



Safeguarding at **CARDIFF BAY YACHT CLUB (CBYC)**

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

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

CBYC takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures, and training, it offers a safe and fun environment to everyone taking part in CBYC events and activities. CBYC recognises that it has a legal duty of care¹ to safeguard children, young people and adults at risk.

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

CBYC will:

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

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

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

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

Safeguarding Guidance

Types of Abuse

1. Children and Young People²

Neglect: Neglect is not meeting a child's basic physical or psychological needs. It can have a long-lasting impact on a child's health or development. In sport, examples of neglect could include a coach or supervisor repeatedly:

- failing to ensure children are safe
- exposing children to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration
- exposing children to unnecessary risk of injury by ignoring safe practice guidelines
- failing to ensure the use of safety equipment
- requiring young people to participate when injured or unwell

Physical Abuse: When someone deliberately hurts a child causing physical harm it is called physical abuse. It may involve hitting, kicking, shaking, pushing, poisoning, burning, biting, scalding, drowning or any other method of causing non-accidental harm.

In sport, physical abuse may occur:

- if the nature and intensity of training or competition exceeds the capacity of the child's immature growing body
- where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty
- if athletes are required to participate when injured
- if the sanctions used by coaches involve inflicting pain

Sexual Abuse: Sexual abuse is when a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Children and young people may not always understand that they are being sexually abused.

In sport, coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised. An abusive situation can

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

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

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

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

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

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

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

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

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

2. Adults

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

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

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

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

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

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

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

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

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

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

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

Four Additional Types of Adult Harm:

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

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

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

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

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

Other Safeguarding Considerations

Domestic Abuse: Women's Aid define domestic abuse as an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in most cases by a partner or ex-partner, but also by a family member or carer. It is very common. In most cases, it is experienced by women and is perpetrated by men. The Domestic Abuse Act 2021³ is a new legislation which looks to Raise awareness and understanding about the impact of domestic abuse on victims and their families. It will work to further improve the

effectiveness of the justice system in providing protection for victims of domestic abuse and bringing perpetrators to justice and strengthen the support for victims of abuse by statutory agencies.

Extremism: Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. (HM Government Prevent Strategy 2011⁴).

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

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

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

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

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

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

⁵ Definition taken from the NSPCC Website

Dealing with a Safeguarding Disclosure & Information Sharing

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

Dos

- Keep calm and remain receptive and approachable
- Assess the situation, has a crime been committed? Do you need to contact the emergency services?
- Listen carefully and patiently without interrupting if possible and let the victim recount the details in their own time
- Use the victim's own words if you need to seek clarification
- If you need more information, use TED: Tell me... Explain to me... Describe to me...
- Acknowledge how difficult it must have been to disclose
- Reassure them that they have done the right thing in telling you and they are not to blame
- Let them know that you will do everything you can to help them
- Advise the victim what will happen next
- Make a written record as soon as you can
- Report the disclosure to the Club Welfare Officer or the RYA Safeguarding Team
- **Adults:** Gain consent from the victim to share the information⁶ – If you feel that the adult does not have sufficient capacity to make a decision about sharing information, you should consider if breaking confidentiality is in the best interests of the victim⁷ – see Part 3 “Assessing Capacity” – a flow chart created by the NHS
- **Children and Young People:** Gain consent from the parent / carer to share the information – Only speak with the parents / caregivers of the victim if this does not pose a risk to the child

⁶ Capacity: The ability to understand and make a decision when it needs to be made

⁷ Further reading on mental capacity: <https://www.gov.uk/government/collections/mental-capacity-act-making-decisions>

Don'ts

- Don't make a promise to keep secrets
- Don't ask leading questions or put words in the mouth of the victim
- Don't repeatedly ask the victim to repeat their disclosure
- Don't discuss the referral with anyone who does not need to know
- Don't be judgmental
- Never ignore what you have been told – **you must pass it on**
- Don't confront or contact the Subject of Concern⁸
- Don't remove or contaminate any evidence that may be present
- Never dismiss your concerns – even a gut feeling is worth reporting

Useful Contacts

<p>Club Welfare Officer</p> 	<p>Matthew Sayer <i>Tel: 07979 958494</i> <i>E-mail: cbyc.principal@gmail.com</i></p>
<p>Deputy Safeguarding Lead</p> 	<p>Claire Allen <i>Tel: 07786260579</i> <i>E-mail: clare.hamilton.allen@icloud.com</i></p>
<p>RYA HQ Safeguarding Team</p>	<p>Tel: 02380 012796 Ext 1 E-mail: safeguarding@rya.org.uk</p>

⁸ Subject of Concern - The person to whom the complaint or concern has been raised against

RYA Cymru Wales – James Stuart	Tel: 02380 012796 Ext 1 E-mail; safeguarding@rya.org.uk
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External Organisations:

NSPCC	https://www.nspcc.org.uk/
NSPCC Whistleblowing Advice Line	0800 028 0285 / help@nspcc.org.uk
CPSU	https://thecpsu.org.uk/
Ann Craft Trust	https://www.anncrafttrust.org/
MIND	https://www.mind.org.uk/
Young Minds	https://www.youngminds.org.uk/
Children 1st	https://www.children1st.org.uk/
Samaritans	https://www.samaritans.org/
Child Protection Scotland	https://www.childprotection.scot/
Emergency Services	999
Police Non-Emergency	101
NHS – Non-Emergency	111
NIAMH	https://www.communityni.org/node/45757
SAMH Scotland	https://www.samh.org.uk/

Criminal Records Disclosure Checks

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

Safeguarding and Welfare Team Contact Details

Club Welfare Officer	Name: Matt Sayer Number: 07979 958494 Email: mattsayer78@hotmail.com
Deputy Welfare Officer / Additional Contact	Name: Claire Allen Number: 07786260579 Email: clare.hamilton.allen@icloud.com

Police Emergency	Number: 999
Police Non-Emergency	Number: 101
Local Authority Childrens Services (Cardiff)	Number: 029 2053 6490 If outside of office hours call the Emergency Duty Team on 029 2078 8570
Wales Safeguarding Procedures	https://www.safeguarding.wales/en/
RYA Safeguarding Team Office Opening hours: <ul style="list-style-type: none"> • 09:00-17:00 Monday to Friday Out of Hours Service (Urgent enquiries which cannot wait) <ul style="list-style-type: none"> • 17:00-22:00 Monday to Friday • 09:00-22:00 Bank Holidays 	Number: 02380 012796 (Choose option 1 for Safeguarding and Option 3 for out of hours service) Email: safegaurding@rya.org.uk
RYA Legal Team	Email: legal@rya.org.uk

Glossary of Terms

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

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

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

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

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

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

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

LADO: a Local Authority Designated Officer is the designated person within every Local Authority who is responsible for co-ordinating the response to concerns that

an adult who works with children may have caused them or could cause them harm.

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

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

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

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

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

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

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

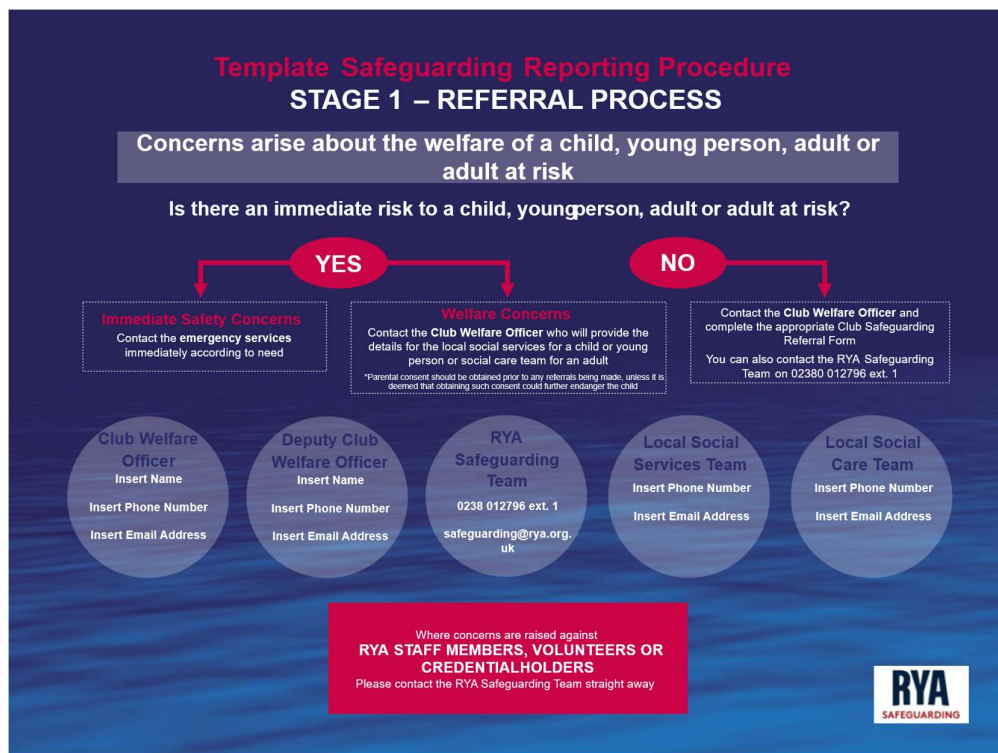
Wellbeing: Section 10 of the Children Act 2004 requires local authorities and other specified agencies to co-operate with a view to improving the wellbeing of children in relation to the five outcomes first set out in "Every Child Matters".

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

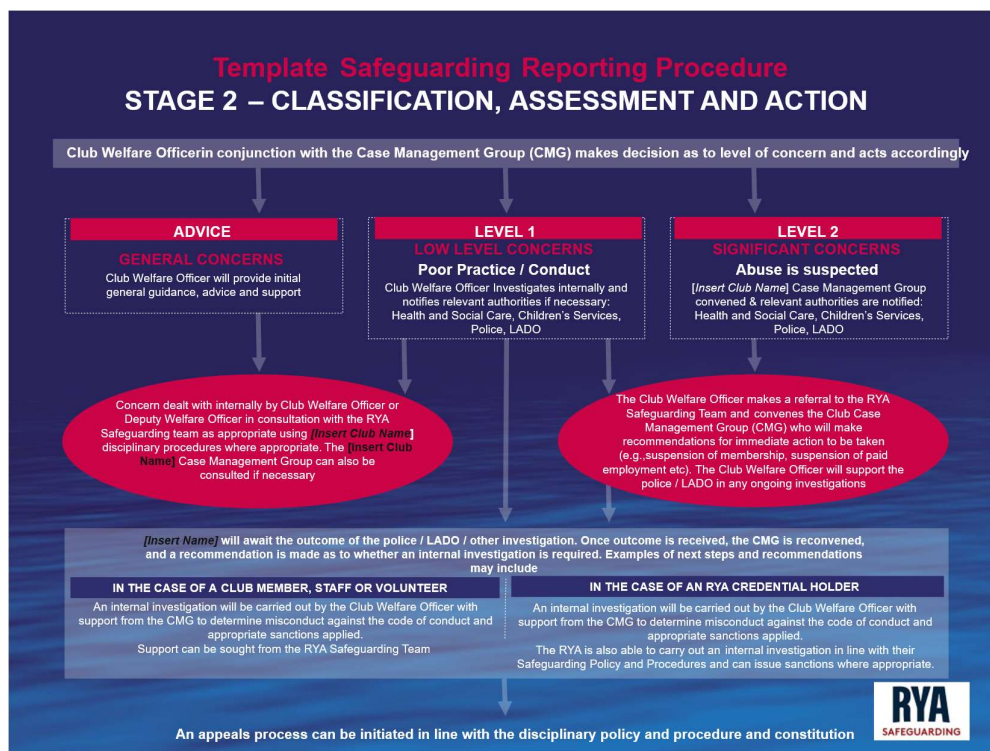
1. CBYC Safeguarding Reporting Procedure

The following reporting procedures align with the Reporting Procedure in the RYA Safeguarding Policy which can be found [here](#).

Stage 1 – Referral Process



Stage 2 – Classification, Assessment and Action



2. Breaches of the Safeguarding Policy

Where there are concerns that this safeguarding policy has not been followed, or there is a safeguarding concern, all members, volunteers, staff and participants are encouraged in the first instance, to contact the Club Welfare Officer, Matt Sayer 07979 958494 or mattsayer78@hotmail.com. If support or guidance are required, The RYA Safeguarding Team can be contacted on 02380 012796 / safeguarding@rya.org.uk. Alternatively the NSPCC Whistleblowing advice line can be contacted on 0800 028 0285 or help@nspcc.org.uk

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

3. Implementation, Review and Reporting

CBYC have overall accountability for this Policy and for its implementation

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

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

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

The Club Welfare Officer with support from Senior Club Officials is responsible for ensuring appropriate safeguarding training is put in place, specifically for those deemed to be in regulated activity with vulnerable groups and kept up to date with any safeguarding developments.

Where there is a safeguarding concern /disclosure:

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

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

- The police in an emergency (999)
- Local Authority Children's Social Care Services for concerns / disclosures about a child
- For referrals involving adults at risk - Local Authority Adult Social Care Services for concerns / disclosures about an adult at risk
- For referrals involving children and young people - Local Authority Designated Officer (LADO) (England; Wales); and the Criminal Records Disclosure Service⁹ for concerns / disclosures about a member of staff, consultant, coach, official or volunteer in a Position of Trust.
- The RYA Safeguarding Team for all Level 1 and Level 2 categorised concerns

4. Implementation, Review and Reporting

5.1 Case Management

⁹ Criminal Records Disclosure Service providers: England and Wales - Disclosure and Barring Service (DBS), Scotland - Protection of Vulnerable Groups (PVG) & Northern Ireland - AccessNI

All safeguarding records are categorised to a level accordingly:

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

Level 1 Any concern about a named adult or child's behaviour towards a child or adult at risk that does not meet the allegation threshold or is not otherwise serious enough to consider a referral to the Police, LADO, and or Children or Adult Services of a Local Authority. Concerns may arise from both within the sport and outside of it.

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

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

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

Data Storage

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

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

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

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

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

Case Management Group

A *CBYC* Case Management Group (CMG) can be convened when a Level 2 referral is received. The group can also be convened if a Level 1 referral is serious enough in

nature. The group can consist of selected members of the Committee of Management or other members depending on where the referral originates from.

The CMG is responsible for:

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

External Assistance

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

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

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

5. Safe Recruitment & Criminal Records Disclosure

Checks

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

CBYC will:

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

Ensure that all applicants are considered equally and consistently, and that no applicant is treated unfairly based on any protected characteristics in compliance with the Equality Act 2010¹⁰.

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

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

6. Dealing with a Safeguarding Disclosure & Information Sharing

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

Dos

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

¹⁰ <https://www.legislation.gov.uk/ukpga/2010/15/contents>

- Report the disclosure to the Club Welfare Officer or the RYA Safeguarding Team
- **Adults:** Gain consent from the victim to share the information¹¹ – If you feel that the adult does not have sufficient capacity to make a decision about sharing information, you should consider if breaking confidentiality is in the best interests of the victim¹² – see Part 3 “Assessing Capacity” – a flow chart created by the NHS
- **Children and Young People:** Gain consent from the parent / carer to share the information – Only speak with the parents / caregivers of the victim if this does not pose a risk to the child

Don'ts

- Don't make a promise to keep secrets
- Don't ask leading questions or put words in the mouth of the victim
- Don't repeatedly ask the victim to repeat their disclosure
- Don't discuss the referral with anyone who does not need to know
- Don't be judgmental
- Never ignore what you have been told – **you must pass it on**
- Don't confront or contact the Subject of Concern¹³
- Don't remove or contaminate any evidence that may be present
- Never dismiss your concerns – even a gut feeling is worth reporting

¹¹ Capacity: The ability to understand and make a decision when it needs to be made

¹² Further reading on mental capacity: <https://www.gov.uk/government/collections/mental-capacity-act-making-decisions>

¹³ Subject of Concern - The person to whom the complaint or concern has been raised against

Safeguarding Referral Form

This form is designed to report any safeguarding incidents or concerns. It should be completed by the person who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per the clubs referral procedure

REFERENCE NUMBER

Name & role of person completing this form:

Club name:

Date form is completed:

Details of victim:

Name:

Address:

Contact number:

Gender:

Date of birth:

Any further information that may be useful to consider:

Parents/carers details:

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

Details of person who received or witnessed the incident:

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

Incident Details:

Date/ Time:	Group name (if applicable):
Location of incident:	

Description of the incident or concern: (continue separate sheet if necessary & include reference number):

(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion, or hearsay)

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

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

<p>Witness account of incident or concern: <i>(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)</i></p>		
<p>Details of any witnesses:</p>		
<p>Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i></p>	<p>Relationship to child, young person, or adult at risk:</p>	<p>Contact details:</p>
<p>Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:</p>		
<p>Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i></p>	<p>Relationship to child, young person, or adult at risk:</p>	<p>Contact details:</p>

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

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

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

***LADO – Local Authority Designated Officer**

For Office Use Only:

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