

Felpham Sailing Club: Safeguarding Policy and Procedures.



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Contents

Part 1 Safeguarding Children and Young People Policy	3
The definition of safeguarding	3
Aims and objectives of the policy	4
Felpham SC's responsibilities	4
Future action	5
Part 2 Procedures for responding to specific child protection concerns about children at risk of significant harm	5
Section 1 – Scope of the Procedure	5
Notes	6
Section 2 – Immediate action to take if, as a member of Felpham SC staff, you observe abuse whilst it is taking place	6
Section 3 – Immediate action to take if you receive an allegation of possible significant harm to a child or young person	8
Section 4 – Identification of level of concern and next steps	9
Part 3 Safeguarding Vulnerable Adults	10
Policy and Procedures	11
Introduction	11
Policy Statement	11
The definition of abuse of adults is contained in ' <i>No Secrets</i> ' (Para 2.5)	11
Procedure for responding to safeguarding concerns relating to vulnerable adults	12
Appendix A	13
Emergency contact details –	13
Appendix B	14
Aide memoir for supporting instructors and club members in working with children and vulnerable adults	14
Appendix. C	15
Safeguarding flowchart	15

Change History:

Issue	Date	Reason
1	Mar 2013	First Issue
2	Dec 2015	Change Contact Details – Remove Kate Miller
3	Feb 2016	Change Contact Details – Add Matt Twist

Part 1 Safeguarding Children and Young People Policy

1. Felpham SC's aim is to ensure, through effective management, that outcomes for children and young people are delivered appropriately by Felpham SC staff and members, to ensure children are safe from harm.

Purpose of this document

2. The purpose of this document is to outline Felpham SC's policy on responding to concerns regarding the safeguarding and protection of children and young people aged under 18 years. This policy combined with the associated procedures provides guidance to all staff and members within the context of their activities for Felpham SC. These include:

- all members of Felpham SC
- staff and members operating in a position of responsibility
- instructors (including leaders of activities involving children)

The policy seeks to promote effective multi-agency working in light of the Green Paper '*Every Child Matters*', the Children Act 2004 and '*Working Together to Safeguard Children*' (DfES 2006), in conjunction with the requirements of the Independent Safeguarding Authority ISA.

Some Felpham SC instruction may be with vulnerable young people and adults. Felpham SC has a linked policy and procedure for responding to concerns regarding the protection of vulnerable adults when these are identified through other activity. This can be found in Part 3 of this document. While the legislative and policy base is different when responding to the safeguarding needs of vulnerable adults, most of the principles and procedures for staff and members are the same.

The definition of safeguarding

3. Felpham SC adopts the definition used in the **Children Act 2004** and the DfES guidance document: '***Working Together to Safeguard Children***' (2006), which focuses on safeguarding and promoting children and young people's welfare and can be summarised as:

- protecting children from maltreatment
- preventing impairment of a child's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and
- undertaking that role so as to enable those children to have optimum life chances.

Aims and objectives of the policy

4. Felpham SC supports sailing and powerboating activities to members. In all of this activity, as well as responding to immediate concerns, we will ensure that appropriate measures and practice to safeguard and promote the welfare of children and vulnerable adults are in place and bring matters requiring attention to the relevant authorities.
5. This policy does not cover Scout organised or other youth activities, or usage of the club facilities by other sailing clubs at FSC; all other users including the Scouts are responsible for managing their own Child Protection Policy.
6. All Felpham SC staff, members and instructors supporting club activities should understand safeguarding procedures, including potential abuse and neglect of children and young people. All concerns must be highlighted with appropriate steps taken to safeguard the children concerned.
7. We will ensure that all Felpham SC's staff and members maintain a proper focus on safeguarding children and young people and that this is reflected both in sound individual practice and our internal policies and guidance. All staff and members working with children and young people must:
 - give highest priority to children's welfare
 - recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
 - respond appropriately to disclosure by a child, or young person, of abuse
 - respond appropriately to allegations against staff, other adults, and against themselves
 - act appropriately and understand safe practice in carrying out their duties
 - be alert to the risks which abusers, or potential abusers, may pose
 - contribute as necessary to all stages of Felpham SC's safeguarding and protection processes.

Felpham SC's responsibilities

8. The Club will initiate checks for all persons over the age of 18 that are likely to have regular substantial access to children. Substantial access is deemed to be where an adult is alone with a child for more than one hour, or is responsible for the supervision of changing rooms or showers. The checks are made to ensure that volunteers are responsible adults of good character, have experience of children, and have the skills, knowledge and experience required to undertake the supervision of Cadets. The checks will include Self-Declaration and may include DBS checks via the RYA.
9. Felpham SC does not investigate individual child protection cases or referrals. Felpham SC is not the statutory authority for the conduct of enquiries into specific child protection concerns; therefore all staff and members need to follow the procedures to ensure that all allegations or suspicions of abuse or significant harm to any child are reported to the Childrens Services Department of West Sussex County Council. We will

share all relevant information with the respective statutory child protection agencies (children's social care services and/or police) without delay and within agreed protocols.

10. Felpham SC will ensure that it fulfils its responsibilities to work jointly with others to safeguard and promote the welfare of children and young people and, where necessary, to help bring to justice the perpetrators of crimes against children.

Future action

11. Felpham SC will through the Executive Committee:

- co-ordinate the implementation of the policy and procedures and associated staff training/briefings
- monitor compliance with the policy
- monitor RYA and other national governing bodies progress in managing safeguarding
- ensure that procedures, advice and guidance work effectively and are revised and updated and confirmed by the Commodore annually
- consider and advise on the review and development of child protection and safeguarding arrangements to ensure that developments in safeguarding issues are adequately addressed, including the ISA
- develop arrangements for utilising and collating safeguarding evidence arising out of incidents and near miss reports
- report to the Executive Committee on matters relating to safeguarding.

Part 2 Procedures for responding to specific child protection concerns about children at risk of significant harm

Section 1 – Scope of the Procedure

Felpham SC staff i.e. those employed directly by Felpham SC, or working under contract or members acting as instructors or providing safety cover for an event may encounter child protection concerns. Such concerns could emerge from a member of the public contacting the club or by a parental complaint or directly from a child.

The concern might relate to:

- what is or may be happening (or happened in the past) to a child or young person in an organisation (for instance in school), or
- what is happening (or happened) outside that organisation (for instance in their own family).

The concern may be brought to our attention by the child or young person themselves, alleged by others or through activity and observation.

The concerns may therefore be about the behaviour of a:

- member of Felpham SC staff (for instance an instructor).
- member of staff of another organisation
- a deliverer of a service (for instance a childminder, foster parent or volunteer)
- peer (for instance another young person)
- child or young person or adult in the community (for instance a relative or family friend)

The concern could relate to **actions** or **inaction** (for instance an insufficient response by a provider to information regarding the risk of significant harm to a child or young person).

The concern may be about a current situation or past events and may be about allegations or disclosures of physical abuse, sexual abuse, emotional abuse or neglect, or a combination of one or more of these categories.

Felpham SC staff and members may receive this information by one or more means, such as a telephone call, a letter, an email, through observation or discussion.

Any member of Felpham SC could receive such information. In all circumstances they must respond in accordance with the following procedure.

Notes

12. The procedures apply both to situations where members are acting as part of a team and individually. Where members are working individually they are de facto the 'lead instructor' referred to in this procedure and must act accordingly.

13. Anyone receiving a complaint from a parent needs to decide whether it should be dealt with under the child protection procedures. This may be particularly relevant when considering complaints about bullying. If in doubt seek advice from the Child Protection Officer, or the Training Centre Principal.

Section 2 – Immediate action to take if you observe abuse whilst it is taking place

14. This could take a number of forms, for instance seeing an adult hit a child, observing a member of staff using inappropriate restraint on a young person or witnessing the neglect of basic care needs of a disabled child.

15. First, do all you can to stop the abuse immediately without putting the child or young person, or yourself, at undue risk. Inform the perpetrator of your concerns. Advise him/her to stop the action immediately. Ask them to move themselves to an area where there is no contact with children and young people. Advise him/her that you will immediately be informing the Child Protection Officer and the Training Centre Principal.

Then:

- **if the perpetrator fails to desist** – take appropriate action to stop the abuse and call for assistance
- **if the perpetrator does desist**, and even if they leave the scene as requested, it is essential that you stay with the child until you can transfer them to the care of another responsible adult.

Then:

- **report the incident immediately** to the lead instructor (when working in a team) or Training Centre Principal (when working alone).
- The lead instructor, or instructor working alone, should contact the Child Protection Officer and the Training Centre Principal.
- **Take notes of what has been said, what you have heard or seen** - if it is not possible to take notes at the time, do so immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written. The notes should be dated and signed. The notes should cover what you saw, who said what, what action you took, and the details of date, time and location and name of child and perpetrator. Be prepared to inform the police and be ready with a description of the perpetrator.

Section 3 – Immediate action to take if you receive an allegation of possible harm to a child or young person

If you are in direct contact with the person raising the concern, for instance through a telephone call, verbal or written complaint.

- **Stop other activity when it is safe for all to do so and focus on what you are being told, or have just seen.** Responding to suspicion of abuse takes immediate priority.
- **Do not promise confidentiality** or agree to “keep it a secret”. Explain clearly to the person raising the concern about what you expect will happen next. You can assure them that you will only tell those you have to tell to try to get the matter dealt with. You can and should express support and reassurance to the person giving you the information, particularly if it is a child or young person, that the matter will be dealt with quickly and appropriately.
- **Avoid asking leading questions** like “Did he do X to you?” or “How did he hurt the young person” but use open questions like “Can you tell me what happened?” Leading questions and anything likely to suggest ideas or interpretations could jeopardise subsequent investigations or criminal proceedings.

Ask only what you need to know, you only need **basic** details and the individuals permission to provide support. You need to decide if abuse may have taken place and to gather factual details. **You do not need full details** but do need sufficient information for an informed referral:

- details of the concern/allegation
- name, DOB and address of the child or young person

If talking with a child then work at their pace – do not rush them. **Avoid expressing opinions.**

- **Consider whether immediate action is needed to secure the protection of any children or young people who may be at risk.** Think about the child or young person who is the immediate subject of the concerns, **and any other child or young person** who may be at risk, in the light of what you have been told or suspect.
- **If you are onsite** with any children or young people, who may be at immediate risk, consider what action may be necessary to secure their safety. You will need to stay with those you think are at immediate risk until you can transfer them to the care of another responsible adult. Then you will need to contact the Child Protection Officer, or Training Centre Principal, so they can take responsibility for further action (e.g. the immediate removal of the person causing concern).
- **If you are not onsite** with a child or young person, discuss how they may make themselves safe. Take into account the child’s or young person’s wishes about any immediate protection. Check whether any other children may be at risk and consider what action is necessary to secure their immediate safety.

- **Take notes of what has been said, what you have heard or seen and what you did** – if it is not possible to take notes at the time, do so immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written. Notes should be dated and signed.
- **Follow the steps in Section 4 below.**

If you are not in direct contact with the person raising the concern, for instance if you have received a letter or email

- **Stop other activity and focus on what you are being told.** Responding to suspicion of abuse takes immediate priority.
- **Retain any written records including emails and letters.**
- **Follow the steps in Section 4.**

Section 4 – Identification of level of concern and next steps

16. In all cases:

- **Do not, at this stage, tell the person who is the subject of an allegation or suspicion** what you have been told or what you suspect – that may put a child or young person at further risk and/or jeopardise any subsequent enquiry.
- **Do not investigate the case yourself.**
- **Decide whether the allegation or suspicion indicates that a child or young person may be suffering, or is at risk of suffering, significant harm** ('significant harm' is the trigger for children's social care services and/or subsequent police enquiries). You will need to discuss with the Child Protection Officer, or Training Centre Principal:
 - the allegation or suspicion would constitute a child or young person suffering, or being at risk of, significant harm
 - the actual or likely harm is of a sexual, physical, emotional or neglect nature, or involves witnessing domestic violence, sufficient to affect the child's or young person's normal physical, sexual, emotional, educational or social development.
- **Remember**, whether or not you personally believe what is said, the benefit of the doubt must always be in favour of making the report. You do not personally have to believe the concern to be true to make a referral. This assessment is for children's social care services and/or the police to make. False allegations, even anonymous ones, are rare.

If the concerns are raised during the course of a training course and you are a member of an instruction team discuss the allegation, if practicable, immediately with the lead instructor.

- The lead instructor will decide whether he/she/you should contact the Child Protection Officer, or Training Centre Principal. They will need first-hand reports or evidence, so you will usually be the best person to make contact.
- If you are unable to contact the lead instructor or are an instructor working alone, contact the Child Protection Officer, or Training Centre Principal without delay.
- **If the concerns are identified and no-one is available, decide whether there is an immediate risk to the child. If so, contact the relevant Emergency Duty Team of the children's services West Sussex County Council. (This will usually be via the main switchboard number of West Sussex County Council). If this presents a problem, contact the police. Inform the Child Protection Officer, or Training Centre Principal.**

Emergency contact details – see appendix A

Part 3 Safeguarding Vulnerable Adults

Policy and Procedures

Introduction

The legal and policy basis for responding to concerns regarding the safeguarding and welfare of vulnerable adults is entirely different from that for children and young people. *'Working Together to Safeguard Children 2006'* only applies to children and young people aged up to when they reach the age of 18. Any incident or concerns relating to a young person or adult of 18 years and over, even if still at school, are not covered by Local Safeguarding Children's Boards or their procedures. Government guidance in relation to adults is contained in the document *'No Secrets'* and the "Protection of Vulnerable Adults (POVA) guidance. Good practice guidance is also available through the Association of Director's of Social Services (ADSS) publication – *'Safeguarding Adults: A national framework of standards for good practice and outcomes in adult protection work'*.

Policy Statement

Felpham SC is committed to working with other agencies to ensure that people in our training environment are safeguarded. People who use the club's services have a right to live and work in environments free from abuse, neglect and discrimination.

Felpham SC does not investigate issues of concern in relation to vulnerable adults. Local councils and the police hold the lead responsibilities for responding to allegations of abuse in relation to adults and in co-ordinating the local interagency framework for safeguarding adults.

Felpham SC will bring to the attention of the social services and police any concerns or allegations identified through any part of its work.

The definition of abuse of adults is contained in *'No Secrets'* (Para 2.5)

Abuse is a violation of an individual's human and civil rights by other person or persons. Abuse may consist of single or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm, or exploitation of, the person subjected to it.

A vulnerable adult is someone who:

- is or may be in need of community care services by reason of mental or other disability, age or illness: and
- is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Within this context abuse can take the form of:

- physical abuse – including hitting, pushing, kicking, misuse of restraint or inappropriate sanctions
- sexual abuse – including sexual assault or acts to which the adult did not, or could not consent
- psychological abuse – including emotional abuse, threats, deprivation of contact, humiliation, intimidation, coercion, verbal abuse, isolation or withdrawal from services
- financial or material abuse – including exploitation and pressure in connection to wills, property, inheritance or financial transactions
- neglect or acts of omission – including ignoring medical or physical care needs, withholding of medication or adequate nutrition and failure to provide access to appropriate health, social care or educational services
- discriminatory abuse – including racist, sexist and other forms of harassment.

Procedure for responding to safeguarding concerns relating to vulnerable adults

The principles for staff in identifying and responding to incidents of concern in relation to adults are the same as those for children and young people. In most cases exactly the same process and guidance outlined in **Part 2 – Sections 1 to 5** will need to be followed by the staff member, whether an instructor or office based. There are differences in the definition of abuse and in the response of the statutory agencies to concerns raised with them by the club.

In summary if an act of abuse or neglect of a vulnerable adult is identified or suspected then the Felpham SC staff member should:

- stop everything else and concentrate on what you are observing or being told
- ensure the persons (and any others) immediate safety
- do not promise confidentiality or agree to keep something secret
- do not investigate yourself and avoid asking leading questions
- obtain the necessary information to make an informed referral
- contact the Child Protection Officer, or Training Centre Principal to discuss next steps and appropriate action
- make and keep a record of the incident and actions taken.

Appendix A

Emergency contact details – as of December 2015

Child Protection Officer	Matt Twist	07771 504 563
Centre Principal	Roger Belton	07866 970 075 01243 587883
Commodore	Pat Cullen	07711 666 064

West Sussex Children Services area

Phone: 01403229900 9.00am-5.00pm Monday-Friday

Phone: 0330 222 6664 5.00pm-8.00am, including weekdays, weekends and

Bank Holidays

Appendix B

Aide memoir for supporting instructors and club members in working with children and vulnerable adults

- All Felpham SC youth sailing groups hold a register of every child involved, including relevant medical details, and keep a contact name and telephone number for the parent or responsible adult to be available in case of emergency.

All Cadet group leaders should:

- only run activities which involve more than one adult being present
- ensure males and females are available to help with mixed groups of children
- endeavour to conduct activities within sight and hearing of others
- be aware that their actions might be open to misinterpretation by others, even though they are well-intentioned
- respect a child's right to personal privacy and provide time for children to express any concerns
- encourage children to respect and care for others
- take action to stop any inappropriate verbal or physical behaviour
- refer any suspicions or allegations of abuse to the Child Protection Co-ordinator
- refrain from entering the changing rooms for children of the opposite gender

Appendix. C

Safeguarding flowchart

