

<b>HR POLICY</b>			<b>UKSA</b>
<b>POLICY:</b>	<b>Safeguarding Policy</b>	<b>DOC REF:</b>	QPO-086
		<b>REV:</b>	1
<b>ASPECT:</b>	<b>HR MANAGEMENT SYSTEM</b>	<b>Date:</b>	02/06/16

## 1 INTRODUCTION

It is the policy of UKSA to safeguard children, and vulnerable adults ("participants") taking part in UKSA activities and training from physical, sexual or emotional harm. UKSA will take all reasonable steps to ensure that, through appropriate procedures and training, participants in UKSA activities and training do so in a safe environment. We recognise that the safety and welfare of the participant is paramount and that all participants, whatever their age, gender, ability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

## 2 POLICY STATEMENT

- 2.1 As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults, who are defined as individuals aged 18 and over and who are acknowledged as requiring additional support due to a mental or physical disability, learning difficulties, social challenges or are at higher risk due to the misuse of substances.
- 2.2 UKSA actively seeks to:
- Create a safe and welcoming environment, both on and off the water, where participants can have fun and develop their skills and confidence
  - Recognise that safeguarding participants is the responsibility of everyone, not just those who work with children
  - Ensure that UKSA organised training and activities are run to the highest possible safety standards
  - Keep under continuous review its way of working to incorporate best practice
  - Adhere to the relevant guidelines for safeguarding from governing bodies and external agencies including the RYA (Royal Yachting Association) and Local Authority guidance for schools and colleges.
- 2.3 UKSA will:
- Treat all participants with respect and celebrate their achievements
  - Carefully recruit and select all employees, contracted instructors and third parties
  - Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse
- 2.4 This policy relates to all employees, contracted instructors and third parties who work with children or vulnerable adults in the course of their duties with UKSA. It will be kept under periodic review.
- 2.5 **All relevant concerns, allegations, complaints and their outcome should be notified to the Director of Youth Development at UKSA, who is the Designated Safeguarding Officer 'DSO'.**

## 3 DESIGNATED PERSONS

- 3.1 Although everyone has a role to play in ensuring that children are safe, the Director of Youth Development (see contact details in Appendix 1) is UKSA's '**DSO**' and has specific responsibility for implementing this policy, and acts as the point of contact to receive information.
- 3.2 It is the responsibility of the Director of Finance and Business Services to:
- Maintain an up to date policy and procedures, compatible with the governing bodies guidelines
  - Ensure that all staff and/or third parties are issued with the policy and understand its importance, at induction to the organisation and regular follow ups
  - Advise on safe recruitment procedures for compliance with child protection issues

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### 3.3 The Designated Child Protection Officer will:

- Ensure that all relevant staff and managers receive appropriate and timely training in safeguarding practices and procedures
- Advise the management team and board of trustees on child protection issues

### 3.4 If there is a concern, the Designated Child Protection Officer will:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases
- Decide on the appropriate action to be taken, in line with UKSA's procedures, governing body guidelines and the law

## 4 HANDLING THE MEDIA

If there is an incident at UKSA which attracts media interest, or if you are contacted by the media with an allegation concerning a guest, student or employee, do not give any response until you have had an opportunity to check the facts and seek advice from the DSO or Head of Sales & Marketing.

## 5 SAFE RECRUITMENT

5.1 UKSA has adopted sound recruitment policies and procedures, and the issue of participant protection is covered in the organisation's risk assessment and operating procedures. All appointments, whether for paid or voluntary work, are subject to the appropriate level of scrutiny. The level of checking carried out is proportionate to the role and level of risk involved. UKSA has identified that the risk is higher for the instructors who will be in regular contact with the same child or children, and in sole charge of children with no parents or other adults present. Instructors and lecturers are also in a role of authority and trust. UKSA has agreed a clear policy and applies it fairly and consistently:

### 5.2 Who we check:

- All paid instructional, lecturing and tutorial staff, contracted instructors and third parties who carry out a regulated activity on UKSA premises or at other locations where UKSA activities are taking place
- Managers supervising regulated activity roles.
- Evening Duty Superintendents.

### 5.3 How we check:

- References from previous employers/tutors and personal referees
- Self-disclosure as part of the application form which is a compulsory requirement even for those staff who apply with a CV to UKSA
- A compulsory disclosure from the DBS (Disclosure and Barring Service) if the role falls into a regulated activity or is of a supervisory role managing a role within a regulated activity; employment or Third Party engagement is dependent upon a satisfactory disclosure

### 5.4 Levels of DBS Disclosure:

- Enhanced DBS Check for tutors/lecturers, Evening Duty Superintendents and any manager who has a supervisory role over a regulated activity.
- Enhanced Check with Barred List for Regulated Activity for all instructors and swimming pool lifeguards.

### 5.5 Level of competency:

To ensure that we recruit someone who is well suited to their role, and to ensure equality of opportunity, we:

- Provide the applicant with a clear job description (or volunteer/work experience role outline)
- Provide the applicant with a copy of our Equal Opportunities Policy
- Include a person 'profile' listing the key qualifications, skills, experiences and qualities we are looking for with the job description

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- Check that the applicant is competent for the role e.g. they hold appropriate and valid qualifications and/or certificates
- Provide regular training, mentoring and supervision

**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/Regulated Work, and for an organisation to fail to make a referral to the DBS/Disclosure Scotland if they have dismissed someone from Regulated Activity/Regulated Work for harming or posing a risk of harm to a vulnerable person.

## 5.6 Recruitment procedures:

### 5.6.1 To ensure best practice in recruitment, UKSA:

- Advertises posts widely and appropriately to attract the best candidates
- Ensures all job advertisements contain a statement that a full disclosure will be requested in the event of the individual being offered the position
- Follows the guidelines contained in our Equal Opportunities Policy, which requires that at least two people with relevant background and experience interview all applicants in a fair and consistent manner
- Interviewers will ask applicants for information about their past career or relevant experience, their reasons for leaving earlier posts, or moving area, and make sure there are no unexplained gaps in their career history
- Interviewers for roles which require an Enhanced Check for Regulated Activity will explore applicant's experience of and attitude towards working with children
- Will take up references, at least one of which is from a previous employer or someone who has first-hand knowledge of the applicant's previous work with children
- Requires all applicants to complete a self-disclosure as part of the UKSA application form, which may deter anyone with a criminal record related to their suitability to work with children from proceeding any further
- Requires all staff and Third Parties offered a position at UKSA to apply for the appropriate DBS check
- Provides all staff and Third Parties with a copy of the Policy Statement on the Recruitment of Ex-Offenders which clearly outlines the process for DBS checking
- Carries out a face to face identity check with all new staff on appointment
- Requires that all staff satisfy probationary performance reviews at one month, three months, and six months of employment for employment with UKSA to continue
- Instructors, trainers and activities assistants all undergo a comprehensive and rigorous induction program which includes specific training on child protection policies and procedures, good practice, duty of care, and recognising abuse.

## 6 GOOD PRACTICE GUIDELINES

### 6.1 Culture:

UKSA recognises that it is important to develop a culture within our organisation where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others. Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example, a disabled child who relies on a carer to help them get changed may worry they won't be able to sail any more if they report the carer. A child who has experienced racism may find it difficult to trust an adult from a different ethnic background.

### 6.2 Minimising risk:

6.2.1 UKSA plans the work of the organisation and promotes good practice to minimise situations where staff are working unobserved and could take advantage of their position of trust. The safeguarding

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training given to all instructors is extended to managers and trustees of UKSA to support planning and operational practices.

- 6.2.2 It is preferable for staff members to stay away from residential, changing and shower rooms while there are children there. If it is essential, in an emergency situation, for a male to enter a female changing room or vice versa, they should be accompanied by another adult of the opposite gender. UKSA carries out risk assessment on an on-going basis and designates separate adult and children sleeping, changing, and shower areas, dependant on student mix. The only exception is when adult group leaders/teachers accompanying their group sleep in separate rooms in the same dormitory block as the children from their group.
- 6.2.3 Safeguarding forms part of the Risk Management Register for governance purposes which is subject to regular review by the Directors and Trustees and external audit.
- 6.2.4 Contact by electronic and social media is now a popular means of communication among young people and UKSA has implemented a full social media policy (IT, Internet, Email and Telephone policy) for those members of staff who communicate information to students or potential students by this method as part of their role at UKSA. As part of the induction process, all employees and Third Parties are advised they should not engage in activities with children using social media sites such as Facebook; nor should they provide their personal details to any child such as home address, home telephone number, mobile telephone number, e-mail addresses or social media profile, nor ask for those details for personal use from any young person.
- 6.2.5 A safeguarding group meets regularly (bi-monthly) and more frequently in the case of a specific concern, to discuss safeguarding matters at UKSA including the practical application of best practice and procedures, training and risk management; and acts as an internal audit. The group is chaired by the DSO, and attendees include senior representatives from Human Resources, Training, Shore Side Services and Youth Mentoring.

## 6 Photography

6.1 Publishing articles and photos in club newsletters, websites, local newspapers etc is an excellent way of recognising young people's achievements and of promoting your organisation and the sport as a whole. However it is important to minimise the risk of anyone using images of children in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images. There are two key principles to bear in mind:

**Before taking photos or video, obtain written consent from the child and their parents/carers for their images to be taken and used**

- A consent should be completed and signed by a parent/carer – see Medical Form.
- Any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance on your expectations regarding his/her behaviour and the issues covered by these guidelines.
- Do not allow a photographer, aside from authorised UKSA staff, to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- Consent should also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the UKSA Code of Conduct.
- Care must be taken in the storage of and access to images.

**When publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child**

- It is preferable to use a general shot showing participants on the water or a group shot, without identifying them by name.
- If you are recognising the achievement of an individual and wish to publish their name with their photo, DO NOT publish any other information (eg. where they live, name of school, other hobbies and interests) that would enable someone to contact, befriend or start to 'groom' the child.

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- Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

Most water based activity takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the organisation's DSO and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

The use of cameras or camera phones in changing areas should not be permitted in any circumstances. Such use by young people should be regarded as a form of bullying.

## 7 HANDLING CONCERNS, REPORTS OR ALLEGATIONS

7.1 A complaint, concern or allegation may come from a number of sources: the child, their parents, an employee of UKSA, or an outside source. In all instances, the DSO for UKSA must be informed at the earliest opportunity by the Designated Safeguarding Lead 'DSL'.

The Designated Safeguarding Leads 'DSL' are:

- CEO
- Other Director
- Head of Department 'HOD'
- Department Manager
- Duty Manager

See Safeguarding Reporting flow diagram for reporting method – Appendix 2 attached.

### 7.2 Handling an allegation from a child

#### Always:

- stay calm – ensure that the child is safe and feels safe
- show and tell the child that you are taking what he/she says seriously
- reassure that child and stress that he/she is not to blame
- be careful about physical contact, it may not be what the child wants
- be honest, explain that you will have to tell someone else to help stop the alleged abuse
- make a record of what the child has said as soon as possible after the event
- follow your organisation's child protection procedures.

#### Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. you won't tell anyone)
- ask more questions than are necessary for you to be sure that you need to act
- take sole responsibility – always consult someone else (ideally the designated DSO or a Director or the Duty Manager) so that you can begin to protect the child and gain support for yourself.

7.3 It is the DSO's or other responsible manager's responsibility to make the decision to contact the police on (9) 101 and to file a report with the Local Area Designated Officer 'LADO'; it is **NOT** their responsibility to decide if abuse is taking place, however they must act on any concerns raised.

7.4 It is the DSO's duty to follow RYA, LADO and LSCB guidelines for handling an allegation and this will be done in the strictest confidence. All information will be treated as confidential, stored securely and only shared with those who need to know.

7.5 Any complaint or concern which involves an employee of UKSA will also be dealt with under the company's disciplinary procedure.

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## APPENDIX 1

### Contact Details:

UKSA Designated Safeguarding Officer 'DSO'	Simon Davies Director of Youth Development	Telephone: Mobile: Email:	01983 203008 direct line +44 (0) 7970 815 229 <a href="mailto:simon.davies@uksa.org">simon.davies@uksa.org</a>
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If Simon Davies is unavailable and the matter is urgent, contact :

Designated Safeguarding Lead 'DSL'	Ben Willows CEO	Telephone: Mobile: Email:	01983 203004 direct line +44 (0) 7764 965 219 <a href="mailto:ben.willows@uksa.org">ben.willows@uksa.org</a>
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If the above are unavailable, contact another DSL:  
Director, HOD, Department Manager or if out of normal workings hours, the Duty Manager

UKSA Safeguarding Trainer	Richard Beardsall UKSA Volunteer	Please contact via Simon Davies
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### The UKSA Safeguarding Training Syllabus

The safeguarding training syllabus for instructors, managers and key personnel may be obtained from Simon Davies at UKSA.

This policy compliments the following organisations Safeguarding Policies and Guidelines and is subject to revision:

**Royal Yachting Association 'RYA' – Jacquie Reid, RYA Safeguarding & Equality Manager**

Telephone: 023 8060 4104 Email: [disclosure@rya.org.uk](mailto:disclosure@rya.org.uk)

**Isle of Wight 'Local Area Designated Officer' 'LADO' Telephone: 01983 823723**

**Isle of Wight 'Local Safeguarding Children Board' 'LSCB'**

Web: [www.iowscb.org.uk](http://www.iowscb.org.uk) Telephone: 01983 814545 Email: [LSCB@iow.gov.uk](mailto:LSCB@iow.gov.uk)

**Hants Direct Children's Services**

Telephone: 0300 300 0117 Out of Hours: 0300 555 1373

Full versions of these policies may be obtained from the Societies own web sites

Further information or assistance can be obtained from:

**Isle of Wight Youth Trusts – Counselling + Listening to the Under 25s**

Web: <http://www.iowyouthtrust.co.uk/menu>

Tel: 01983 529569 Email: [info@iowyouthtrust.co.uk](mailto:info@iowyouthtrust.co.uk)

**Isle of Wight Council – Childrens Services Department**

Web: [www.iwight.com/Council/OtherServices/Children-and-Family-Services/Contact](http://www.iwight.com/Council/OtherServices/Children-and-Family-Services/Contact)

Telephone: 01983 823434 Email: [LSCB@iow.gov.uk](mailto:LSCB@iow.gov.uk)

**NSPCC: [www.nspcc.org.uk/what-you-can-do/report-abuse](http://www.nspcc.org.uk/what-you-can-do/report-abuse)**

**Childline: [www.childline.org.uk](http://www.childline.org.uk)**

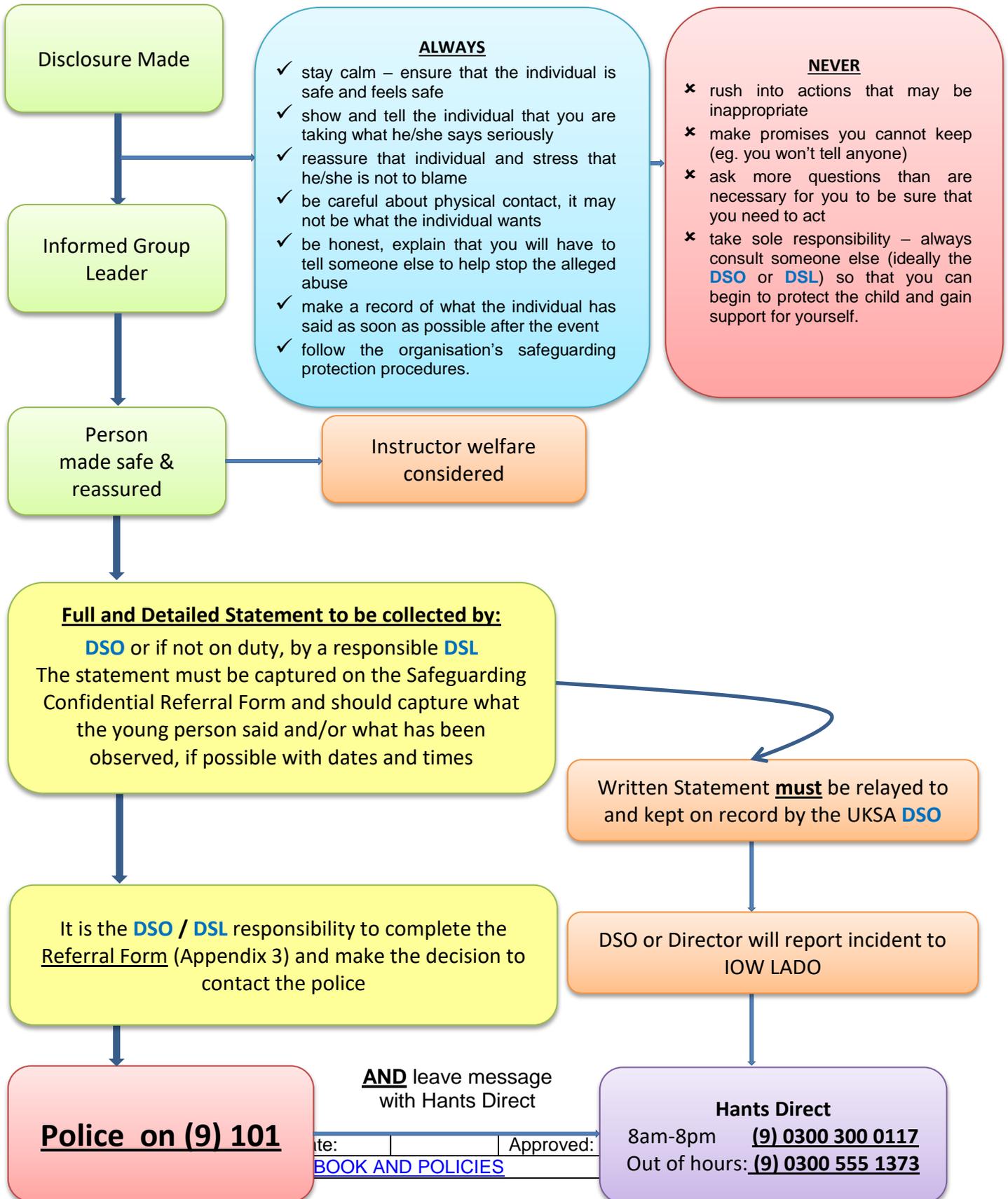
**Think U Know: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)**

**MIND: [www.mind.org.uk](http://www.mind.org.uk)**

**Frank: [www.talktofrank.com](http://www.talktofrank.com)**

## APPENDIX 2

### Safeguarding Reporting





**Action taken by person who is reporting, complaint or allegation:**

Date/Time	Description

**Action taken by DSL:**

Date/Time	Description

**Follow-up action taken by DSO:**

Date/Time	Description

<p>If Police contacted, complete details of person handling the case:</p>	<p><b>Name:</b></p>	
	<p><b>Position:</b></p>	
	<p><b>Telephone No.:</b></p>	
<p>Signature of person completing this form:</p>		