortable.
- look on the internet together for information about how to deal with or report problems. e.g. [Thinkuknow](#)
- talk about how/when information or images get on to the internet, they can never be erased.

Part 11 – Safeguarding Practical Guidance

Safeguarding Responsibilities of staff and volunteers

Staff, Afterguard and trainees are ambassadors for the RSP and for themselves, and their behaviour during voyages and RSP activities should reflect this. We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. We undertake to:

- ✓ treat everyone with respect and dignity
- ✓ ensure that their welfare and safety is paramount at all times
- ✓ maintain professional boundaries both face to face and when using technology
- ✓ always listen to individuals and take account of their wishes and feeling
- ✓ always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- ✓ liaise openly with parents and carers
- ✓ only use physical contact if absolutely necessary
- ✓ avoid being alone with children, young people and adults at risk whenever possible
- ✓ listen to, and act upon, any disclosures, allegations, or concerns of abuse
- ✓ participate in approved safeguarding training at appropriate levels
- ✓ follow our safeguarding policy at all times
- ✓ make activities FUN and enjoyable

Staff and Afterguard Responsibilities to Trainees

- Situations which could lead to inappropriate relationships with trainees are not permitted
- Using physical or verbal abuse is not permitted

- Develop a positive and supportive relationship with the trainees
- Maintain a professional relationship

Staff and Afterguard Responsibilities to Afterguard Members

- Maintain professional working relationships
- Establish clear communication channels
- Provide appropriate support
- Respect confidentiality

Staff and Afterguard Responsibilities to the Project

- Undertake duties in accordance with the Projects policies and procedures
- Ensure that the RSP is portrayed in a positive way at all times
- Complete an Enhanced DBS application and ensure that the RSP have viewed the certificate before sailing
- Ensure that the RSP is informed of any conviction, caution, reprimand or final warnings after the DBS has been issued. The RSP reserves the right to exclude Afterguard from the RSP for non-disclosure of offences which would place a young person/vulnerable adult/RSP at risk

Inappropriate relationships between Afterguard/Trainees and Trainees

Adults working with young people or vulnerable adults have a duty not to abuse their position of trust and should behave responsibly and professionally towards children and young people in their care. The behaviour between individuals on a RSP voyage should be of a standard considered acceptable in a normal working environment. The RSP operates a 'no touching' policy to reduce the risk to both afterguard and trainees. Sexual harassment is not acceptable.

Examples may include:

- Suggestive comments or body language
- Unwanted physical contact
- Lewd comments/behaviour

During the period of the voyage public displays of affection between afterguard members is not appropriate and is discouraged.

No code can hope to spell out the appropriate behaviour for every situation and the RSP relies on each afterguard member to make a judgement of what is right and good practice in any particular situation.

Intimate Care

In the unlikely event of staff/volunteers having to do things of a personal nature for children or adults at risk, these tasks should only be carried out with the full understanding and consent of parents/carers. In an emergency situation which requires this type of help, parents/carers should be fully informed as soon as possible. In such situations it is important to ensure all staff/volunteers are sensitive to the child and undertake any personal care tasks with the utmost discretion.

First aid and medical treatment

First aid, provided by an appropriately trained and qualified person, is part of the organisation's normal duty of care. Consent for medication or medical treatment is obtained by the parent/carer prior to the voyage. In an emergency situation which requires this type of help, the parents/carers should be informed as soon as possible.

Photography and filming

This policy does not preclude personal photographic records of voyages by children and volunteers. The RSP recognises it is important to minimise the risk of images being misused. Digital technology makes it easy to take, store, send, manipulate and publish images. The RSP booking form contains a photographic consent form for use of images by the RSP:

- Children's names and personal details will not be linked to photographs or videos
- Care will be taken in the storage and access to images

Any photographer or member of the press or media attending an event should wear identification, will be briefed in advance about expectations and will not have unsupervised access to young people at the event.

Transport

On occasions the RSP provides minibus transport between the train station and Marina. We ensure that we:

- gain written permission from parents or carers to carry children, young people and adults at risk
- keep a register of who is being transported and who is driving, when to where and return, with collection and return times being specified
- consider if another driver might be required or the possible need for extra supervision
- have emergency procedures in place
- can evidence the vehicle is roadworthy and suitable for transporting each individual
- provide suitable and age-appropriate seat belts

and we ensure that drivers:

- are recruited under safeguarding recruitment procedures
- are suitably qualified to drive the required vehicle
- avoid transporting children, young people or adults at risk on their own

Activities, Events and Visitors

We will always ensure visitors and activities undertaken are risk assessed and we are committed to:

- ensuring that those who run sailing or workshop activities have the necessary qualifications, expertise, knowledge and skills to do so properly and safely
- completing a risk assessment which involves identifying risks and the means of reducing or eliminating those risks for all sailing or on land activities and events
- having a written plan in place in case of emergency including contact numbers
- implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis

Abuse of Position of Trust

It is an offence for a person aged 18 or over, intentionally to engage in, cause or incite, participate in or cause a child to watch a sexual act when the adult is in a position of trust in respect of the child (Sexual Offences Act 2003).

Drugs and alcohol

- The Project does not tolerate the illegal use of controlled drugs. If the Skipper has reasonable suspicion that they are being used aboard or ashore, the offending person will be sent home immediately or turned over to the appropriate authorities.
- Drinking of alcohol by Afterguard should only be done in moderation and circumspectly with the Skipper's knowledge.
- All Afterguard must be within the legal alcohol breath test limit whilst at sea
- The Skipper must always remain below this level whilst the vessel is at anchor or moored in harbour as they might need to perform safety-critical duties at any time (e.g. fire-fighting)
- The Skipper may ask the Mate to take on this responsibility and keep within the limit for the occasional evening
- Alcohol consumption on board by the Trainees is at the Skipper's discretion
- Under 18s are not permitted to drink whilst with the Project. Neither Afterguard nor other Crew must purchase alcohol for under 18s under any circumstances.

Smoking and Vaping

- Smoking and vaping on board are at the discretion of the Skipper and usually allowed on deck at the back of the boat. Smoking or vaping is never permitted down below.
- Trainee crew must be above the legal age to smoke or vape.

Managing Challenging Behaviour & use of physical intervention and restraint

Strategies for de-escalating tensions should be used to manage challenging or aggressive behaviour, and physical intervention should be a last resort. The principle of using minimum force for the shortest period should be used, and any physical intervention should be recorded on an incident form and the Project Director and DSL should be informed.

The Late Pick Up of a Young Person or Adult at Risk

If attempts to contact the parent and nominated emergency contact fail, then the supervising adult should wait with the child, young person or adult at risk with other staff, volunteers or parents wherever possible.

Staff and volunteers, should avoid:

- taking the child, young person or adult at risk home or to another location
- waiting alone with the child, young person or adult at risk in a vehicle or at the venue
- sending the child young person or adult at risk home with another person, without parental consent
- leaving the child young person or adult at risk alone.

If all attempts to make contact fail, it may be advisable to contact the police for advice.

Missing Child, Young Person or Adult

If a child, young person or adult at risk goes missing from the vessel it will be reported to the police. Use 999 where there is a concern that they cannot be found or are vulnerable.

A missing person may be assessed as 'at risk' if they fit one or more of the following categories:

- is under 16
- has expressed feelings of suicide

- has dementia
- has been acting totally out of character
- has mental health issues
- is under increased stress
- has an illness or a physical disability
- has a learning disability
- is in need of regular medication/care

The Lead or Deputy for Safeguarding should be informed as soon as possible, and all details and actions recorded dated timed and signed.

Ethical Fundraising

We are committed to our fundraising being:

- **Legal:** All fundraising must meet the requirements of the law.
- **Open:** Fundraisers must be open with the public about their processes and must be willing to explain (where appropriate) if they are asked for more information.
- **Honest:** Fundraisers must act with integrity and must not mislead the public about the cause they are fundraising for or the way a donation will be used.
- **Respectful:** Fundraisers must demonstrate respect whenever they have contact with any member of the public.

Part 12 – Supporting Information, Definitions and Contacts

Information - What is Child Abuse?

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a child's physical or mental health. Children can be abused within or outside their family, at school, in a sports or community environment. Child abuse can take many forms:

Physical abuse where adults or other children:

- physically hurt or injure children (e.g. by hitting, shaking, squeezing, biting or burning)
- give children alcohol, inappropriate drugs or poison
- attempt to suffocate or drown children
- in sports situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body

Neglect includes situations in which adults:

- fail to meet a child's basic physical needs (e.g. for food, warm clothing, essential medication)
- consistently leave children alone and unsupervised
- fail or refuse to give children love, affection or attention
- neglect in a sports situation might also occur if a teacher or coach fails to ensure children are safe or exposes them to undue cold or risk of injury

Sexual abuse

Individuals are sexually abused when other people use them to meet their own sexual needs. This could include:

- full sexual intercourse, masturbation, oral sex, fondling
- showing children pornographic books, photographs, videos, or taking pictures for pornographic purposes
- sport situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people

Emotional abuse can occur in a number of ways e.g.:

- there is a persistent lack of love or affection
- there is constant overprotection which prevents children from socialising
- children are frequently being shouted at or taunted
- there is neglect, physical or sexual abuse
- emotional abuse in sport might also include situation where parents or coaches subject children to constant criticism, bullying or unrealistic pressure to perform to high expectations

Bullying

Bullying may be seen as deliberately hurting behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. The bully may often be another child.

Useful contacts

FREE confidential services which are available 24 hours a day:

Children under 18

RYA Safeguarding Team rya.org.uk/about-us/policies/safeguarding	02380 604226/02380 604104	safeguarding@rya.org.uk
NSPCC 24-hour helpline nspcc.org.uk	0808 800 5000	
Childline 24-hour helpline childline.org.uk	0800 1111	
Kidscape (dealing with bullying) kidscape.org.uk	0300 102 4481 WhatsApp: 07496 682785	parentsupport@kidscape.org.uk

Adults over 18

FREE confidential advice and websites to look at for information and advice:

RYA Safeguarding Team rya.org.uk/about-us/policies/safeguarding	02380 604226 / 02380 604104	safeguarding@rya.org.uk
Anne Craft Trust anncrafttrust.org	0115 951 5400	
Support Line supportline.org.uk	01708 765200	
Mind mind.org.uk	0300 123 3393 text: 86463	
Samaritans samaritans.org	116 123	jo@samaritans.org.uk (24hr response time)
Police non-emergency police.uk/pu/contact-us	101	
Staying safe online thinkuknow.co.uk		
Mental health and wellbeing Youngminds.org.uk		

Part 13 – Rona Sailing Project Policy Date and recommendations

In order to attain the highest standards of safeguarding practice, everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually by the Designated Safeguarding Lead, Trustee with Safeguarding responsibility and Project Director. However, it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting policies and practices that we can all be confident we have done everything we can to safeguard the children, young people and adults at risk in our care.

This policy was agreed and disseminated on 22 May 2024 and will be reviewed annually or when there are substantial organisational changes **Policy Review Date:** __May 2025_____

Chairman of Trustees: *Signature*.....
Print Name.....
Date.....

Designated Safeguarding Lead: *Signature*.....
Print Name.....
Date.....

Rona Sailing Project Director: *Signature*.....
Print Name.....
Date.....

Trustee Lead for Safeguarding: *Signature*.....
Print Name.....
Date.....

Appendices

- **Body Map**

[Body Map - Safeguarding.docx](#)

- **Online Safeguarding Form**



- **Flowcharts**

Hard copies of these documents are in the voyage files on board the vessels and available from the office.