

HORIZONS (Plymouth)

Horizons Children's Sailing Charity

Safeguarding Policy and Procedures



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Date of Last Review: January 2017

Review Period: At least Annually

1. Safeguarding Policy

Children and Young People:

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.

Vulnerable Adults:

An adult is normally defined as anyone aged 18 and over. All of us could be defined as 'vulnerable' at certain times, for example when undergoing medical treatment. From a safeguarding point of view, the term Vulnerable Adults applies to those who have health or social care needs (irrespective of whether or not those needs are being met by social care) and who are unable to safeguard themselves at all times as a result. 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.

Although many of the good practice guidelines and principles to be followed when safeguarding children also apply to adults, there is a key difference. In the case of a child, there is a clear duty to act if we suspect that the child has been harmed or is at risk of harm. In the case of an adult, the starting assumption must always be that an adult has the capacity to make a decision and has the right to do so unless it can be established that they lack capacity.

Mental capacity

The term 'lacks capacity' means that a person cannot 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. Under the Mental Capacity Act 2005:

- A person is not to be treated as unable to make a decision unless all practical steps to help him/her to do so have been taken without success.
- A person is not to be treated as unable to make a decision merely because he/she makes an unwise decision.
- An act carried out or decision made, for or on behalf of a person who lacks capacity must be undertaken, or made, in their best interests.
- Before the act is carried out, or the decision is made, regard must be paid to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action.

The decision on whether a person has capacity should be taken by their legal carers, based on a professional assessment and a risk assessment for the specific activity.

If there is an allegation or concern about a vulnerable 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.

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.

This document is a working document and is therefore reviewed and updated on a regular basis. Updates will reflect changes in: industry "Best Practice", Horizons Risk Assessments, legislation or guidance from regulatory bodies. This document will be reviewed annually as a minimum.

2. Code of Practice and Procedures

Horizons Safeguarding Policy is modelled on the RYA Safeguarding and Child Protection Policy and Guidelines for clubs, class associations & recognised training centres (Updated January 2015 and subsequent updates) and the RYA Safeguarding Vulnerable Adults Policy and Guidelines for Sailability groups, clubs & recognised training centres (March 2015 and subsequent updates)

These documents are available from Horizons office or on: (click relevant download):

- <http://www.rya.org.uk/infoadvice/childprotection/Pages/CPPolicyGuidelines.aspx>
- <http://www.rya.org.uk/infoadvice/childprotection/Pages/RYASafeguardingVulnerableAdultsPolicyandGuidelines.aspx>

3. Policy Statement

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

Horizons actively seeks to

- Create a safe and welcoming environment, both on and off the water, where individuals can have fun and develop their skills and confidence
- Recognise that safeguarding children and vulnerable adults is the responsibility of everyone, not just those who work with children
- Ensure that Horizons-organised training and events are run to the highest possible safety standards
- Be prepared to review its ways of working to incorporate best practice

Horizons will

- Treat all children and vulnerable adults with respect and celebrate their achievements
- Carefully recruit and select all employees, contractors and volunteers
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual abuse

This policy relates to all Horizons employees, contractors and volunteers who work with children or vulnerable adults in the course of their duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to Horizons Welfare Officer.

Safeguarding Personnel

The Welfare Officer (Operations Manager) is to ensure that this policy (and associated procedures) is kept up to date; and that staff and volunteers understand the procedures and put them into practice. The Welfare Officer is to receive reports of any concerns or allegations and in conjunction with the Welfare Co-ordinator, decides the appropriate action to be taken, including keeping the RYA Safeguarding and Equality Manager informed.

Welfare Co-ordinator

- The lead trustee for Safeguarding will be known as the Welfare Co-ordinator who will be responsible to the board of Trustees
- Rob Cooper Tel: 07736 083894

Welfare Officer

- Simon Mace Tel: 01752 605800, Mobile: 07824 096701
- Email: simon@horizonsplymouth.org

4. E-Safety and Social Media Policy

Horizons is very committed to have in place, and act upon, a clear and simple e-policy. This has been set up to carry out the requirements of the trustees and our obligations under the law (Safeguarding Policy and The Child Safety Act 2005) to ensure the safety of all of our young members.

- All private communications between children and Volunteers or Trustees, out of sailing sessions, are to be co-ordinated through the Staff of Horizons
- No volunteer, trustee or staff will have a young sailor from Horizons on their personal Facebook pages, or other social networking sites
- Horizons will keep our friends and young people informed of activities and events taking place through our social media friendly website, and our Facebook page
- Horizons will ensure that all communications via the internet shall be in the public domain
- Communications from Volunteers, supporters and young sailors will be scrutinised, open, auditable and always appropriate
- Horizons will moderate these communications and remove any inappropriate wording or pictures before they are put on line
- The completion of a Use of Images Consent Form is part of the joining process

5. Recruitment (Staff and Volunteers)

Staff and volunteers whose role brings them into regular contact with children, young people or vulnerable adults will be subject to scrutiny. Application forms will elicit information about the applicant's past career or experience (requiring explanations for any gaps) and establish any criminal record. References will also be taken up, if possible to include at least one regarding previous work with children or vulnerable adults. Applicants will be notified that an Enhanced Disclosure and Barring Service (DBS) check will be made (Applicants will be asked to signify their consent to checks using Horizons Self Disclosure Form). Horizons will send the completed enhanced DBS disclosure form to the RYA, who operates as a registered umbrella body. Details of a person's criminal record are provided in the form of a Disclosure Certificate to the applicant and notification by email to Horizons.

Checks will only be accessed for the selected candidate, not to help shortlist.

It is a criminal offence to knowingly employ or use as a volunteer someone who is on the list of individuals barred from working with children, or with vulnerable/protected adults if relevant. It is also an offence for such a person to apply to work with the relevant vulnerable group.

6. Confidentiality

All personal information should be 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 and vulnerable adults. When data is no longer relevant it should be destroyed securely, e.g. by shredding.

7. Good Practice

All members of Horizons should follow the good practice guidelines (see Horizons Handout for Instructors, Coaches and Volunteers – Good Practice Guide) and agree to abide by the code of conduct.

Those working with young people or vulnerable adults should be aware of the guidance on recognising abuse (see RYA, What is Child Abuse, RYA Safeguarding and Child Protection Policy and Guidelines for clubs, class associations & recognised training centres, RYA Safeguarding Vulnerable Adults Policy and Guidelines for Sailability groups, clubs & recognised training centres (March 2015 and subsequent updates). See Code of Practice and Procedures.

Horizons will seek written consent from the appropriate person before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If Horizons publishes images of children or vulnerable adults, no identifying information other than names will be included (*see Horizons, Using images of children consent form*). Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Welfare Officer.

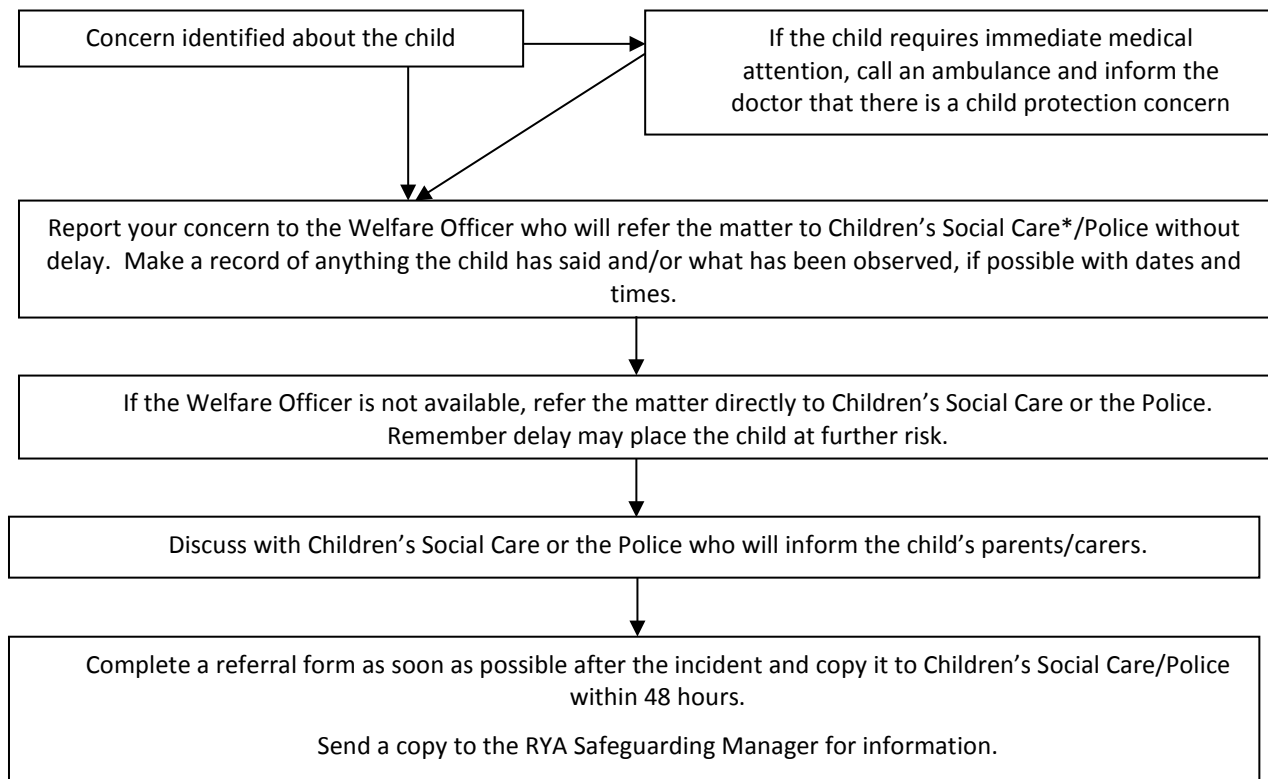
8. Concerns

Anyone who is concerned about a member's welfare, either outside the sport or within Horizons, should inform the Welfare Officer immediately, in strict confidence. Horizons Welfare Officer will follow the attached procedures (*see Flowcharts 1, 2 and 3*).

Any member of Horizons failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action.

9. Reporting Procedures

Flowchart 1: Concern about child/young person outside the sport environment



If you are uncertain what to do at any stage, *Children’s Social Care (Plymouth) Tel: 01752 308600 or contact the RYA’s Safeguarding and Equality Manager on Tel: 023 8060 4104 or the NSPCC free 24 hour helpline 0808 800 5000.

Plymouth City Council

<http://www.online-procedures.co.uk/swcpp/procedures/getting-help/contact-details/>

(See this site for up to date personnel and other counties)

Plymouth Children’s Services, Advice and Assessment Service: 01752 308600

Plymouth Out of Hours Service: 01752 346984

Local Safeguarding Board Business Manager, Siobhan Wallace: 01752 307144

Local Authority Designated Officer, Simon White: 01752 307144

Local Police, central referral unit: 0845 6051166 Plymouth Childrens Services

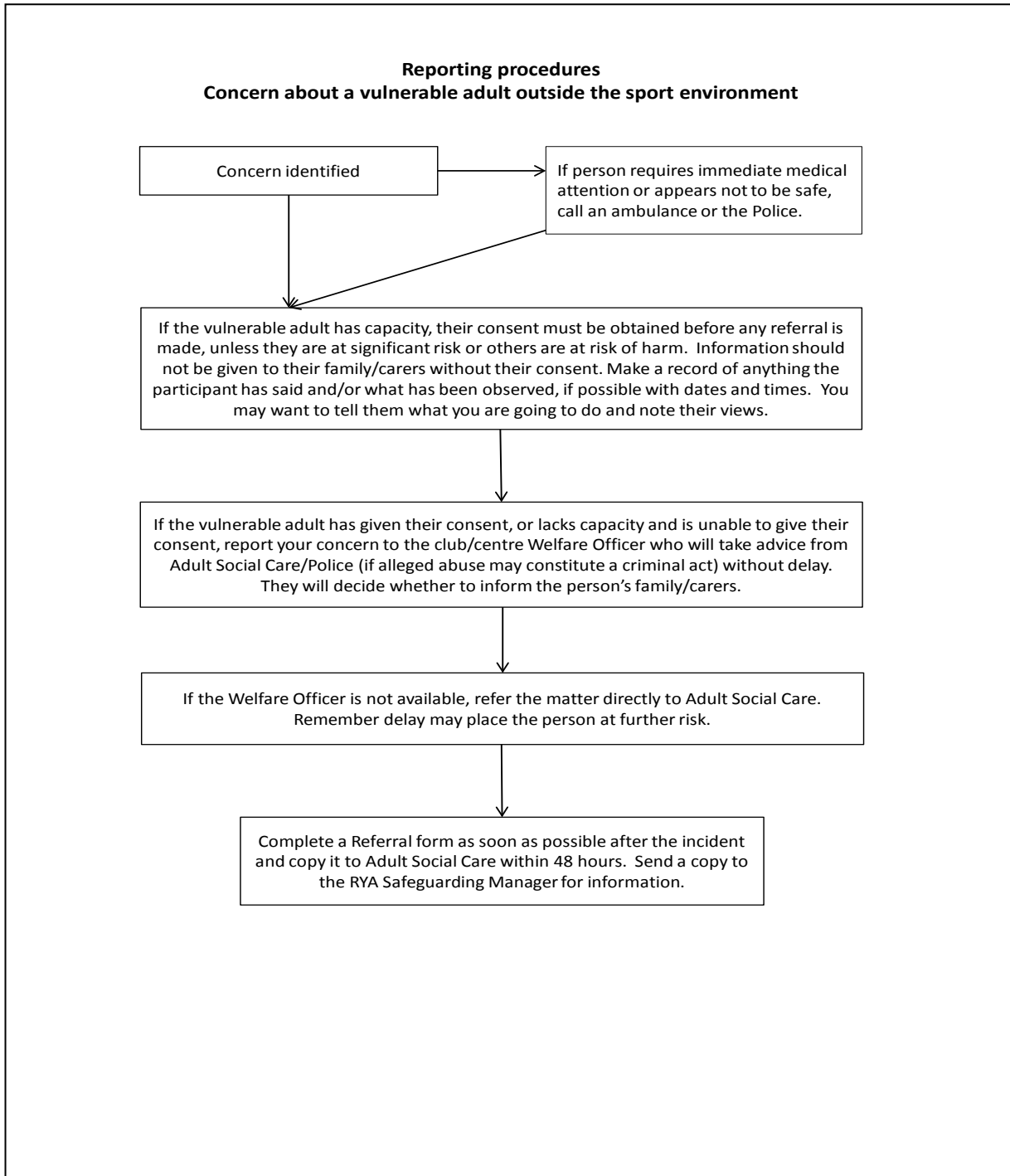
RYA designated person

The RYA’s Safeguarding and Equality Manager is Jackie Reid, tel. 023 8060 4104

e-mail jackie.reid@rya.org.uk

If Jackie Reid is unavailable and the matter is urgent, contact Jackie Bennetts, RYA Club Support Advisor, tel. 023 8060 4199, e-mail jackie.bennetts@rya.org.uk

Flowchart 2: Concern about a vulnerable adult outside the sports environment

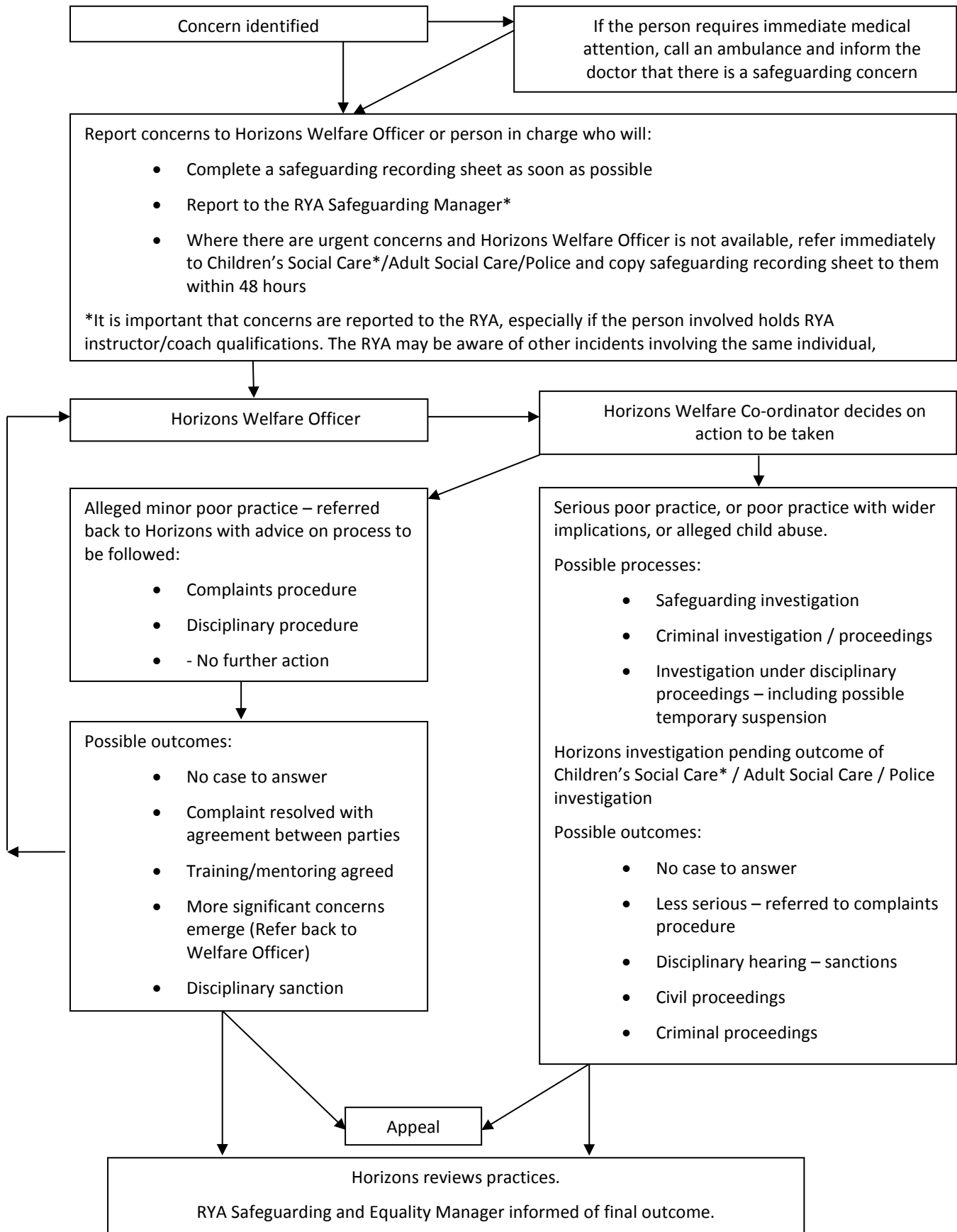


There is a list of useful contacts included at the end of this section however, if you are unable to find the appropriate contact number, call the RYA's Safeguarding Manager or, if the person is at immediate risk, the Police.

If you are uncertain what to do at any stage, contact the RYA's Safeguarding Manager on 023 8060 4104 or Plymouth Safeguarding Adult Board on 01752 668000

For out of hours services please contact the local Adults Services Out of Hours Team on 01752 346984.

Flowchart 3: Concern about the behaviour of someone at a club / centre



*Children’s Social Care (Plymouth) Tel: 01752 308600 or contact the RYA’s Safeguarding and Equality Manager on Tel: 023 8060 4104 or the NSPCC free 24 hour helpline 0808 800 5000.

More information on Flow Chart 1 or 2

10. Useful Contacts

Social Care Services

- Plymouth Safeguarding Adult Board: 01752 668000
- Adults Services Out of Hours Team on 01752 346984

Royal Yachting Association

- Jackie Reid, Safeguarding and Equality Manager
RYA House, Ensign Way
Hamble
Southampton
SO31 4YA
Tel: 023 8060 4104
E-mail: jackie.reid@rya.org.uk
- Website: www.rya.org.uk/go/safeguarding
- Community text phone (for people with a hearing impairment): 07823 559018

Sport and Recreation Alliance Resource Pack

A useful list of contact details for various relevant statutory and charitable organisations that provide advice and support can be found on the Sport and Recreation Alliance website at the end of their Safeguarding Vulnerable Adults in Sport Resource Pack which can be downloaded from: www.sportandrecreation.org.uk/smart-sport/safeguarding-adults

Ann Craft Trust

A national organisation working with staff in the statutory, voluntary and independent sectors in the interests of people with learning disabilities who may be at risk from abuse.

Tel: 0115 9515 400

Website: www.anncrafttrust.org

Mencap Direct

Tel: 0808 808 1111

E-mail: help@mencap.org.uk

Website: www.mencap.org.uk

Action on Elder Abuse helpline

Tel: 0808 808 8141

Website: www.elderabuse.org.uk

MIND – mental health charity

Tel: 0300 123 3393

Text: 86463

E-mail: info@mind.org.uk

Website: www.mind.org.uk

SportsCoach UK – provide training on coaching people with disabilities

Tel: 0845 601 3054

Website: www.sportscoachuk.org/workshops/workshop-search

11. Horizons (Plymouth) Code of Conduct

It is the policy of Horizons (Plymouth) that all participants, coaches, instructors, officials, parents/carers and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the organisation. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

Participants

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club/organisation or its members

Carers

- Accept that adult participants have a right to take risks and to take decisions about their welfare, unless they lack the capacity to do so as defined by the Mental Health Act 2005
- Support the participant's involvement and help them enjoy their sport
- Help the participant to recognise good performance, not just results
- Never force the participant to take part in sport
- Never punish or belittle the participant for losing or making mistakes
- Encourage and guide the participant to accept responsibility for their own conduct and performance
- Respect and support the instructor/coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that the participant wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for the participant's safety and conduct in and around the clubhouse/event venue

Coaches, Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young or vulnerable people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with participants and carers
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform the Club Welfare Officer or the person in charge of the activity.

12. Appendix 1: RYA Code of Conduct for Instructors, Coach Assessors, Trainers, and Examiners**RYA Instructor Code of Conduct for****RYA Instructors, Coach Assessors, Trainers and Examiners**

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

- If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at www.rya.org.uk
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training centre in which they are working.
- Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date governing body qualifications as approved by the RYA.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (eg courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the RYA into disrepute.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre
- Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
- Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

February 2014

13. Appendix 2: Safeguarding Handout for Instructors, Coaches, and Volunteers.**Good Practice Guide**

This guide only covers the essential points of good practice when working with children, young people and vulnerable adults. For further information you should also read:

Horizons Safeguarding policy Statement and Horizons e-safety statements which are available for reference at all times on our website or can be obtained from our office.

- <http://horizonsplymouth.org/wp-content/uploads/2014/12/Safeguarding-Policy-and-Procedures.pdf>

RYA Safeguarding and Child Protection Policy and Guidelines January 2016

- <http://www.rya.org.uk/infoadvice/childprotection/Pages/CPPolicyGuidelines.aspx>

RYA Safeguarding Vulnerable Adults Guidelines March 2015

- <http://www.rya.org.uk/SiteCollectionDocuments/hr-administration/administration/Safeguarding%20Vulnerable%20Adults/RYA%20Safeguarding%20Vulnerable%20Adults%20Policy%20and%20Guidelines%20March%202015.doc>

When working with children or young people:

- Avoid spending any significant time working with children in isolation.
- Do not take children alone in a car, however short the journey.
- Do not take children to your home as part of your organisation's activity.
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents/guardian.
- Design training programmes that are within the ability of the individual child.
- Adults are requested not to enter the showers and changing rooms at times when children are changing. If this is unavoidable it is advised that they are accompanied by another adult.

When working with Vulnerable Adults:

- Always communicate clearly, in whatever way best suits the individual, and check their understanding and expectations
- Always try to work in an open environment in view of others
- Avoid spending any significant time working with vulnerable adults in isolation
- Do not take a vulnerable person alone in a car, however short the journey, unless you are certain that the individual has the capacity to decide to accept a lift
- Do not take a vulnerable person to your home as part of your organisation's activity
- Where any of these is unavoidable, ensure that it only occurs with the full knowledge and consent of someone in charge of the organisation or the person's carers
- Design training programmes that are within the ability of the individual
- If you need to help someone with a wetsuit or buoyancy aid or provide physical assistance or support, make sure you are in full view of others

When working with children, young people or vulnerable adults you should never:

- Engage in rough, physical or sexually provocative games.
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged, or use such language yourself when with children.
- Make sexually suggestive comments to a child, even in fun.
- Fail to respond to an allegation made by a child or a vulnerable adult; always act.
- Do things of a personal nature for children that they can do for themselves.

It may sometimes be necessary to do things of a personal nature for children or vulnerable adults, particularly if they are very young or have a disability. These tasks should only be carried out with the full understanding and consent of the individual (where possible) and their parents/carers.

When dealing with a child or young person in an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

When dealing with Vulnerable Adults in an emergency situation which requires this type of help, if the individual lacks the capacity to give consent, carers should be fully informed. In such situations it is important to ensure that anyone present is sensitive to the individual and undertakes personal care tasks with the utmost discretion.

14. Appendix 3: Agreement between the Trustees of Horizons (Plymouth) and Volunteer Workers

Role:

The Trustees of Horizons are committed to advance the education and improve the quality of life of young people by providing experience of boating and related activities. Volunteers are recruited to assist the permanent staff operate and maintain the boats and administer activities. They have a vital part to play in helping Horizons encourage young people to widen their horizons.

General:

The purpose of this agreement is to clarify expectations - the terms are binding in honour only. Horizons do not intend a contractual relationship to be created with volunteers and there is no obligation to offer work. Volunteers will not receive remuneration. In exceptional circumstances expenses may be reimbursed if agreed in advance with the treasurer (financial Officer). Obligations to comply with Horizons policies are needed to comply with the law and the proper performance of work in support of Horizons' activities.

Volunteers agree to:

- Follow Horizons (Plymouth) Code of conduct
- Work under the supervision of a permanent member of staff
- Exercise a duty of care to other workers and members of the public and observe Health and Safety policies
- Obey the Manager's instructions/orders/ standing operating procedures (SOPs) both verbal and written
- Abide by Horizon's objectives as defined on page one of the memorandum and articles of association of the registered charitable company
- Observe and undertake Horizons policies and procedures for equal opportunities, personal standards, confidentiality, discipline, grievance and Safeguarding
- Inform the manager when no longer available to undertake voluntary duties
- Set high standards of personal behaviour and endeavour to work at all times setting a good example to young people

The Trustees of Horizons agree to:

- Provide all necessary training for work afloat
- Provide protective clothing and lifesaving equipment to enable the volunteer to undertake voluntary duties
- Provide public liability/employer insurance cover for injury/death in event of Horizons negligence or breach of statutory duty
- Attempt to provide opportunities for volunteers to obtain work satisfaction and fulfilment
- Provide free membership of Horizons - members are entitled to vote at general meetings as detailed in the governing document

Volunteer Worker Declaration:

I agree to comply with the terms of this agreement, signed Date

Name

Address

Phone / email

Signed on behalf of Trustees (Chairman, Horizons)