



# LYMINGTON TOWN SAILING CLUB

## Management of Safeguarding

**Overall responsibility:** Overall responsibility for Safeguarding policy and practices within the Club is the responsibility of the Executive Committee. The Health and Safety Committee is responsible for ensuring that the policy and practices are reviewed on an annual basis. Day to day responsibility lies with the Child Welfare Officer and the Principal of the LTSC Watersports Centre.

To this end the following attached documents are approved and adopted:

- LTSC Child Welfare Policy
- Safe from Harm – Good Practice for Adults
- What is Child Abuse and Recognising Abuse
- Child Protection References Form
- Flow Chart on Reporting Procedure
- Safeguarding and Child Protection Referral Form

The designated Child Welfare Officers is:

Pam Martin

**Dissemination:** The Club's Child Welfare Officer is responsible for ensuring dissemination of the policy and practice documents to Supervisors of junior and other child related activities at all levels. The latest policy and practice documents should be on the public area of the Club's website, and also in a section of their own in the members' area.

**Notices:** The nominated club employee is to ensure that the RYA poster and reporting flowcharts are displayed in suitable locations (e.g. the Club office, entrance lobby, Albert Hall, training rooms and toilets). The poster will advise the name of the Child Welfare Officer, and contact number, and a link to the Club's policy and procedures, together with the number for ChildLine.

### Recruitment and Training:

**References and DBS:** All club staff and volunteers whose role brings them into regular contact through an organised activity with young people, where parents or guardians are not present, will be asked to provide contact details for references to the activity lead. The activity lead will use the RYA's latest proforma reference request questions in order to take up the references.

The Club's Child Welfare Officer and those regularly instructing, coaching or supervising young people must apply for relevant DBS checks before they can undertake these roles. It is recommended that other volunteers, regularly assisting with children's activities where parents and guardians are not present, also apply for DBS checks. Please go via the LTSC office to contact Alison Dixon, Principal, LTSC Watersports Centre, or Nigel Walbank, Senior Instructor Sailing, in order to make an on-line application. For volunteers this will be free. There will be a small charge for paid staff. A file of DBS checks will be maintained securely on the Cloud by the two persons appointed by the Club to manage DBS applications.

**Designated Persons:** The Club's Child Welfare Officer shall appoint a Designated Person for every major junior/youth event where necessary, who shall be suitably trained and whose contact details shall be prominently displayed.

**Training:** All staff and volunteers, whose role bring them into regular contact through an organised activity with young people where parents or guardians are not present, must complete the RYA's Safe and Fun course on-line before they can undertake their roles. There is a small charge. Applications made through the LTSC Water Sports Centre using email: [training@ltsc.co.uk](mailto:training@ltsc.co.uk) will access the course at cost. LTSC will provide an annual in-house Safeguarding training course which all staff and volunteers who are in regular contact with children are encouraged to attend. Instructors must have completed the current Safeguarding training required by the RYA in order to instruct.

**Investigation:** Investigation of any allegation or suspicion of child abuse is to be investigated in accordance with the current RYA Child Protection Guidelines as appropriate.

**Reporting:** Immediate concerns will be reported to the Club Child Welfare Officer (see reporting procedure flow chart), or in their absence the Chair of the Health & Safety Committee. The Club reporting chain in the case of an allegation is then to the Vice-Commodore and/or Chair of the Health & Safety Committee. However, reporting to Social Services or the Police is

Approved by LTSC Exec. 25/05/21

not to be delayed because any of these is unavailable. In their absence, the next senior Club official is to act in the best interests of the child/children concerned. In the case of an allegation against a member of staff, he or she is to be relieved of duty and suspended on full pay pending investigation in accordance with the grievance procedure. Pending police or social services investigation does not preclude action under the Club's disciplinary procedure. However, where a police investigation is under way the Chair of the Health & Safety Committee is to discuss the matter with the police officer in charge, if the Club intends to take disciplinary action.

**Changing Rooms:** The entrances to the changing rooms are covered by CCTV. Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is suggested that they are accompanied by another adult.

**Data Protection and Privacy:** All personal data relating to children, including images and video, will be treated in accordance with the Club's Data Privacy Policy. Any concerns should be addressed to the Child Welfare Officer in the same way as for any other child protection issues. Personal data for staff and volunteers relating to safeguarding issues, e.g. references, DBS checks, and safeguarding investigations will be processed, stored and destroyed in accordance with the Club's Data Privacy Policy and data protection legislation.

**Photography and Video:** All official Photographers at Lymington Town Sailing Club events should wear identification and be briefed in advance on the Club's Child Protection Policy. They should not be allowed to have unsupervised access to young people at the Club. When publishing images, no personal details other than their first name will be released. All children and their parents/guardians permission for photos and the publication of said photos shall be sought before any club organised event. Consent should also be obtained for the use of video as a coaching aid. No images or video should ever be recorded in the changing rooms.

**Review:** The Health and Safety Committee is to ensure that the Child Welfare Policy is reviewed annually and approved for the ensuing year by the Executive Committee.

**Note:** Throughout these documents, LTSC uses the term Child Welfare, but for the purpose of outside agencies (such as the RYA) this refers to Child Protection.

# Useful Contacts

If a child is in immediate danger of harm call 999.

## Child Welfare Officer

Pam Martin  
E-mail: [safeguarding@ltsc.co.uk](mailto:safeguarding@ltsc.co.uk)  
Tel 07810 202 825

Hampshire Multi-Agency Safeguarding Hub ((MASH)

Tel office hours: 0300 555 1384

Tel other times: 0300 555 1373

## NSPCC Helpline

0808 800 5000

E-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

## Childline

0800 1111

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

## Social Care Services

Your local phone book or the website for your County Council or unitary local authority will list numbers for the Children and Families Services, generally with separate numbers for Children's Social Care and for the Emergency Duty Team (out of hours service).

## Royal Yachting Association

Andrea Gates, Safeguarding Officer

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4226

E-mail: [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)

Website: [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

Community text phone (for people with a hearing impairment): 07823 559018

## Child Protection in Sport Unit (CPSU)

### England

Tel: 0116 234 7278

E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

## MIND – mental health charity

Tel: 0300 123 3393

Text: 86463

E-mail: [info@mind.org.uk](mailto:info@mind.org.uk)

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

## Disclosure and Barring Service (DBS - formerly CRB) – RYA is Registered Body

Website: [www.homeoffice.gov.uk/government/organisations/disclosure-and-barring-service](http://www.homeoffice.gov.uk/government/organisations/disclosure-and-barring-service)

## sportscoach UK – provide Safeguarding and Protecting Children training

Website: [www.sportscoachuk.org](http://www.sportscoachuk.org)



# LYMINGTON TOWN SAILING CLUB

## Child Welfare Policy

It is the policy of the LTSC to safeguard its members from physical, sexual and emotional harm and neglect whilst participating in Club activities. For the purpose of this policy, children are all those under 18 years of age.

The Club takes all reasonable steps to ensure that, through relevant procedures and training, children, young people and adults taking part in Club activities do so in a safe environment.

We recognise that the safety and needs of the child are paramount, and that any child, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, has a right to protection from discrimination and abuse.

The LTSC actively seeks to:

- Shoulder its responsibilities in caring for children and young people and those who work with them.
- Be committed to good practice in work with children and young people. (See Safe from Harm: Good Practice for Adults)
- Recognise that safeguarding the young is the responsibility of everyone, not just those who work with children and young people.
- Be prepared to review its ways of work to incorporate best practice.

We Will:

- ✓ Treat all children with respect and celebrate their achievements
- ✓ Carefully recruit and select all adults whether paid or voluntary
- ✓ Respond to all concerns and allegations swiftly and appropriately referring to external agencies where needed.
- ✓ Appoint at least one Child Welfare Officer.
- ✓ Appoint a member of the Executive Committee as the reporting officer and POC for the RYA CP Co-ordinator.

The Club Child Welfare Officers is: Pam Martin  
who can be reached by email on [safeguarding@ltsc.co.uk](mailto:safeguarding@ltsc.co.uk) or Tel: 07810 202 825

When there are concerns about the welfare of any child/young person **all adults** in our organisation are expected to share those concerns with the named Club's Child Welfare Officer.

The Child Welfare Officer (CWO) is responsible for:

- Monitoring and recording concerns.
- Making referrals to social services without delay using the Club's Referral Form.
- Liaison with other agencies and maintaining contact details for local Children's Services and Police.

Together with the Principal of the Watersports Centre the CWO is responsible for

- Maintaining up-to-date policies and procedures, compatible with the RYA's.
- Ensuring that relevant staff / and or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures
- Arranging training for all appropriate volunteers

Approved by LTSC Exec. 25/05/21

- Advising the executive committee on safeguarding and child protection issues

**Confidentiality:**

In cases of disclosure of abuse by either children or parents, we are obliged to share the information with the named Child Welfare Officer or the Chair of the Health & Safety Committee, who may have to refer our concerns to social services. Or the police

**Allegations:**

Concerns about the behaviour of adults in the organisation will be referred without delay to one of the named Child Welfare Officer or the Chair of the Health & Safety Committee, who will contact social services or the police as appropriate.

The following leaflets are available from the CWO or the office:

- Safe from Harm – Good Practice for Adults
- What is Child Abuse and Recognising Abuse

We will review this policy annually.



# LYMINGTON TOWN SAILING CLUB

## Safe from Harm Good Practice for Adults

It is the policy of the LTSC to safeguard its members from physical, sexual and emotional harm while participating in Club activities.

The Club takes all reasonable steps to ensure that, through relevant procedures and training, children, young people and adults taking part in Club activities do so in a safe environment.

### **As an Adult within LTSC, it is expected that you should always:**

- Respect everyone as an individual.
- Provide a good example of acceptable behaviour.
- Respect everyone's right to personal privacy.
- Be available as a listening ear and, if necessary, refer for more appropriate help.
- Be sensitive to other people's likes and dislikes.
- Try to ensure that your actions cannot be misunderstood or cause offence and are acceptable within a relationship of trust.
- Show understanding when dealing with sensitive issues.
- Plan to have more than one adult present during activities.
- Uphold the Club's 'Safe from Harm': Code of Practice.
- Remember that you are accountable to the Sailors, their parents/carers and LTSC.

### **You should**

- 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
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.

**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; always act
- do things of a personal nature that children can do for themselves.

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

For further guidance all (participants, parents, coaches, instructors, officials and volunteers) may find it helpful to refer to the sample RYA Club / Class Association Code of Conduct in the RYA Safeguarding and Child Protection Guidelines.

**If you suspect a child is being abused physically, sexually or emotionally:**

- Keep calm. Do not be shocked. Try to act normally.
- Do not investigate – do not question.
- Do not challenge parents/carers about your concerns.
- Tell your named Child Welfare Officer about your concerns in strict confidence.
- Record all details which support your suspicions, if possible using the Club's referral form. Sign, date and keep these. Pass a copy confidentially to the Child Welfare Officer.
- Agree with your Child Welfare Officer and any other person who has been designated for this role, what action, if any, should be taken.

***Never agree to keep a secret. You must inform others.***

**If a child talks to you about abuse by someone else, either connected to the Club or elsewhere, listen carefully to what the child tells you, without commenting on the truth or otherwise of what is said, and:**

- Offer immediate support, understanding and reassurance, explaining that you cannot keep it a secret. Tell them 'I will listen to what you say and then tell someone who can help you. You were right to tell me about it'.
- Tell your Child Welfare Officer your concerns in strict confidence.
- Record all details which support your suspicions, if possible using the Club's referral form. Sign, date and keep these. Pass a copy confidentially to the Child Welfare Officer.
- If the situation merits immediate action then contact either the police or social services/social work department.
- Inform your Child Welfare Officer of the action you have taken.

**If there is an allegation or suspicion of abuse by someone involved in LTSC, including yourself:**

- Inform your Child Welfare Officer of your concerns in strict confidence.
- Record all details as you know them, if possible using the Club's referral form. Sign, date and keep these. Pass a copy confidentially to the Child Welfare Officer.

***You must refer. You must not investigate.***



## What is child abuse and recognising abuse

### What is child abuse?

(Based on the statutory guidance 'Working Together to Safeguard Children' 2018)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

**Physical abuse** may involve adults or other children inflicting physical harm:

- hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to a child that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction
- allowing a child to see or hear the ill-treatment of another person
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

**Sexual abuse.** Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:

- physical contact (e.g. kissing, touching, masturbation, rape or oral sex)
- involving children in looking at, or in the production of, sexual images
- encouraging children to behave in sexually inappropriate ways or watch sexual activities
- grooming a child in preparation for abuse (including via the internet)
- sport situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power and position of trust over young people.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision

- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sport situation might occur if an instructor or coach fails to ensure that children are safe or exposes them to undue cold or risk of injury.

**Child sexual exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (e.g. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

**Extremism** goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities on the basis of race, faith or denomination; justify discrimination eg. towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

**Bullying** (not included in 'Working Together' but probably more common in a sport situation than some of the other forms of abuse described above)

Bullying (including online bullying, for example via text or social media) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully is often another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture.

Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- sexual comments, suggestions or behaviour
- unwanted physical contact.

The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.

## Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

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

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to

the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

### **If you are concerned**

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult your organisation's designated Welfare/Safeguarding Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.



# LYMINGTON TOWN SAILING CLUB

## LYMINGTON TOWN SAILING CLUB – Child Protection References

Surname..... First Name.....  
Address.....  
Tel: .....Mob: .....Postcode: .....

Are you a person known to any Social Services department as being an actual or potential risk to children?  
**YES / NO** (if yes please supply details)

Have you had any disciplinary sanction relating to child abuse? **YES / NO** (if yes please supply details)

### Declaration

I have read and understood the rules applying to the Club's Child Welfare Policy and agree to abide by these. I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment if I am a member of staff. If I am a volunteer these actions will lead to my being barred from taking part in activities with children.

If required I agree to provide a valid Criminal Records Disclosure.

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.

I understand that the information contained in this form and in the Disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signed: ..... Date: .....

### Reference One

Name  
Email address  
Telephone number

### Reference Two

Name  
Email address  
Telephone number

Please hand this form to the leader of the activity you are involved with. The activity lead will contact your referees and use the RYA's latest proforma reference request questions in order to take up references.



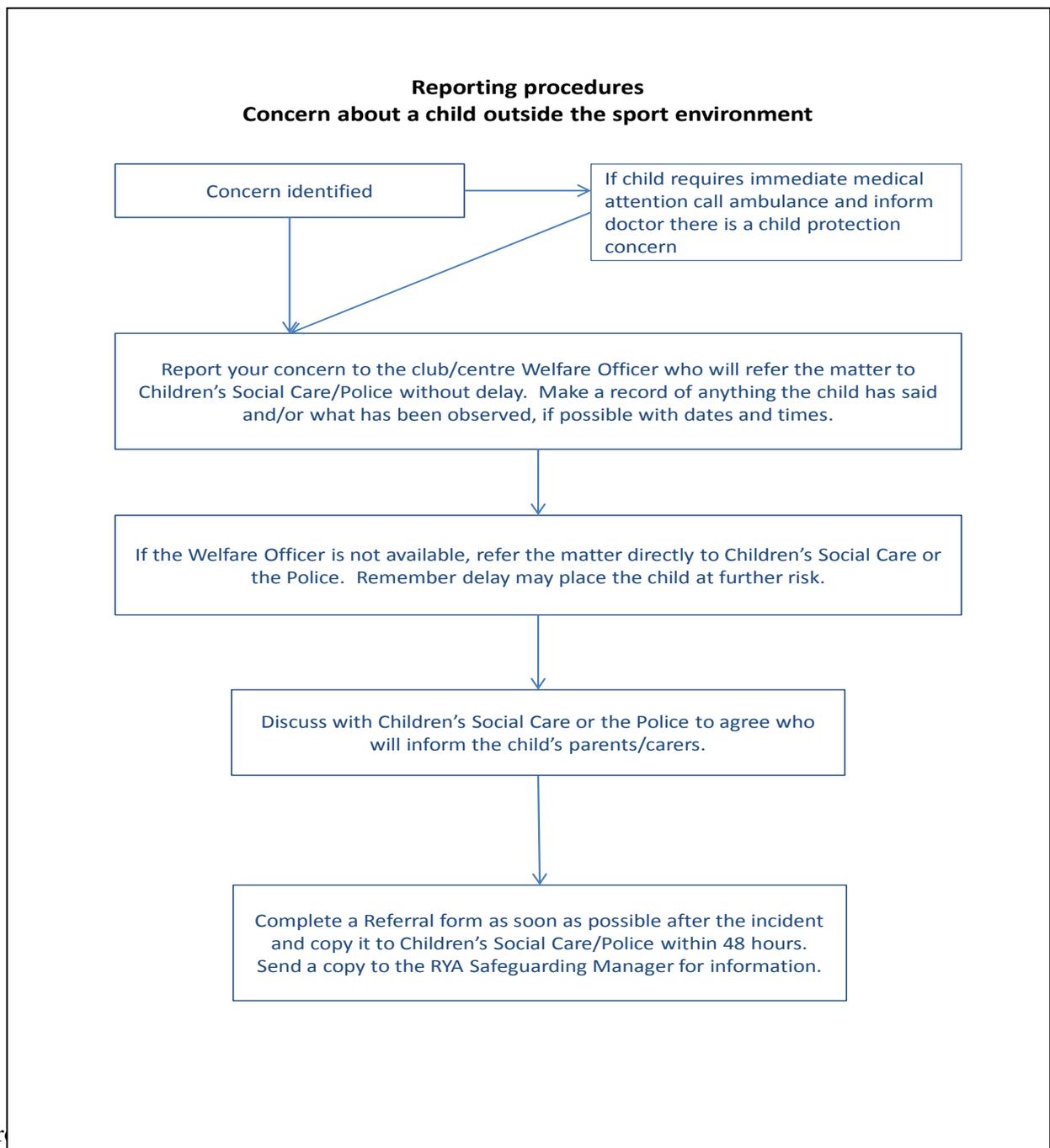
# LYMINGTON TOWN SAILING CLUB

## Reporting Procedures

If you are uncertain what to do at any stage, contact the RYA's Safeguarding Officer on 023 8060 4226 or the Hampshire Multi-Agency Safeguarding Hub (MASH) on 03500 555 1384 (office hours), 0300 555 1373 (other hours), or the NSPCC free 24-hour helpline 0808 800 5000.

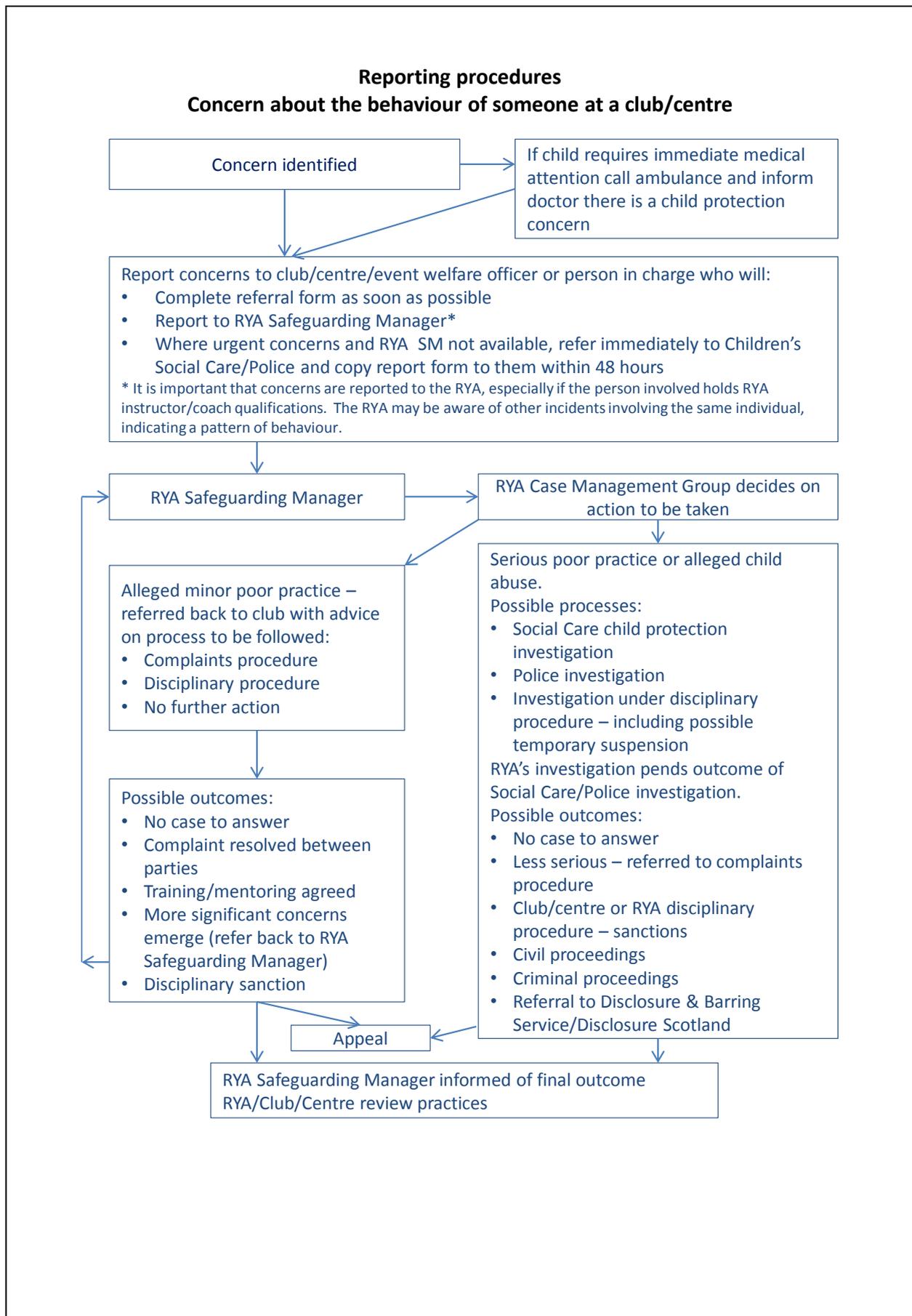
Details of Children's Social Care departments and emergency duty teams are listed on local authority websites and in local phone books. If you are unable to find the appropriate contact number, call the RYA's Safeguarding Manager or, if a child is at immediate risk, the Police.

### Flowchart 1



Appr

**Flowchart 2**



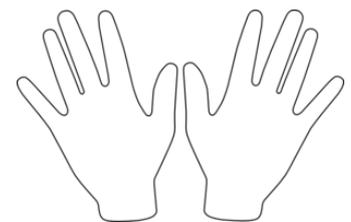
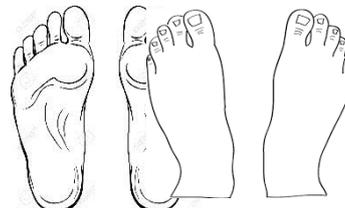
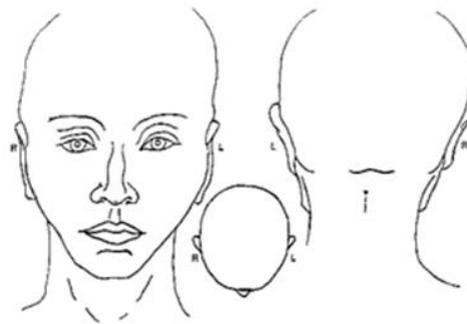
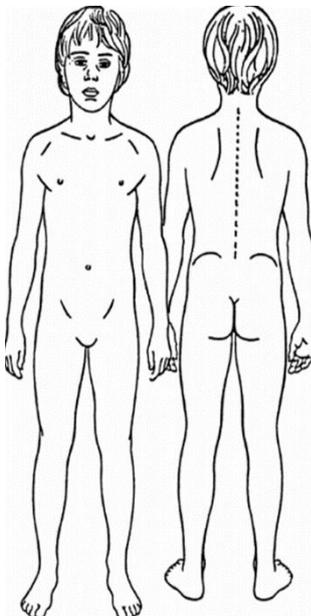


# LYMINGTON TOWN SAILING CLUB

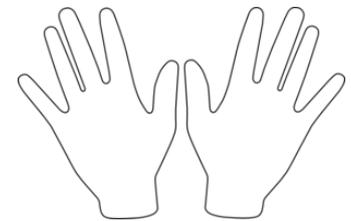
## Safeguarding and Child Protection referral form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Name of club or organisation (if relevant)	
Nature of incident, complaint or allegation (continue on separate page if necessary.) Use the body map below to show any marks or injuries	

**Children must not be undressed or photographs taken of any marks or injuries**



Palm



Back

Action taken by organisation (continue on separate page if necessary)	
If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number and e-mail address	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number and e-mail address	

**This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding Officer, Andrea Gates, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk) and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**