



Safeguarding Policy and Guidance

The purpose and scope of this policy statement

The Object of the Harlow and Blackwater Sailing Club (Hereon referred to as the Club), is to promote and facilitate community participation in sailing, and also to provide such social and other facilities for members

The purpose of this policy statement is:

- to protect children and other vulnerable people who participate in the Club's services and activities from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children, other vulnerable people and their families, with the overarching principles that guide our approach to safeguarding/child protection.
- This policy applies to anyone working on behalf of The Club, including Executive Committee, Trustees, paid staff, volunteers, sessional workers, agency staff and students.

This policy statement should be read alongside our organisational policies, procedures, guidance and other related procedures and any associated documents: [Harlow \(Blackwater\) Sailing Club \(harlow-blackwater-sailing-club.com\)](http://harlow-blackwater-sailing-club.com)

- Welfare Officer Role (pp.3-4)
- Managing Safeguarding disclosures and concerns about a child or other vulnerable person (p.5)
- HSBC Rules and Bylaws
- HSBC Equality Policy
- Data Processing Policy
- Health and Safety Manual
- Cruiser Launching and Recovery Standard Operating Procedure (SOP) and Risk Assessment
- Food Safety and Hygiene Management System

We believe that:

- Children and other vulnerable people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and other vulnerable people, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of children and other vulnerable people is paramount in all of the Club's activities and in all the decisions we take
- Working in partnership with all stakeholders and other agencies is essential in promoting the welfare of children and other vulnerable people
- All people, including children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.



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We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a nominated child protection lead and a deputy for children and other vulnerable people, for safeguarding
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Recording, storing and using information professionally and securely, in accordance with data protection, including General Data Protection Regulations (GDPR), legislation and guidance www.ico.org.uk/for-organisations
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- Making sure that children, young people and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details:

Nominated child protection lead

Name:

Phone/email:

Deputy child protection lead

Name(s):

Phone/email:

Name:

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on:

.....(date) Signed:

..... *[this should be signed by the most senior person with responsibility for safeguarding in your organisation, for*



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example the safeguarding lead on your board of trustees]. Date:

.....

Documentary References

Welfare Officer Role (i.e. designated safeguarding officer)

The Club Welfare Officer is responsible for acting as a voice for safeguarding within the club, working with the committee to ensure best practice is adhered to and to coordinate actions within the club, should a concern or referral arise.

Main Responsibilities

Provide guidance on safeguarding child/adults protection within the club and ensure that it remains high on the committee's agenda

- Ensure that the club has an up-to-date Safeguarding policy which is in line with the RYA's
- Promote the club's Code of Conduct

Knowledge:

- A background or willingness to learn and develop a basic understanding of the laws and regulations surrounding safeguarding and child/adult protection
- Be aware of and have contact details available for the local child protection network which includes:
 - Local police
 - Children's social care services
 - Local Authority Designated Officer (LADO)
 - RYA Safeguarding and Equality Manager & Safeguarding Officer
- Understanding of poor practice and the signs and indicators of abuse

Referrals:

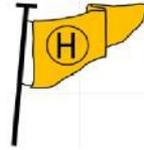
- To receive information from anyone including club staff, volunteers, children or parents and carers who have child/adult protection concerns and record it
- To clarify the concern using open questions and decide on the appropriate course of action to be taken, in line with the organisation's processes and procedures
- Keep the RYA informed as necessary (see the RYA's Safeguarding and Child and Adult Protection Policy and Guidelines for more information on procedures).

Training and Education:

Training: There are several training courses recommended by the RYA for Club Welfare Officers which offer invaluable learning, development and understanding in the areas surrounding Child Protection in Sport.

Support:

- Guidance and support from the RYA Safeguarding Team
- RYA Sample policies and procedures
- Dedicated Welfare Officer resources on the RYA Website
- Access to a RYA peer support group



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Person Specification

The role of Club Welfare Officer is open to anyone from any background. The person who takes on this valuable role needs to have the following attributes:

- Passionate and determined to keep children/adults safe in sailing
- Approachable
- Non-judgmental approach
- Up-hold a person-centred approach
- High level of accuracy and attention to detail
- Ability to stay calm under pressure
- Basic administration and record-maintenance skills
- An excellent communicator at all levels
- Confident in own abilities to speak up when required
- Able to think critically
- Personable

Level of Commitment

The level of commitment will include a report or attendance at committee meetings, as required, and time dedicated to safeguarding referrals should they arise. The successful applicant will either have, or have to undertake, an enhanced disclosure check through DBS before commencing in the role.

Benefits

There are many benefits when considering a new volunteering role and the Club Welfare Officer is no different.

- Ability to play an essential role in supporting the club committee
- Power to make real changes to the safeguarding policies, guidelines and principles adopted within the club
- Having the overriding voice when it comes to the safeguarding of children and adults undertaking activities within the club
- Meet new people from across the Welfare Officer network within sailing
- Personal development within the safeguarding and child protection area
- Ability to give something back to the Club
- Acting as a lead officer to make a real difference to the overall safety and welfare of children and adults who engage in our club.



Managing Safeguarding disclosures and concerns about a child or other vulnerable person:

Role of the Local Authority Designated Officer (LADO)

The role of the Local Authority Designated Officer (LADO) was introduced within the 'Working Together to Safeguard Children' guidance in 2006. LADOs give advice and guidance on how concerns or allegations about adults working with children should be investigated. The LADO should be contacted if you have concerns or receive a complaint or allegation that a worker/volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

There are four LADOs for Essex County Council and they are based within the Children's Safeguarding Team. They can be contacted by phone on 03330 139 797 or by e-mail: lado@essex.gov.uk. If referring an allegation, a written referral is required. The referral form can be accessed via the [Essex Safeguarding Children Board website](#). Please request a secure email link by emailing the Duty LADO prior to sending the referral form, for which you will receive a response within one working day. It is no longer possible for the Duty LADO to receive password-protected or encrypted documents.

Any referral should be followed up with a referral form. This can be accessed via the [Essex Safeguarding Children Board website](#).

If a concern is raised outside of office hours, and an immediate referral to Social Care is required, this should be made to Essex Social care on 0845 606 1212. The LADO should then be informed at the first available opportunity.

Further information about the role of the LADO is available on the [Essex Safeguarding Children Board website](#).