



BASSENTHWAITE SAILING CLUB

Safeguarding Protection Policy

Bassenthwaite Sailing Club acknowledges the duty of care to safeguard, protect and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the RYA regulatory body requirements.

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.

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

Bassenthwaite Sailing Club actively seeks to:

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

We 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 child abuse.

This policy relates to all employees, contractors, members and volunteers who work with children or vulnerable adults in the course of their Bassenthwaite Sailing Club duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the Bassenthwaite Sailing Club Child Protection Co-ordinator

The Safeguarding Protection Coordinator is: **Mrs Pauline Nicholson**

The Safeguarding Protection Adviser is: **Mrs Pauline Nicholson**

Signed: Date.....

Commodore Bassenthwaite Sailing Club

THE ROLE OF CHILD PROTECTION COORDINATOR

The general terms of reference include:

- Maintaining an up to date policy and procedures, compatible with the Bassenthwaite Sailing Club scope of operation.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures.
- Advising the Sailing Club Council on safeguarding issues.
- Maintaining contact details for local Children's and vulnerable adults Social Care Services* and Police.

If there is a concern, the Safeguarding Protection Coordinator 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 the organisation's procedures and in conjunction with the person in charge (in this case the Commodore and keep the RYA Principal informed).
- Keep Bassenthwaite Sailing Club informed as necessary (*see flowcharts in Section 6*).

Recruitment of staff either paid or voluntary

All applications, whether for paid or voluntary work, will be subject to an appropriate level of scrutiny.

Bassenthwaite Sailing Club will carry out a level of checking proportionate to the role and the level of risk involved.

All paid staff will complete a pre-employment questionnaire and have references from previous employers or people of good standing.

Volunteers who take part in training will complete self-declaration forms if they are instructors or safety boat crews.

- The Safeguarding Protection Coordinator will advise if a fuller check i.e. Enhanced DBS (Disclosure and Barring Service) Disclosure is deemed necessary and will then amend this procedure
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Recruitment of Ex-offenders

The recruitment of ex-offenders will be carried out strictly in accordance with the UK Government current guidelines, policies and procedures.

Standard and Enhanced DBS check records

Standard and Enhanced DBS checks for paid staff and volunteers will be handled by the Club's approved DBS Co-ordinator. The records of these checks will be held by the DBS Co-ordinator in a secure location accessible only by them via a secure password. Hard copy records will not be kept.

Handling concerns, reports or allegations against another club member or employee

A complaint, concern or allegation may come from a number of sources: a vulnerable adult, a child, their parents, someone else within the club. It may involve the behaviour of one of the club members or employees, or something that has happened to the child outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. If someone is concerned that a child vulnerable adult may be being abused, it is NOT their responsibility to investigate further BUT it is their responsibility to act on their concerns and report them to the appropriate statutory authorities.

Handling an allegation from a child or vulnerable adult:

Always:

- stay calm – ensure that the child or vulnerable adult is safe and feels safe
- show and tell the child or vulnerable adult that you are taking what he/she says seriously
- reassure that child or vulnerable adult 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 or vulnerable adult has said as soon as possible after the event
- inform the Safeguarding Protection Coordinator.

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 – consult someone else (ideally the designated Safeguarding Protection Coordinator /Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

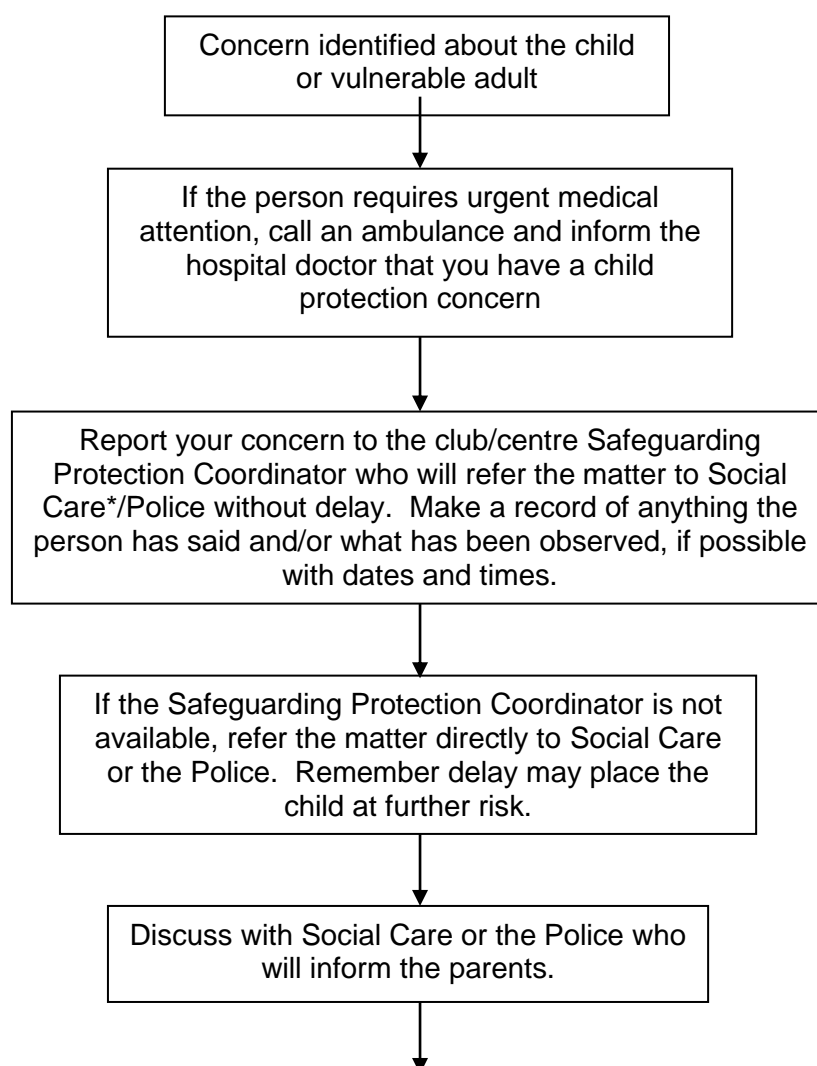
Recording and handling information

If you suspect that a child or vulnerable adult may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to the RYA, Social Care or the Police who have trained experts to handle such cases. Do not start asking questions, which may jeopardise any formal investigation. Listen to and keep a record of anything the child or vulnerable adult tells you or that you have observed and pass the information on to the statutory authorities (see Incident Report Form).

All information must be treated as confidential, stored securely and only shared with those who need to know. If the allegation or suspicion concerns someone within your club or centre, only the child's parents/carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities and the Bassenthwaite Sailing Club Safeguarding Protection Co-ordinator should be informed. If the alleged abuse took place outside the sport, the Police or Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.

Procedures

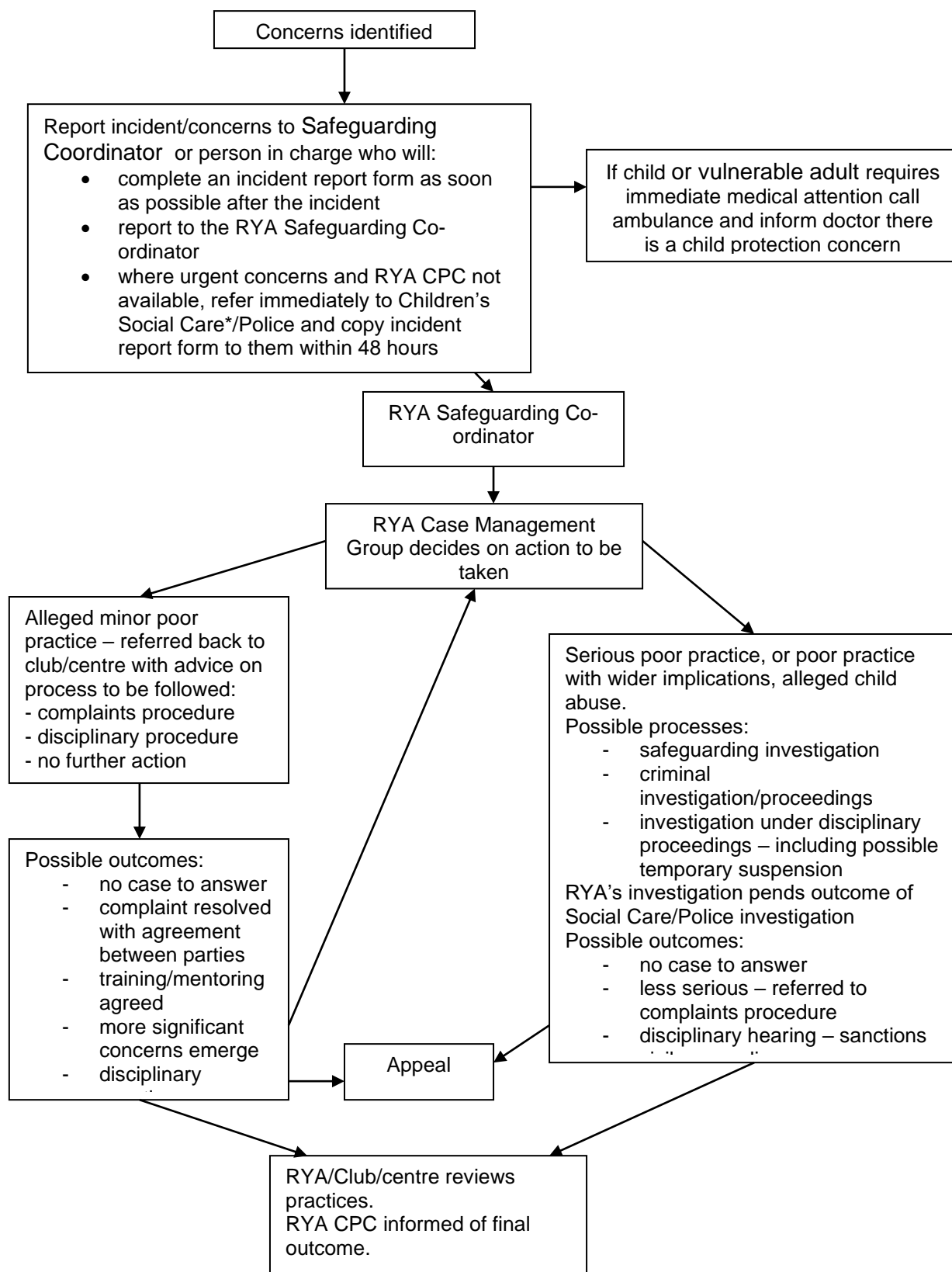
Flowchart 1 – What to do if you are worried that a child or vulnerable adult is being abused outside the sport's environment (but the concern is identified through the child's involvement in the sport)



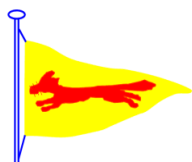
Complete an Incident Report form as soon as possible after the incident and copy it to Social Care/Police within 48 hours.
Send a copy to the RYA CPC for information.

If you are uncertain what to do at any stage, contact the RYA's Child Protection Co-ordinator on 023 8060 4104 or the NSPCC free 24 hour helpline 0808 800 5000.

Flowchart 2 – What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for the Bassenthwaite Sailing Club or an Bassenthwaite Sailing Club affiliated/recognised organisation



- Details available from RYA's Safeguarding Co-ordinator –



BASSENTHWAITE SAILING CLUB

Application form

APPLICATION FOR THE POST OF (JOB/ROLE TITLE)

When completed this form should be returned, marked 'Private and Confidential',
to:

The closing date for applications is

All applicants should be aware that ID checks will be made in accordance with the UK
Government current guidelines for standard/enhanced DBS check applications

PERSONAL DETAILS		
Title:	Surname:	Other names in full:

ADDRESS

TELEPHONE, FAX AND E-MAIL	
Home Tel: Fax: E-mail: Mobile:	Work Tel: Fax: E-mail: (please state if you do not wish to be contacted at work)

Do you hold a valid UK driving licence?	YES / NO
Do you have any unspent convictions (including motoring offences)? If yes, give brief details	YES / NO
Having a criminal record will not necessarily bar you from working with (organisation). This will depend on the position applied for and the nature of your offence. If you are applying for a position involving contact with children or vulnerable adults you will be required, at the offer stage, to apply for a Criminal Records Bureau Standard/Enhanced Disclosure.	

MEDICAL HISTORY	
In the last 12 months, how many days' absence have you had from work through illness or injury?	
Would you agree to complete a pre-employment medical questionnaire if offered employment?	YES / NO

<p>IF APPOINTED WHEN COULD YOU START WORK?</p>	<p>HOW DID YOU HEAR OF THIS VACANCY?</p>
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EDUCATION AND TRAINING		
Secondary School, College/ University and/or Training Centres attended	Dates	Academic and/or Vocational Qualifications

SUMMARY OF PAST EXPERIENCE (start with most recent)	
Name of organisation, position held, dates	Brief description of responsibilities and duties

Please state how you think your skills and experience match the requirements of this post and give your reasons for applying.

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OTHER RELEVANT INFORMATION

Recreational interests, hobbies, voluntary or community work

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REFERENCES

Please give names and addresses of two persons to whom application for a reference may be made. At least one should have first-hand knowledge of your previous work with children. References from relatives will not be accepted. Please indicate if you do not want us to seek a reference from any of your referees before interview or before an offer of employment.

NAME AND ADDRESS	CAPACITY IN WHICH KNOWN TO YOU

DECLARATION

Data Protection Act In order to recruit to this post *[insert name of organisation]* will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

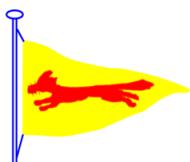
Consent I consent to the processing of personal information in the way described.

Declaration I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.

Signature:

Date:

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BASSENTHWAITE SAILING CLUB

Reference request

CONFIDENTIAL

(Name) has expressed an interest

in working with (organisation) in the role of

....., and has given your name as a referee. This role involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of the applicant's suitability, should they be offered the role. We would appreciate you being candid, open and honest in your evaluation of this person.

1. How long have you known this person?

.....

2. In what capacity?

.....

3. What attributes does this person have which would make them suitable for this role?

.....

.....

.....

.....

.....

.....

4. Please rate this person on the following (please tick one box for each question)

	Poor	Average	Good	Very good	Excellent
Responsibility					

Maturity					
Self-motivation					
Motivation of others					
Commitment					
Energy					
Trustworthiness					
Reliability					

5. Do you have any reason at all to be concerned about this applicant being in contact with children or young people?
YES ☐ NO ☐ Please tick

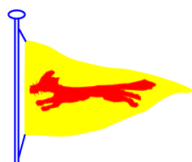
If you answer 'Yes' we will contact you in confidence.

Name: (please print) Tel. No:
.....

Signed: Date:
.....

Please return this form, marked 'Confidential' to:

.....
.....
.



BASSENTHWAITE SAILING CLUB

Self-disclosure form

Self-disclosure form for applicants for posts involving contact with children and/or vulnerable adults

Bassenthwaite Sailing Club is committed to safeguarding children and vulnerable adults from physical, sexual and emotional harm. As part of our Safeguarding Protection policy we require applicants for posts involving contact with children or vulnerable adults to complete this self-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Employee or volunteer information				
Name				
Address				
Contact number(s)				
Date of birth				
Gender ⁱ	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>

Note: As the position you have applied for involves work with children and young people it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When answering questions 1 to 4 you must declare criminal convictions and/or cautions that are not 'protected' under the Exceptions Order (as amended). This includes UK, overseas and armed forces convictions, cautions and relevant service discipline convictions where it would be considered an equivalent offence in England and Wales.

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:

Nacro – Tel: 0300 123 1999, or email: helpline@nacro.org.uk

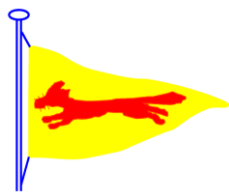
Unlock – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website.

Declaration of individual		
1. Do you have any unspent conditional cautions or	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>

convictions under the Rehabilitation of Offenders Act 1974?		
2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
3. Have you been formally charged with any other offence in any country which has not yet been disposed of?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
4. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
5. Have you ever been known to any Children's Services department or the police as being a risk or potential risk to children?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
6. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
7. Have you ever been dismissed for misconduct from any employment, volunteering, or other	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>

position previously held by you, in circumstances which may have bearing on your suitability for this position?		
8. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>

Confirmation of declaration	
Please tick the boxes below and then sign this form.	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures, if required I agree to provide a valid DBS certificate* and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of a DBS check if deemed necessary and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.
Signature	
Print name	
Today's date	



BASSENTHWAITE SAILING CLUB

Handout for Instructors, Coaches and Volunteers – Good Practice Guide

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Child Protection Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children or vulnerable adult in isolation
- Do not take children or vulnerable adult alone in a car, however short the journey unless you are cleared to do so
- Do not take children or vulnerable adult 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
- Design training programmes that are within the ability of the individual child or vulnerable adult

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children or vulnerable adults to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child or vulnerable adult, even in fun
- fail to respond to an allegation made by a child or vulnerable adult; always act

- do things of a personal nature that children or vulnerable adults can do for themselves.

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



Name:

Next of kin: **Relationship:**

Mobile:

Doctor: **Tel:**

Have you ever suffered from any of the following conditions:

- | | | |
|-----------------------------------|-----|----|
| • Asthma/bronchitis | Yes | No |
| • Heart conditions | Yes | No |
| • Fits, fainting or blackouts | Yes | No |
| • Severe headaches | Yes | No |
| • Diabetes | Yes | No |
| • Travel sickness | Yes | No |
| • Allergies to medication | Yes | No |
| • Any other allergies | Yes | No |
| • Other illnesses or disabilities | Yes | No |

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Are you vegetarian?

Yes

No

Do you have any food allergies? If so, please specify.

Consent

I..... give permission

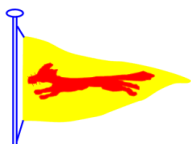
to the organisers of activities at Bassenthwaite Sailing Club during the period
..... to administer any relevant treatment or medication
to the above named participant when or if necessary.

In an emergency situation I authorise the organisers to take me to hospital and give
my full permission for any treatment required to be carried out in accordance with the
hospital's diagnosis.

Signed:

Name: (please print)

Date:



BASSENTHWAITE SAILING CLUB

Photography Consent Form

Consent form for the use of photography or video

Bassenthwaite Sailing Club recognises the need to ensure the safety and welfare of children and young people taking part in boating.

In accordance with our safeguarding protection policy we will not arrange for photographs, video or other images or young people to be taken without the consent of the parents/carers and children.

Bassenthwaite Sailing Club will follow the guidance for the use of images, a copy of which is available from RYA Principal of Bassenthwaite Sailing Club.

Bassenthwaite Sailing Club will take all steps to ensure that images are used solely for the purposes for which they are intended. If you become aware that images are being used inappropriately you should inform Mrs Pauline Nicholson immediately.

Consent

I (name of parent/carer)

.....

consent to Bassenthwaite Sailing Club photographing or videoing

(child's name)

Signed: Date:

.....

I (child's name)

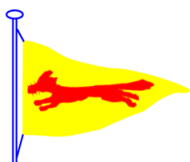
.....

consent to Bassenthwaite Sailing Club.....

photographing or videoing my involvement in sailing

Signed: Date:

.....



BASSENTHWAITE SAILING CLUB

Incident report form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child or vulnerable adult involved	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken (continue on separate page if necessary)	
If Police or Social Care Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's Safeguarding Protection/welfare officer or person in charge (if	

different from above)	
Contact telephone number	

This form should be copied, marked 'Private and Confidential', to the Bassenthwaite Sailing Club Safeguarding Protection Co-ordinator and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.
