



Safeguarding Children, Young People and Adults at Risk

Policy and Guidelines

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RYA Online Safeguarding Reporting Form:
<https://rya.vissro.com/rya/forms.nsf/concern>



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Part 1: Safeguarding Team and Referral Procedure

1. The RYA Safeguarding Team

Members of the Safeguarding Team RYA HQ

Safeguarding and Equality Manager: Katie Loucaides	02380 604104
Safeguarding Officer: Andrea Gates	02380 604226
Safeguarding Case Officer: Amy Lowbridge	02380 604231
Location:	RYA House, Ensign Way, Hamble, Southampton, SO31 4YA

Team Availability

- Weekdays: The Safeguarding team is available from 09.00 – 17.00hrs. For urgent enquiries, the team can be contacted in the office on 02380 604226 or, alternatively, by mobile via phone, WhatsApp or Text on 07384 546489. Non-urgent enquiries should be sent to safeguarding@rya.org.uk
- Weekends: Urgent¹ contact with the team can be made by telephoning the Safeguarding and Equality Manager on 07384 546489². Non-urgent contact with the team can be made by sending a message to the Safeguarding Mailbox which is monitored: safeguarding@rya.org.uk.
- Contact may also be made by using the RYA Online Safeguarding Reporting Form .

The RYA safeguarding team is run by the Safeguarding and Equality Manager and the Safeguarding Officer and supported by a Designated Safeguarding Lead from each of the Home Countries:

RYA Scotland Designated Safeguarding Lead Liza Linton	RYA Northern Ireland Designated Safeguarding Lead Gayle Logan	RYA Cymru Wales Designated Safeguarding Lead Nicola Stubbins
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¹ Urgent enquiries: LADO, Police, Children’s Services, Adult Services have been contacted or need to be contacted. If a child or adult at risk is in immediate danger or a crime has been committed, contact the appropriate emergency services

² Please note that the call may not be answered immediately but your call will be returned as soon as possible

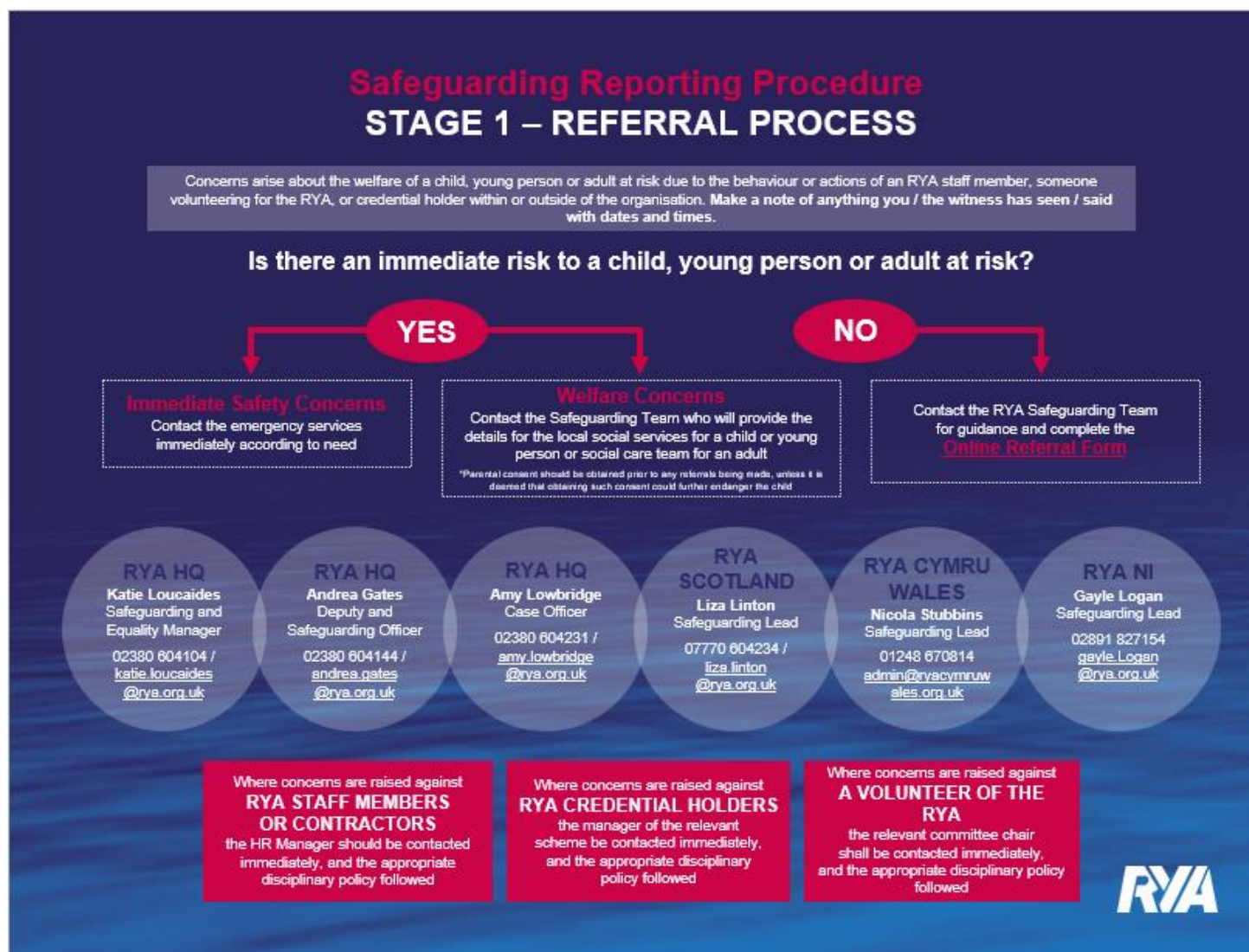
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2. Safeguarding Referral Procedure: Referral Process



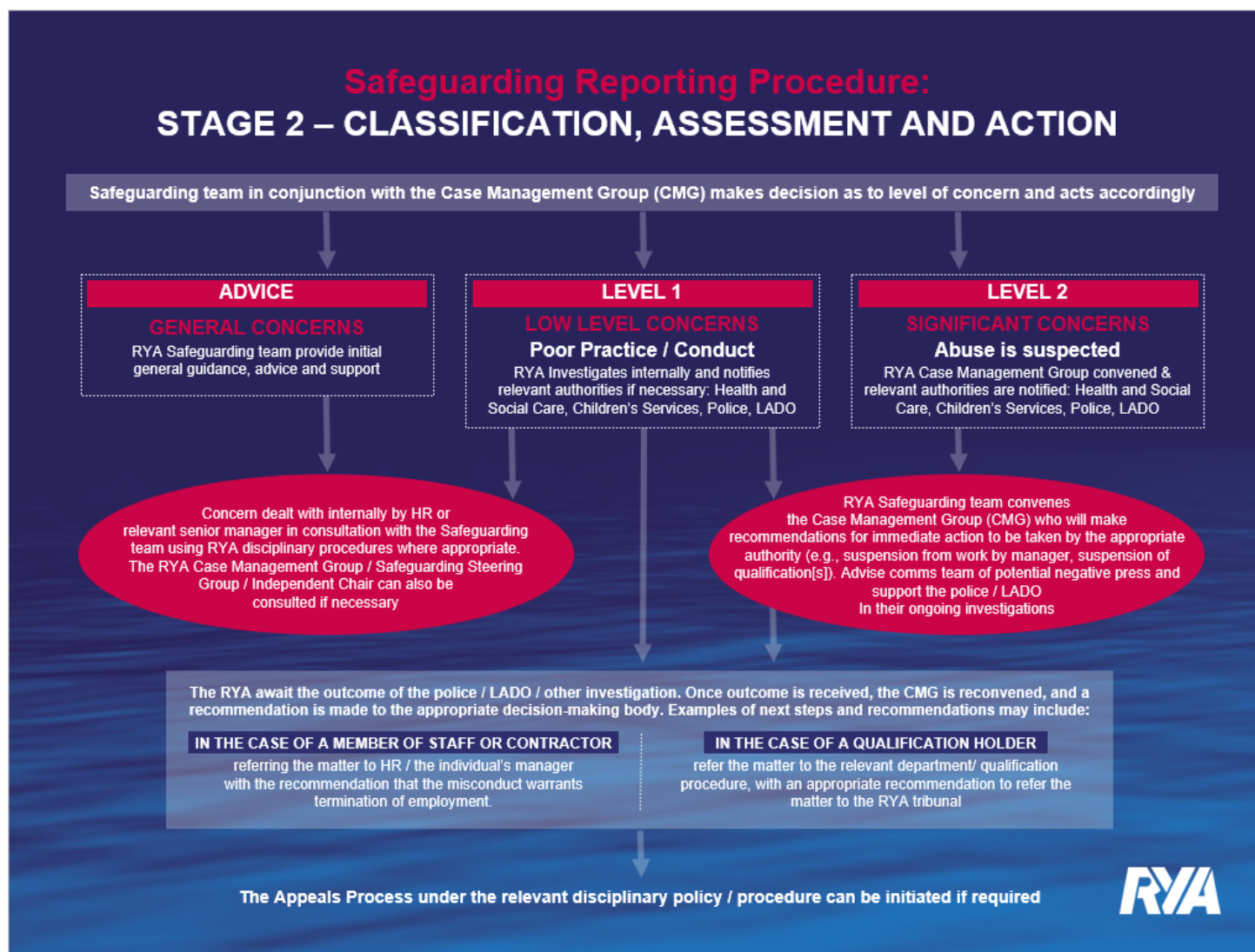
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Safeguarding Referral Procedure: Classification, Assessment and Action



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Part 2: Safeguarding Policy

1. Safeguarding Policy Statement

For England, Wales and Northern Ireland this policy refers to anyone under the age of 18 as defined by the Children Act 1989³ and The Children (Northern Ireland) Order 1995⁴ and anyone aged 18 or over who is an 'Adult at Risk', who is in need of care or support, and who, because of those needs, is unable to always safeguard themselves as defined by the Care Act 2014⁵. For Scotland⁶, the act defines adults at risk as those aged 16 years and over who:

- are unable to safeguard their own wellbeing, property, rights or other interests
- and are at risk of harm
- and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected

The RYA is committed to safeguarding all children, young people and adults at risk taking part in its activities from abuse and harm and ensuring their wellbeing. The RYA recognises that the safety, welfare and needs of children, young people and adults at risk are paramount and that any person, irrespective of their age, disability, race, religion or belief, marital status, sex, gender identity, sexual orientation or social status, has a right to protection from discrimination and abuse.

The RYA takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures, and training, it offers a safe and fun environment to children, young people and adults at risk taking part in RYA events and activities. The RYA recognises that it has a legal responsibility⁷ to safeguard children, young people and adults at risk, including due regard to the need to prevent people from being drawn into extremism and terrorism (the Prevent Duty⁸).

The RYA is committed to minimising risk and supporting venues, programmes, events and individuals to deliver a safe, positive and fun boating experience for everyone by creating a welcoming environment, both on and off the water, where everyone can have fun and develop their skills and confidence. The RYA will treat everyone with respect, celebrate their achievements, listen to their views and experiences and provide opportunities for all to fulfil their potential and be their authentic selves.

Through the RYA training scheme, the RYA is responsible for recognising Training Centres to deliver the RYA Training Scheme, and through its affiliation scheme, for providing advice and guidance for affiliated clubs and class associations. The RYA uses its position to require Recognised Training Centres to adopt and implement appropriate safeguarding policies and procedures and through its affiliation scheme encourages and supports affiliated organisations to do so by providing them with information, guidance and support.

³ <https://www.legislation.gov.uk/ukpga/1989/41/contents>

⁴ <https://www.legislation.gov.uk/nisi/1995/755/contents/made>

⁵ Applies in England only

⁶ <http://careinfoscotland.scot/topics/your-rights/protection-from-harm/>
<http://www.legislation.gov.uk/asp/2007/10/contents>

⁷ <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

⁸ <https://www.gov.uk/government/publications/prevent-duty-guidance>

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The RYA:

- Recognises that safeguarding of vulnerable groups is the responsibility of everyone, not just those working directly with them.
- Carries out safe recruitment practices when recruiting all RYA employees, contractors and volunteers in roles involving close contact with vulnerable groups.
- Provides comprehensive training and personal development opportunities for all staff and volunteers, irrespective of their position, to ensure that any concerns are reported in a timely manner and to the right person.
- Responds swiftly and appropriately to all complaints and concerns both directly within and outside of the sport about poor practice or suspected abuse, referring to external agencies as necessary
- Provides signposting advice and guidance to anyone who needs it.
- Offers basic safeguarding advice and guidance to anyone within the boating community irrespective of if their club or centre is affiliated or recognised and gives full access to the safeguarding pages on the website to anyone wishing to access it.
- Regularly reviews safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes.
- Communicates changes and shares good practice with other NGBs, recognised training centres, affiliates and class associations.
- Encourages all RYA affiliates and class associations to adopt both a safeguarding children and young people policy and a safeguarding adults at risk policy.
- Ensures that all recognised training centres have an in-date Safeguarding and Protecting Children and Young People policy which is in line with the RYA's.
- Strives to achieve the highest level of safeguarding practices in line with the Child Protection in Sport Unit and Ann Craft Trust safeguarding standards and will undertake annual reviews of our policies and procedures to ensure full compliance with the standards.
- Provides mental health and wellbeing support to all staff through the colleagues' wellbeing programme⁹.
- Will cooperate where necessary with multi- agency investigations and enquiries relating to serious case reviews involving children, young people and adults at risk , if there is an association with the sport.

This policy will be reviewed by the RYA Safeguarding Steering Group annually and by the RYA Board at least every three years, or sooner if there are relevant legislative changes.

⁹ The RYA Wellbeing Team are mental health trained members of staff who are available to offer mental health support to RYA Staff.

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2. Scope

The RYA consists of:

- RYA: Company number 00878357 of RYA House, Ensign Way, Hamble, Hampshire, United Kingdom, SO31 4YA
- RYA Scotland: Company number SC219439 of Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, Midlothian, EH12 9DQ
- RYA Cymru Wales: Company number 02908378 of 8 Llys Y Mor, Plas Menai, Caernarfon, Gwynedd, LL55 1UE
- RYA Northern Ireland operates across the United Kingdom (England, Scotland, Wales and Northern Ireland). Company number NI051945 of GE8, Sketrick House, Jubilee Road, Newtownards, Northern Ireland, BT23 4YH

Each organisation has direct safeguarding responsibility for:

- Staff engaged by the RYA entity
- Volunteers recruited by the RYA entity
- Contractors providing services to the RYA entity
- Events and programmes that are run specifically by the RYA entity (events run on behalf of the RYA will be required to adhere to their own safeguarding policies and procedures which can be reviewed by the safeguarding team if necessary)
- Venues they own or hire
- Ensuring that all accreditation requirements are met by accredited coaches, instructors and officials

Each organisation has a duty of care to ensure that all vulnerable groups are protected from abuse and the safeguarding and protection of children, young people and adults at risk is a primary priority in all their activities.

RYA recognised training centres and RYA affiliated clubs and class associations are independent entities.

Safeguarding is everyone's responsibility.

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3. Breaches of the Safeguarding Policy

Where there are concerns that this safeguarding policy has not been followed, or there is a safeguarding concern, all staff, volunteers and contractors are encouraged in the first instance, to follow the RYA whistleblowing policy and procedure and contact the Safeguarding team on 02380 604226 or safeguarding@rya.org.uk. If further support or guidance are required, The NSPCC Whistleblowing advice line can be contacted on 0800 028 0285 or help@nspcc.org.uk

Breaches of this Safeguarding Policy and /or failure to comply with the outlined responsibilities within it may result in disciplinary action which could result in dismissal or removal.

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4. Implementation, Review and Reporting

The RYA Board and Chief Executive Officer (CEO) have overall accountability for this Policy and for its implementation

The RYA Safeguarding and Equality Manager in conjunction with the HR advisor and Safeguarding Steering Group is responsible for updating this Policy in line with legislative and organisational developments.

The RYA Safeguarding and Equality Manager, Safeguarding Officer and the Safeguarding Leads from RYA Scotland, RYA Cymru Wales and RYA Northern Ireland are responsible for supporting their teams to identify where safeguarding support is required and to implement safeguarding procedures in their team.

The Safeguarding Case Management Group is responsible for advising and making recommendations on safeguarding cases, in line with this Policy.

All staff, consultants, coaches, officials and volunteers are responsible for raising safeguarding concerns /disclosures with the RYA Safeguarding team as outlined in the Reporting a Safeguarding Concern Procedure.

The Safeguarding and Equality Manager, supported by the Safeguarding Officer is responsible for ensuring appropriate safeguarding training is put in place for new joiners and to ensure that existing members of staff are kept up to date with any safeguarding developments.

Significant safeguarding risks are reported to the Director of Finance to be recorded in the operational and strategic risk registers and are reviewed on an annual basis. Such risks can include, but are not limited to, loss of funding, loss of expertise, reputational damage, legislative changes, regulatory changes. etc. Safeguarding is also included in the RYA Annual Report and Accounts.

Where there is a safeguarding concern /disclosure:

The individual who is told about, hears, or is made aware of the concern / disclosure is responsible for following the Reporting a Safeguarding Concern Procedure.

The Safeguarding Leads from each of the Home Countries are responsible for reporting all safeguarding concerns to the RYA HQ Safeguarding team.

The RYA Safeguarding team is responsible for assessing all safeguarding concerns / disclosures that are reported to them and working with the Safeguarding Leads to follow up as appropriate on a case-by-case basis, always prioritising the well-being of the child / adult at risk. Dependent on the concern / disclosure, a referral may be made to:

- The police in an emergency (999)
- Local Authority Children's Social Care Services for concerns / disclosures about a child
- For referrals involving adults at risk - Local Authority Adult Social Care Services for concerns / disclosures about an adult at risk

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- For referrals involving children and young people - Local Authority Designated Officer (LADO) (England; Wales); and the Criminal Records Disclosure Service¹⁰ for concerns / disclosures about a member of staff, consultant, coach, official or volunteer in a Position of Trust.

¹⁰ Criminal Records Disclosure Service providers: England and Wales - Disclosure and Barring Service (DBS), Scotland - Protection of Vulnerable Groups (PVG) & Northern Ireland - AccessNI

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Part 3: Safeguarding Procedures

5. Case Management

5.1 Case Management Software

Approved case management software is used to log all Safeguarding referrals with each referral categorised to a level accordingly:

Advice Any concern which does not meet the threshold for Levels 1 or 2 and involves seeking support or guidance for a specific matter. Advice cases can often escalate depending on the situation.

Level 1 Any concern about an adult or child's behaviour towards a child or adult at risk that does not meet the allegation threshold or is not otherwise serious enough to consider a referral to the LADO or Adult Services. Concerns may arise from both within the sport and outside of it.

Level 2 Any concern that meets the threshold for a referral to the Police, LADO, Children or Adult Services of a Local Authority local services. Alongside this an internal rating system can also be used of Low, Medium and High.

The threshold criteria outlined above is underpinned by guidance provided by the Child Protection in Sport Unit.

Highly sensitive information contained within the case management software is restricted to the Safeguarding and Equality Manager and the Safeguarding Officer. The other Designated Safeguarding Leads (DSL) have restricted access to their cases and other members of staff have further restricted access.

5.2 Data Storage

All case data is stored in line with the **RYA Privacy, Security and Data Protection Policy** as displayed on the RYA website and relevant national legislation and guidance.

Advice All advice case data is stored for **5 years** from the date the referral was received.

Level 1 All level 1 case data is stored for **10 years** from the date the referral was received.

Level 2 All level 2 case data is stored for **90 years** from the date of birth of the subject of concern.

Case data is deleted after the retention period set out above, unless the Data Protection Officer and Safeguarding Manager decide that there is a reason to retain the information for a longer period. Records which have been deleted cannot be reinstated.

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5.3 Case Management Group

The RYA Case Management Group (CMG) is convened when a Level 2 referral is received. The group can also be convened if a Level 1 referral is categorised as “High”. The group can consist of any of the following members depending on where the referral originates from.

Permanent Members: will be involved at every CMG meeting

Additional Members: Departmental and or Home Country representatives will be called in to attend if the referral is within their department

Safeguarding and Equality Manager
Safeguarding Officer
Safeguarding Case Officer
Independent Safeguarding Advisor
RYA Lawyer
Director of Racing
Director of Training and Qualifications
Director of External Affairs
Director of Sport Development
Director of Finance
HR Advisor – Support Services
Safeguarding Lead RYA Scotland
Safeguarding Lead RYA Northern Ireland
Safeguarding Lead RYA Cymru Wales

The CMG is responsible for:

1. Ensuring that all allegations, incidents, or referrals related to the safeguarding of children, young people and adults at risk are dealt with in accordance with RYA policies and in accordance with appropriate timescales.
2. Making recommendations to the appropriate decision-making body regarding the appropriate steps to be taken.

5.4 Safeguarding Steering Group (SSG)

The RYA Safeguarding Steering Group (SSG) is an advisory body whose independent Chair reports to the RYA Board. The general purpose of the SSG is to ensure that all RYA activities involving children, young people or adults at risk are conducted in line with the principles set out in this policy. The SSG Terms of Reference can be found [here](#). The composition of the SSG is:

Safeguarding and Equality Manager
 Safeguarding Officer
 Director of External Affairs
 Legal Manager
 Internal Legal Advisor
 Safety Advisor
 Sport Development Programmes Manager
 OnBoard Operations Officer

Useful Contacts:

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Sailability Manager
Chief Instructor, Dinghy and Windsurfing
Chief Instructor, Power
Youth Racing Manager
Performance Operations Manager
Coaching Development Manager
Clubs / Classes Coaching Co-ordinator

5.5 External Assistance

As a member of the Sport England Case Management Programme the RYA has the member benefit of being able to refer cases for independent investigation to Sport Resolutions. As such the RYA CMG may choose to appoint Sport Resolutions or other external independent body to assist in any investigations where the following criteria is met:

- The RYA does not have the expertise or skill set required to undertake the investigation
- The RYA is under a conflict of interest
- The case is so complex by nature that a third party would be necessary to support / undertake the investigation

In the case where the CMG chooses to instruct an independent body, it reserves the right to choose whichever independent body it deems most suitable given the circumstances. The RYA CMG will make such a decision on a case-by-case basis.

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6. Safeguarding Standards

The RYA benchmarks its safeguarding children and young people governance against the Child Protection in Sport Unit's (CPSU) Safeguarding [Standards](#) and the Ann Craft Trust (ACT) [Safeguarding Adults in Sport Framework](#). The RYA undertakes an annual review with both the CPSU and the ACT to ensure that the RYA remains compliant with the CPSU standards and ACT framework. Preparation, documentation and evidence are reviewed by the SSG and the Safeguarding Independent Chair before being submitted.

Child Protection in Sport Unit Standards

The Standards provide a framework for all those involved in sport to help them create a safe sporting environment for children and young people and protect them from harm. They are regularly updated to be in line with legislation, government guidance and safeguarding practice. The 10 standards are:

1. Policy and procedures for responding to concerns
2. Operating systems
3. Prevention
4. Codes of ethics and conduct
5. Equity
6. Communication
7. Education and training
8. Access to advice and support
9. Implementation and monitoring
10. Influencing

Standard 10 was introduced in 2006 to reflect the changes within sport and the growing role some sports organisations have in influencing the delivery of local sports.

Ann Craft Trust Safeguarding Adults in Sport Framework

The Ann Craft Trust developed the Safeguarding Adults in Sport Framework to develop standards for safeguarding adults in the sport and activity sector. The aim is to establish and promote best practice and to support continual development. The Framework is an online tool for sports and activity organisations, which contains six themes, and each theme contains several criteria that organisations must meet. The six themes are:

1. Safeguarding Governance - this means demonstrating that safeguarding adults is embedded at a strategic level within the organisation and that there is clear leadership from the organisation's Board or management committee to promote and steer safeguarding adults.
2. Implementation of Adult Safeguarding Responsibility - to demonstrate the actions the RYA will take to ensure adult safeguarding is embedded. This means that all staff and volunteers need to understand their roles and responsibilities.
3. Training - this includes a commitment to making sure staff and volunteers at all levels have a good knowledge of their safeguarding duties and responsibilities, including knowledge about their policies and procedures.
4. Recruitment - this will demonstrate the responsibilities and expectations for recruiting staff and volunteers is clearly set out, understood and acted upon.

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5. Codes of Conduct - this will show an understanding of how the organisation's codes of conduct work and apply in everyday practice.
6. Case Management - this will demonstrate the process by which safeguarding concerns are received and acted upon, including not only the outcome but also how it monitors and evaluates action and effectiveness.

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7. Safe Recruitment & Criminal Records Disclosure Checks

The RYA is committed to ensuring that only those with the right motivations and suitability are recruited into positions involving regular contact with children, young people and adults at risk within its work and volunteer force. The RYA understands its legal responsibility within the Safeguarding Vulnerable Groups Act 2006, to ensure that all its recruitment practices are safe, fair and equal and allows it to identify, deter and reject applicants who may be at risk of abusing vulnerable groups.

The RYA will:

Ensure the best possible staff and volunteers are recruited based on their merits, abilities and suitability for the position advertised.

Ensure that all applicants are considered equally and consistently, and that no applicant is treated unfairly based on any protected characteristics in compliance with the Equality Act 2010¹¹.

Comply with all relevant legislation, recommendations and guidance including the statutory guidance published by the DfE (keeping children safe in education, the PREVENT Duty guidance) and any codes of practice published by any of the disclosure service providers used by the RYA (DBS, AccessNI and PVG).

Meet its commitment to safeguarding and promoting the welfare of children, young people and adults at risk by carrying out all necessary pre-employment checks.

The RYA uses the following safe recruitment practices when recruiting staff:

- Advertisements will make clear the commitment to safeguarding children, young people and adults at risk.
- Application forms are used which contain questions surrounding employment and academic history and a person's suitability for the role which includes the requirement to explain any gaps or discrepancies in the employment or academic history.
- The application form has a declaration regarding convictions and working with vulnerable groups and will make it clear if the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- CVs only will not be accepted.
- All job descriptions are clear and concise and accurately set out the duties and responsibilities of the job
- Volunteers will be informed of the expectations of them in carrying out their role
- Where appropriate three references are requested alongside a job offer and a minimum of two must be received and reviewed before the candidate commences their role.
- Interviews are face-to-face where possible with a minimum of two interviewers and will cover the person's suitability for the role.
- All senior managers, recruiting staff / volunteers and HR personnel will undertake safe recruitment training which is refreshed every three years.
- All applicants who are offered the position will be required to supply proof of their ID in the form of original documents and confirm their right to work within the UK.

¹¹ <https://www.legislation.gov.uk/ukpga/2010/15/contents>

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- Where any position amounts to "regulated activity" an appropriate disclosure check will be carried out which will include the Children's Barred List¹² where appropriate and an original certificate will be seen by the recruiting manager or HR personnel prior to the applicant commencing the role. Further information on Criminal Records Disclosures can be found in appendix 4.5.
- Successful applicants in England and Wales will be encouraged to register with the DBS Update Service.
- Additional checks will be carried out if the applicant has lived or worked outside of the UK (certificate of good conduct, certificate of Sponsorship).

RYA Contractors:

Contractors engaged by the RYA who are deemed to be in regulated activity, an appropriate disclosure check will be carried out which will include the Children's Barred List where appropriate, and an original certificate will be seen by the recruiting manager or prior to the contractor commencing in role.

RYA Board:

The Nominations Committee (made up of Board members) oversees the recruitment of Board members. An open recruitment process is followed, and the positions are advertised via Sports Council websites, etc. Candidates must submit application forms and shortlisted candidates are then interviewed by members of the Nominations Committee and, potentially, a Sports Council representative, or member of another relevant external organisation. Successful applicants are then asked to provide personal profiles which are submitted to the membership in a ballot for members to elect Nominated Directors.

At this stage, if there is a vacancy for an Independent Director, the Board has the option to fill that vacancy. The Board also has the right to appoint an Independent Director at any point that a vacancy might arise.

Board members must be members of the RYA. On appointment, they are required to complete and sign the following forms:

- Code of Conduct
- Declaration of Good Character (para. 4 relates to the Sex Offenders Act 2003)
- IP Waiver

RYA Committee Members:

Policy Committee Chairs are approved by the Board. Members of Policy committees are approved by the relevant Policy Committee. Chairs and members of sub-committees are approved by the sub-committee before being approved by the relevant Policy Committee.

An open recruitment process is followed. Candidates must submit an application form which is assessed by the Department Manager and Committee Chair. With a few limited exceptions,

¹² The Children's Barred List is a list of individuals who are barred from working with these groups. The Children's Barred List (formerly List 99) Check allows educational establishments to check against a database to see if there is a possible match for a person included in the Children's Barred List.

Useful Contacts:

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committee members are required to be members of the RYA. On appointment they are required to complete and sign the following forms:

- Code of Conduct for volunteers
- Declaration of Good Character (para. 4 relates to the Sex Offenders Act 2003)
- IP Waiver

Senior RYA Events Volunteers (Race Officer - Principal / Course, & Jury Members):

Senior events volunteers are recruited in accordance with the procedures and practice of the RYA “Events Appointment Panel”. Any volunteers deemed to be in a teaching, training or supervising capacity, who meet the minimum regularity criteria, will be requested to undertake a criminal records disclosure check, which will include the Children’s Barred List where appropriate, and an original certificate will be seen by the recruiting manager or prior to the volunteer commencing activities for the RYA.

RYA Events Volunteers (Assistant Race Officer, Radio Operator, Beach Supervisor, Trolley Volunteer, Medic, Safety Officer, Mark Layer, House Parents & Safety Boat Crew, etc):

The senior events volunteers and RYA staff select the teams which will work under their direct supervision, ensuring that every volunteer has the skills, qualifications (where required) and expertise to carry out their role safely and competently. Any volunteers deemed to be in a teaching, training or supervising capacity and meet the minimum regularity criteria, will be requested to undertake a criminal records disclosure check and an original certificate will be seen by the recruiting manager or prior to the volunteer commencing activities for the RYA.

Further information and guidance surrounding the different types of criminal records disclosure checks can be found in appendix **14.5**.

If any criminal records disclosure check carried out for the benefit of RYA reveals information of concern the matter shall be referred to the Person engaging them and the Safeguarding Manager for further consideration.

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8. Knowledge, Training and Competency

As an organisation, the RYA supports staff, volunteers and contractors who work with, or around vulnerable groups. It is for this reason that safeguarding training is mandatory across the organisation regardless of the individual's role or responsibilities. The training, which covers both safeguarding children and adults, is delivered in two parts by the RYA Safeguarding team. Level 1 is an introduction to safeguarding and safeguarding legislation and Level 2 is a face-to-face classroom session which delves deeper into safeguarding and disclosures and includes scenarios and best practice to cement the participants' understanding. Initial training is undertaken as part of a new starter induction and is then refreshed every four years in line with the Olympic cycle. The Safeguarding team delivers 2-3 classroom sessions per year, which ensures that new starters have undertaken their training within six months of commencing their post.

To comply with the CPSU and ACT standards and frameworks, the RYA has an approved Training Matrix (appendix 14.12), which looks specifically at what training is provided by the RYA and what, if any, additional training is required. Staff members who carry out the role of Designated Safeguarding Lead at events are also required to undertake the RYA Welfare Officers course.

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11. Dealing with a Safeguarding Disclosure & Information Sharing

Being the recipient of a safeguarding disclosure can be incredibly difficult, especially if the recipient is not a Safeguarding Lead. However, choosing not to respond to a disclosure can never happen, regardless of how uncomfortable the recipient is. The referral flowchart at the start of this policy acts as a guide to the physical steps that can be taken if a referral or disclosure is received. Below is a list of dos and don'ts to support someone in the moment that they receive a disclosure.

Dos

- Keep calm and remain receptive and approachable
- Assess the situation, has a crime been committed? Do you need to contact the emergency services?
- Listen carefully and patiently without interrupting if possible and let the victim recount the details in their own time
- Use the victim's own words if you need to seek clarification
- If you need more information, use TED: Tell me... Explain to me... Describe to me...
- Acknowledge how difficult it must have been to disclose
- Reassure them that they have done the right thing in telling you and they are not to blame
- Let them know that you will do everything you can to help them
- Advise the victim what will happen next
- Make a written record as soon as you can
- Report the disclosure to the Safeguarding team
- **Adults:** Gain consent from the victim to share the information¹³ - If you feel that the adult does not have sufficient capacity to make a decision about sharing information, you should consider if breaking confidentiality is in the best interests of the victim¹⁴ - see appendix 14.7 "Assessing Capacity" - a flow chart created by the NHS
- **Children and Young People:** Gain consent from the parent / carer to share the information – Only speak with the parents / caregivers of the victim if this does not pose a risk to the child

Don'ts

- Don't make promises to keep secrets
- Don't ask leading questions or put words in the mouth of the victim
- Don't repeatedly ask the victim to repeat their disclosure
- Don't discuss the referral with anyone who does not need to know
- Don't be judgmental
- Never ignore what you have been told or pass it on
- Don't confront or contact the Subject of Concern
- Don't remove or contaminate any evidence that may be present
- Never dismiss your concerns – even a gut feeling is worth reporting

¹³ Capacity: The ability to understand and make a decision when it needs to be made

¹⁴ Further reading on mental capacity: <https://www.gov.uk/government/collections/mental-capacity-act-making-decisions>

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Confidentiality:

The sharing of personal information within an organisation is not prevented by law. While appropriate confidentiality should be maintained, it is important to make sure the right people within the organisation are informed if the circumstances require this. If you are the recipient of a safeguarding disclosure, contact the Safeguarding Manager who will advise on the next steps, which may or may not include sharing that information with external agencies, however the following considerations should be taken into account:

Children and Young People¹⁵

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. It is a key factor identified in many Serious Case Reviews (SCRs), where poor information sharing has resulted in missed opportunities to take action that keeps children and young people safe

There are seven golden rules to confidentiality and Information Sharing:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and Human Rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and / or their family where appropriate) from the outset about why, what, how and with whom information will, or could, be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or RYA Data Protection Officer, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, sharing falls within one of the specified lawful basis to do so. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear on the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared. If you are in any doubt, contact the RYA Data Protection Officer.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
6. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

¹⁵ Information was taken directly from the HM Government Information Sharing Guidance: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/information_sharing_advice_practitioners_safeguarding_services.pdf

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7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Confidentiality: Adults at Risk¹⁶

Individuals may not give their consent to the sharing of safeguarding information for several reasons. For example, they may be frightened of reprisals, they may fear losing control, they may not trust social services or other partners, or they may fear that their relationship with the abuser will be damaged. Reassurance and appropriate support along with gentle persuasion may help to change their view on whether it is best to share information.

If a person refuses intervention to support them with a safeguarding concern, or requests that information about them is not shared with other safeguarding partners, their wishes should be respected. However, there are several circumstances where the practitioner can reasonably override such a decision, including:

- the person lacks the mental capacity to make that decision – this must be properly explored and recorded in line with the Mental Capacity Act
- other people are, or may be, at risk, including children
- sharing the information could prevent a crime
- the alleged abuser has care and support needs and may also be at risk
- a serious crime has been committed
- staff are implicated
- the person has the mental capacity to make that decision, but they may be under duress or being coerced
- In cases of domestic abuse, if the risk is unreasonably high and meets the criteria for a multi-agency risk assessment conference referral
- a court order or other legal authority has requested the information.

If none of the above apply and the decision is not to share safeguarding information with other safeguarding partners, or not to intervene to safeguard the person:

- support the person to weigh up the risks and benefits of different options
- ensure they are aware of the level of risk and possible outcomes
- offer to arrange for them to have an advocate or peer supporter
- offer support for them to build confidence and self-esteem if necessary
- agree on and record the level of risk the person is taking
- record the reasons for not intervening or sharing information
- regularly review the situation
- try to build trust and use gentle persuasion to enable the person to better protect themselves.

If it is necessary to share information outside the organisation:

- explore the reasons for the person's objections – what are they worried about?
- explain the concern and why you think it is important to share the information
- tell the person who you would like to share the information with and why

¹⁶ Information was taken directly from The Social Care Institute for Excellence Safeguarding Adults Information sharing guide: <https://www.scie.org.uk/safeguarding/adults/practice/sharing-information>

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- explain the benefits, to them or others, of sharing information – could they access better help and support?
- discuss the consequences of not sharing the information – could someone come to harm?
- reassure them that the information will not be shared with anyone who does not need to know
- reassure them that they are not alone, and that support is available to them.

If the person cannot be persuaded to give their consent, then, unless it is considered dangerous to do so, it should be explained to them that the information may be shared without consent in some situations (as set out above). The reasons should be given and recorded. The safeguarding principle of proportionality should underpin decisions about sharing information without consent, and decisions should be on a case-by-case basis.

If it is not clear that information should be shared outside the organisation, a conversation can be had with the Data Protection Officer or the safeguarding partners in the police or local authority without disclosing the identity of the person in the first instance. They can then advise on whether full disclosure is necessary without the consent of the person concerned.

It is very important that the risk of sharing information is also considered. In some cases, such as domestic violence or hate crime, it is possible that sharing information could increase the risk to the individual. Safeguarding partners need to work jointly to provide advice, support and protection to the individual to minimise the possibility of worsening the relationship or triggering retribution from the abuser.

[SafeLives](#) (previously CAADA) provide resources for identifying the risk victims face including a Dash risk checklist, which is a risk assessment tool for practitioners who work with adult victims of domestic abuse. It offers a consistent approach to identifying those who are at high risk of harm and whose cases should be referred to a MARAC (multi-agency risk assessment conference) meeting in order to manage their risk. If there are concerns about a risk to a child or children, then a referral to ensure that a full assessment of their safety and welfare needs to be made.

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12. External Safeguarding Responsibilities

RYA affiliated clubs and class associations are independent entities that meet the standards for affiliation set out in the RYA's Articles of Association and Membership Regulations and have been accepted as an affiliated organisation. RYA recognised training centres are independent entities that meet the standards for recognition set out in the Recognition Guidance Notes and have been granted recognised training centre status. As a benefit of affiliation or recognition, the RYA:

- Provides a range of general best practice guidance and safeguarding advice.
- Maintains a Safeguarding team who are available to provide tailored advice in the event of a safeguarding incident, and to assist affiliated organisations or recognised centres to develop and improve their own policies and procedures if requested.
- Maintains a Case Management Group who are available if an incident occurs which involves a person(s) with RYA qualifications.
- Acts as an umbrella body for criminal records disclosure checks, allowing volunteer-led organisations to adhere to safe recruitment practices by providing easy access to the disclosure and barring checks. Currently no administrative fee is charged by the RYA, and all volunteer checks remain free of charge.
- Encourages its affiliated organisations to appoint a Club Welfare Officer (CWO) and Disclosure Coordinator (DC), to whom the RYA will offer additional complimentary support, resources and training, to further develop their skills and expertise. Training is also made available to organisational committees, trustees and boards as part of the organisations' affiliation and recognition benefits.

While the RYA focuses on providing guidance and support to affiliated organisations and recognised centres, such organisations are independent entities and may decide not to follow the RYA's advice. The RYA can disaffiliate or derecognise entities that fail to meet the required standards, or which may bring the Association into disrepute. The RYA is not responsible for the actions or decisions of its affiliated organisations or recognised training centres.

In addition to providing the specified services for affiliated or recognised organisations, the RYA also publishes generic safeguarding guidance for the benefit of the wider boating community in the expectation this will improve standards generally.

Certain RYA personal qualifications require the holder to undertake safeguarding training as part of that qualification, and to adhere to a relevant code of conduct set out in the appendix. The RYA has the power to remove some qualifications in certain situations.

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13. Safeguarding Culture and Best Practice

The RYA considers the safeguarding of vulnerable groups to be the highest of priorities and, as such, is dedicated to ensuring that the RYA culture has safeguarding at its heart by incorporating policies, procedures, training, the use of best practice and acting in accordance with RYA values to ensure that the most vulnerable groups are always protected. The RYA is committed to embedding safeguarding in everything it does, not only protecting vulnerable groups but also protecting its staff, volunteers and contractors from putting themselves in potentially risky situations. There are many areas where best practice can be adhered to further details can be found in Appendix 14.6 and 14.11. Additional best practice can be found in the [RYA Safeguarding and Protecting Children Policy and Guidelines for Clubs, Centres and Class Associations](#) and the [RYA Safeguarding Adults Policy and Guidelines for Clubs, Centres and Class Associations](#).

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14. Appendices

14.1 Types of Abuse

Children and Young People¹⁷

Neglect: Neglect is not meeting a child's basic physical or psychological needs. It can have a long-lasting impact on a child's health or development. In sport, examples of neglect could include a coach or supervisor repeatedly:

- failing to ensure children are safe
- exposing children to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration
- exposing children to unnecessary risk of injury by ignoring safe practice guidelines
- failing to ensure the use of safety equipment
- requiring young people to participate when injured or unwell

Physical Abuse: When someone deliberately hurts a child causing physical harm it is called physical abuse. It may involve hitting, kicking, shaking, pushing, poisoning, burning, biting, scalding, drowning or any other method of causing non-accidental harm.

In sport, physical abuse may occur:

- if the nature and intensity of training or competition exceeds the capacity of the child's immature growing body
- where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty
- if athletes are required to participate when injured
- if the sanctions used by coaches involve inflicting pain

Sexual Abuse: Sexual abuse is when a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Children and young people may not always understand that they are being sexually abused.

In sport, coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised. An abusive situation can also develop if a person in a position of authority, such as a coach, was to misuse their power.

Contacts made within sport and pursued through other routes, such as social media, have been used to groom children for abuse. Sexual abusers can also groom protective adults and organisations in order to create opportunities for abuse to take place.

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

¹⁷ The definitions of harm were obtained from the Child Protection in Sport Unit Website:

<https://thecpsu.org.uk/help-advice/introduction-to-safeguarding/child-abuse-in-a-sports-setting/>

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Emotional Abuse: Emotional abuse is the emotional maltreatment of a child, which has a severe and persistent negative effect on the child’s emotional development. In sport, emotional abuse may occur if:

- children are subjected to repeated criticism, sarcasm, name-calling or racism
- a child is ignored or excluded
- children feel pressure to perform to unrealistically high expectations
- children are made to feel like their value or worth is dependent on their sporting success

Bullying: Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. It can involve people of any age and can happen anywhere, including at home, school, sports clubs or online.

Bullying encompasses a range of behaviours which are often combined. It might include physical, verbal or emotional abuse, or online cyberbullying.

In sport, bullying can occur based on a young person's sporting ability, body size or shape. It might include name-calling, offensive hand gestures, physical assault or exclusion from team activities.

Adults at Risk¹⁸

The Care Act recognises 10 categories of abuse that may be experienced by adults.

Self-neglect: This covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one’s personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

Modern Slavery: This encompasses slavery, human trafficking, forced labour, and domestic servitude.

Domestic Abuse: This includes psychological, physical, sexual, financial, and emotional abuse perpetrated by anyone within a person’s family. It also includes so-called “honour” based violence.

Discriminatory Abuse: Discrimination is abuse that centres on a difference or perceived difference, particularly with respect to race, gender, disability, or any of the protected characteristics of the Equality Act.

Organisational Abuse: This includes neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one’s own home. Organisational abuse can range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes and practices within an organisation.

Physical Abuse: This includes hitting, slapping, pushing, kicking, restraint, and misuse of medication. It can also include inappropriate sanctions.

¹⁸ The definitions of harm were obtained from the Ann Craft Trust website:

<https://www.anncrafttrust.org/resources/types-of-harm/>

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Sexual Abuse: This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

Financial or Material Abuse: This includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.

Neglect and Acts of Omission: This includes ignoring medical or physical care needs and failing to provide access to appropriate health, social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.

Emotional or Psychological Abuse: This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.

Four Additional Types of Adult Harm:

There are four additional types of harm that are not included in The Care Act, but they are also relevant to safeguarding adults.

Cyber Bullying: Cyber bullying occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention of harming, damaging, humiliating, or isolating another person. It includes various types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology to do it.

Forced Marriage: This is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties' consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

Mate Crime: A "mate crime" is when "vulnerable people are befriended by members of the community who go on to exploit and take advantage of them" (Safety Network Project, ARC). It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private. In recent years there have been several Serious Care Reviews relating to people with a learning disability who were seriously harmed, or even murdered, by people who purported to be their friend.

Radicalisation: The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

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Other Safeguarding Considerations

Domestic Abuse: Women's Aid define domestic abuse as an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in most cases by a partner or ex-partner, but also by a family member or carer. It is very common. In most cases, it is experienced by women and is perpetrated by men. The Domestic Abuse Act 2021¹⁹ is a new legislation which looks to Raise awareness and understanding about the impact of domestic abuse on victims and their families. It will work to further improve the effectiveness of the justice system in providing protection for victims of domestic abuse and bringing perpetrators to justice and strengthen the support for victims of abuse by statutory agencies.

Extremism: Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. (HM Government Prevent Strategy 2011²⁰).

Non-recent Abuse: Abuse that occurred a period of time ago is sometimes referred to as non-recent. For example, an adult might speak about abuse that took place in their childhood.

Self-Harm: Self-harm is when someone deliberately hurts themselves. It can include cutting, burning, hitting or bruising, poisoning, scratching, hair-pulling or overdosing. Adults who self-harm aren't usually trying to commit suicide or looking for attention (although self-harming can result in accidental death). Often, it is a way for the person to deal with overwhelming or distressing feelings and emotions. Self-harming can be an indication of abuse, as some people use self-harm to cope with anxiety, stress and overwhelming emotions.

Gangs & County Lines: County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018). It can happen in any part of the UK and is against the law and a form of child abuse. Children and young people may be criminally exploited in multiple ways. Other forms of criminal exploitation include child sexual exploitation, trafficking, gang and knife crime.

Forced Marriage: A forced marriage is where one or both people do not or cannot consent to the marriage and pressure or abuse is used to force them into the marriage. Forced marriage is illegal in the UK and is a form of domestic abuse and a serious abuse of human rights.

Female Genital Mutilation (FGM)²¹: FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting' but has many other names. In the UK, this practice is illegal, but sadly still occurs and religious, social and cultural reasons are given to justify this practice.

¹⁹ <https://www.gov.uk/government/publications/domestic-abuse-bill-2020-factsheets/domestic-abuse-bill-2020-overarching-factsheet>

²⁰ <https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

²¹ Definition taken from the NSPCC Website

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14.2 Glossary of Terms

Abuse: abuse covers every form of ‘abuse’, which differs between adults and children. Adult forms of abuse are sexual, emotional, psychological, material, financial, physical, discriminatory, organisational abuse and any acts of omission.

Adult at Risk England: any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

Case Management Group (CMG): the Case Management Group is responsible for ensuring that all allegations, incidents, or referrals related to the safeguarding of children, young people and adults at risk are dealt with fairly and equitably within appropriate timescales. For the RYA the CMG consists of the Safeguarding and Equality Manager, Safeguarding Officer, relevant departmental manager/s representative from the legal team and the Independent Safeguarding Chair.

Club Welfare Officer: the designated individual within an affiliated club, recognised training centre or class association who holds the lead responsibility for safeguarding within their setting.

Consent: this is a term generally relating to adult safeguarding. Adults have a general right to independence, choice and self-determination including control over information about themselves. These rights can be overridden in certain circumstances, some examples include if a person lacks mental capacity, a crime has been committed, other people may be at risk, or the risk is unreasonably high.

Disclosure: disclosure is the process by which a child or adult at risk will let someone know that abuse is taking place. This may not happen all in one go and may be a slow process that takes place over a long period of time.

Duty of Care: the duty that rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in an activity for which that individual or organisation is responsible.

Independent Chair: the purpose of the Independent Chair is to be a subject matter specialist for safeguarding within the RYA. They champion Safeguarding at all levels, chair the Safeguarding Steering Group and engage in Case Management Group meetings, provide updates to the Board and advise and guide the Safeguarding team on their safeguarding agenda.

LADO: a Local Authority Designated Officer is the designated person within every Local Authority who is responsible for co-ordinating the response to concerns that an adult who works with children may have caused them or could cause them harm.

Multi-Agency Meeting: a multi-agency meeting may take place when a referral has been made to the Police or LADO regarding a child or adult at risk and is a key part of the investigation process.

Position of Trust: an adult is in a position of trust where a young person in their care has some dependency on them and there is an element of vulnerability involved.

Referral: a request for help from and/or for an individual from a public body.

Useful Contacts:

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Katie.Loucaides@rya.org.uk / 02380 604104

Andrea Gates - Safeguarding Officer

Andrea.Gates@rya.org.uk / 02380 604122

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Referrer: the person who refers a safeguarding concern to the safeguarding lead, police, LADO or Local Authority.

Risk: the probability of something (e.g., harm to a child) happening. The harsher the damage caused by it happening and the more likely the event, the greater the overall risk.

Safeguarding Steering Group (SSG): is made up of representatives from across the different departments and the purpose of the group is to review and scrutinise the RYA safeguarding agenda which includes its policies and procedures – this group meets four times per annum.

Significant Harm: the threshold that justifies compulsory intervention in family life in the best interests of children. Whether harm or likely harm suffered by a child is significant is determined by comparing the child's health or development with that which could reasonably be expected of a similar child.

Subject of Concern (SoC): a person who is believed to have acted in a way that has caused harm to a child, young person or adult at risk.

Wellbeing: Section 10 of the Children Act 2004 requires local authorities and other specified agencies to co-operate with a view to improving the wellbeing of children in relation to the five outcomes first set out in "Every Child Matters".

Young Person: a young person is a term used to describe the interim period between childhood and adult, typically between the ages of 14 and 17.

Useful Contacts:

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14.3 Legislation and Associated Policies

Safeguarding is governed by several different legislations and guidance. This will vary depending on the country within the UK. The following table outlines the different legislation and guidance (with links) for each Home Country.

	Key Legislation for Adults at Risk	Key Legislation for Children and Young People
England	<ul style="list-style-type: none"> ○ The Care Act 2014 ○ Care and Support Statutory Guidance (especially chapter 14) 2014 	<ul style="list-style-type: none"> ○ The Children Act 1989 ○ Keeping Children Safe in Education 2019 ○ Working Together to Safeguard Children 2018 ○ Children and Families Act 2014 ○ The United Nations convention on the Rights of the Child 1992
Northern Ireland	<ul style="list-style-type: none"> ○ Adult Safeguarding Prevention and Protection in Partnership 2015 	<ul style="list-style-type: none"> ○ The Children (Northern Ireland) Order 1995 ○ The Safeguarding Board Act (Northern Ireland) 2011 ○ The Children's Service's Co-operation Act (Northern Ireland) 2015 ○ Co-operating to Safeguard Children and young people in Northern Ireland (Department for Health, 2017)
Scotland	<ul style="list-style-type: none"> ○ Adult Support and Protection Act 2007 ○ Adult Support and Protection (Scotland) Act 2007 	<ul style="list-style-type: none"> ○ The Children (Scotland) Act 1995 ○ Statutory Guidance on Children's Services Planning ○ National Guidance for Child Protection in Scotland ○ Getting it Right for Every Child 2015 ○ Children and Young Peoples Act 2007
Wales	<ul style="list-style-type: none"> ○ Social Services and Well Being Act 2014 ○ Wales Safeguarding Procedures 2019 	

Useful Contacts:

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Relevant policies have been outlined below and can all be found in the staff handbook which can be found [here](#).

- RYA Privacy and Data Protection Policy (last reviewed 13th December 2021)
- Recruitment Policy which includes recruitment of ex-offenders (last reviewed Oct 2020)
 - Bullying and Harassment Procedure (last reviewed Dec 2019)
 - Equity Policy (Awaiting final sign off May 2023)
 - Menopause policy (2023)
 - Disciplinary Policy and Procedure (last reviewed Dec 2019)
 - Whistleblowing Policy and Procedure (last reviewed July 2019)
 - Grievance Policy and Procedure (last reviewed Dec 2019)
 - Transgender Equality Policy (currently under review)

British Youth Sailing (BYS) have several associated policies which can be found [here](#):

- BYS Communications Policy (last updated March 2021)
- BYS Safer Coaching (currently being updated)
- BYS Sailor Supervision Guidelines (last updated Nov 2019)
- BYS Anti-Bullying Policy (last updated Aug 2016)
- BYS Guidance on the Use of Images (last updated March 2018)

Useful Contacts:

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14.4 Useful Contacts

Key Contacts:

RYA Safeguarding and Equality Manager – Katie Loucaides	Katie.Loucaides@rya.org.uk 02380 604104 07384 546489
RYA Safeguarding Officer – Andrea Gates	Andrea.Gates@rya.org.uk 02380 604144
RYA Scotland Safeguarding Lead – Liza Linton	Liza.Linton@ryascotland.org.uk 07770 604234
RYA Northern Ireland Safeguarding Lead – Gayle Logan	Gayle.Logan@rya.org.uk 02891 827154
RYA Cymru Wales Safeguarding Lead – Nicola Stubbins	N.Stubbins@sky.com
RYA HR Manager – Alison	Alison.Cross@rya.org.uk 02380 604291
Child Protection in Sport Unit Contact – Rachel Stevens	Rachel.Stevens@NSPCC.org.uk
Ann Craft Trust Contact – Joanne Pell	Joanne.Pell@nottingham.ac.uk

External Organisations:

NSPCC	https://www.nspcc.org.uk/
NSPCC Whistleblowing Advice Line	0800 028 0285 / help@nspcc.org.uk
CPSU	https://thecpsu.org.uk/
Ann Craft Trust	https://www.anncrafttrust.org/
MIND	https://www.mind.org.uk/
Young Minds	https://www.youngminds.org.uk/
Children 1st	https://www.children1st.org.uk/
Samaritans	https://www.samaritans.org/
Child Protection Scotland	https://www.childprotection.scot/
Emergency Services - Emergency	999
Police Non-Emergency	101
NHS – Non-Emergency	111
NIAMH	https://www.communityni.org/node/45757
SAMH Scotland	https://www.samh.org.uk/
RYA Employee Assistance Programme – Smart Health	0800 030 5182

Useful Contacts:

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 Andrea Gates - Safeguarding Officer
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14.5 Criminal Records Disclosure Checks

As part of its safe recruitment practices, the RYA carries out criminal records disclosure checks on all staff and volunteers aged 16 or over who are deemed to be in regulated activity. If a person is deemed to be in regulated activity, the RYA HR advisor or the Safeguarding team will initiate and carry out the required level of check. The RYA uses three organisations to carry out its disclosure checks:

England and Wales – Disclosure and Barring Service

Scotland – Protection of Vulnerable Groups Scheme (PVG)

Northern Ireland – AccessNI

There are three types of checks which the RYA could carry out depending on the eligibility of the position:

1. Basic Check
2. Standard Check
3. Enhanced Check (with or without the addition of the children and adult barred lists)

Basic Check

The basic check can be used for any position or purpose. A basic certificate will contain details of convictions and cautions from the Police National Computer (PNC) that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974. (Service, n.d.)

Standard Check

The standard check is available for duties, positions and licences included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975, for example, court officers, employment within a prison, and Security Industry Authority (SIA) licences.

A standard level certificate contains details of all spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer (PNC) which have not been filtered in line with legislation. (Service, n.d.)

Enhanced Check

The enhanced check is available for specific duties, positions and licences included in both the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and the Police Act 1997 (Criminal Records) regulations, for example, regularly caring for, training, supervising or being solely in charge of children, specified activities with adults in receipt of health care or social care services and applicants for gaming and lottery licences.

An enhanced level certificate contains the same PNC information as the standard level certificate but also includes a check of information held by police forces.

Enhanced check with a barred list check

The enhanced check with barred list check(s) is only available for those individuals who are carrying out regulated activity and a small number of positions listed in the Police Act 1997 (Criminal Records) regulations, for example, prospective adoptive parents and taxi and Private Hire Vehicle (PHV) licences.

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An enhanced level certificate with barred list check(s) contains the same PNC information and check of information held by police forces as an enhanced level check but in addition will check against the children's and / or adults' barred lists.

If your application includes a request to check the barred list(s) the DBS has a statutory duty to consider any information that suggests you may pose a risk of harm. The RYA will write to you if you are affected. (Service, n.d.)

The DBS Update Service

The Disclosure and Barring Service (DBS) Update Service allows:

- Applicants to keep their DBS certificates up to date
- Employers to check a DBS certificate

The service is for standard and enhanced DBS checks only. (Service D. a., n.d.) An applicant must register for this 19 days after the date of issue printed on their certificate or they will need a new application to join

Useful Contacts:

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14.6 Best Practice Guidelines

Changing Rooms:

<https://thecpsu.org.uk/media/445544/safe-use-of-changing-facilities-lg-july-2020.pdf>

Media and Communications:

<https://thecpsu.org.uk/help-advice/topics/online-safety/>

<https://thecpsu.org.uk/help-advice/topics/online-safety/#heading-top>

<https://www.anncrafttrust.org/resources/photography-guidance-for-adults/>

Challenging Behaviour:

<https://thecpsu.org.uk/media/2488/managing-challenging-behaviour-review-july-14.pdf>

Information Sharing:

<https://thecpsu.org.uk/help-advice/topics/information-sharing>

<https://www.anncrafttrust.org/share-consent-confidentiality-and-information-sharing-in-mental-healthcare-and-suicide-prevention/>

Safe Event Planning and Execution:

<https://thecpsu.org.uk/media/328759/safe-sport-events-activities-competitions-update-apr-2017.pdf>

Online Safety:

<https://thecpsu.org.uk/help-advice/topics/online-safety/>

<https://www.anncrafttrust.org/how-to-stay-safe-online-guidance-for-adults-and-young-people-with-learning-disabilities/>

Events held in public parks and spaces – additional safeguarding considerations:

<https://thecpsu.org.uk/resource-library/best-practice/events-held-in-public-parks-and-spaces/>

Event Staff – Your Roles and Responsibilities:

<https://thecpsu.org.uk/resource-library/best-practice/event-staff-your-roles-and-responsibilities/>

Safeguarding at Events – Weather Considerations:

<https://thecpsu.org.uk/resource-library/best-practice/safeguarding-at-events-weather-considerations/>

Heatwave Advice:

<https://thecpsu.org.uk/resource-library/best-practice/heatwave-advice-to-event-organisers/>

Away Trips and Hosting:

<https://thecpsu.org.uk/resource-library/best-practice/away-trips-and-hosting/>

Useful Contacts:

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Transporting Children and Young People in Your Own Car:

<https://thecpsu.org.uk/resource-library/best-practice/guidelines-on-transporting-a-child-or-young-person-in-your-car/>

Remote Teaching and Coaching:

<https://thecpsu.org.uk/resource-library/best-practice/remote-teaching-and-coaching/>

Virtual Events and Competitions for Children:

<https://thecpsu.org.uk/resource-library/best-practice/virtual-events-and-competitions-for-children/>

Inclusive Coaching:

<https://thecpsu.org.uk/resource-library/best-practice/inclusive-coaching/>

Physical Contact and Young People in Sport:

<https://thecpsu.org.uk/resource-library/best-practice/physical-contact-and-young-people-in-sport/>

A Guide to Safeguarding Adults:

<https://www.anncrafttrust.org/resources/a-guide-to-safeguarding-adults/>

Capacity – Guidance on Making Decisions:

<https://www.anncrafttrust.org/resources/capacity-making-decisions/>

Useful Contacts:

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Andrea Gates - Safeguarding Officer

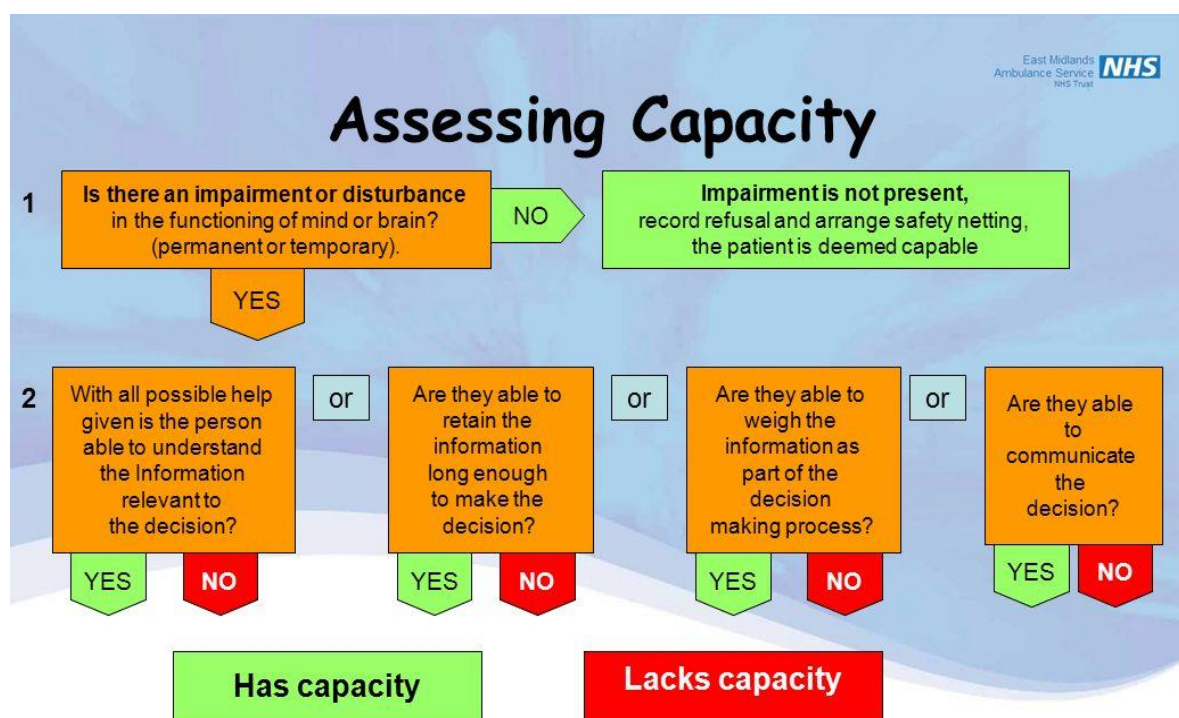
Andrea.Gates@rya.org.uk / 02380 604122

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14.7 Assessing Capacity – Mental Capacity Act 2005



If the answer to 1. Is YES and the answer to any of 2. Is NO, then the person lacks capacity under the Mental Capacity Act 2005.

If the victim is not able to consent or refuse treatment, there is a duty to make a best interest decision about whether to treat the patient.

You must:

- Involve the person who lacks capacity to the fullest extent possible
- Have regard for past and present wishes and feelings, especially written statements
- Consult with others who are involved in the person's care
- Not be discriminatory
- Choose or decide on the least restrictive option
- Take into consideration the benefits and burdens to the person

Useful Contacts:

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 Andrea Gates - Safeguarding Officer
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14.8 RYA Instructor Code of Conduct

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 or adults at risk, read and understand the Safeguarding Children and/or Safeguarding Adults policies and guidelines as detailed on the RYA website at www.rya.org.uk/go/safeguarding
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their boating activity.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- Follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Not develop inappropriate 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.
- 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 or carers) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the activity (e.g., courtesy to other water users).
- Behave appropriately to ensure the safety of instructors and others under your direction.
- Treat all RYA instructors, appointment holders and other stakeholders with respect.
- Not do or neglect to do anything which may bring the RYA into disrepute.
- Hold relevant up to date governing body qualifications as approved by the RYA.
- Consistently display high standards of behaviour and appearance.
- 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 or adults at risk).
- Notify RYA Training in the event of any health issues that may affect their ability to carry out their responsibilities.
- 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.

May 2020

Useful Contacts:

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14.9 RYA Coach Code of Conduct

Sports Coaching helps the development of individuals through improving their performance.

This is achieved by:

- Identifying and meeting the needs of the individuals.
- Improving performance through a progressive programme of safe, guided practice, measured performance and/or competition.
- Creating an environment in which individuals are motivated to maintain participation and improve performance.

Coaches should comply with the principles of good ethical practice listed below:

- All RYA Coaches working with sailors under the age of 18 must have read and understood the RYA Child Protection Policy as detailed on the RYA website www.rya.org.uk/about-us/policies/safeguarding. If you are unable to access the website, please contact coachingdevelopment@rya.org.uk
- Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Coaches must place the well-being and safety of the sailor above the development of performance. They should follow all guidelines laid down by the RYA, follow Operating Procedures and hold appropriate insurance cover.
- Coaches must develop an appropriate working relationship with sailors based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
- Coaches must encourage and guide sailors to accept responsibility for their own behaviour and performance.
- Coaches must hold up to date and nationally recognised governing body coaching qualifications.
- Coaches must ensure that the activities they direct, or advocate are appropriate for the age, maturity, experience and ability of the individual.
- Coaches must, at the outset, clarify with sailors (and where appropriate their parents) exactly what is expected of them and what sailors are entitled to expect from their coach. A contract may sometimes be appropriate.
- Coaches must co-operate fully with other specialists (e.g., other coaches, officials, sports scientists, doctors, physiotherapists) in the best interest of the sailor.
- Coaches must always promote the positive aspects of their sport (e.g., fair play) and never condone rule violations or the use of prohibited substances.
- Coaches must consistently display high standards of behaviour and appearance.
- Coaches must notify the RYA immediately of any court-imposed sanction that precludes the coach from contact with a specific user group (e.g., children and vulnerable adults).
- Coaches must not carry out coaching activities whilst under the influence of alcohol or drugs, or when they have received medical advice not to continue activities that are connected with their coaching (e.g., driving).
- Coaches must not behave in a way which brings the sport into disrepute.

Useful Contacts:

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 Andrea Gates - Safeguarding Officer
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Failure to adhere to the RYA Coach Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments and will be dealt with in line with the RYA Coaches' Performance Guidelines. To access these Guidelines please contact coachingdevelopment@rya.org.uk.

December 2018

Useful Contacts:

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14.10 RYA Code of Conduct for Volunteers

This document sets out the conduct expected of anyone who volunteers for the RYA in any capacity. The Code illustrates the standards required when representing the RYA both internally and externally.

By volunteering for the RYA, I agree to abide by the spirit of this code, and in particular to:

- Respect and uphold the fundamental values that underpin all activities of the RYA, namely: inclusivity; personal responsibility; excellence and integrity.
- Act within the governing documents and policies of the RYA, and any terms of reference or guidelines applicable to the area or activity in which I volunteer.
- Act in the best interest of the RYA as a whole – considering what is best for the Association, its members, affiliates, stakeholders and the boating public.
- Avoid bringing the RYA into disrepute through my spoken or written communications, actions or omissions.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest and otherwise acting within the RYA’s Conflict of Interest Policy.
- Respect the confidentiality of the activity in which I participate, whilst maintaining an open and transparent communication with stakeholders.
- Dedicate the time needed to meet my commitments, attend meetings and other appointments, or providing apologies if necessary.
- Maintain a sound and current working knowledge of the area in which I volunteer, and to prepare for activities in good time.
- Engage actively, and to contribute, listen, consider all views, and recognise your impact on others.
- Accept collective responsibility for decisions, standing by them and not acting individually unless specifically authorised to do so.
- Support and encourage others in carrying out the work of the RYA.
- Inform the RYA if I no longer wish to volunteer for the RYA, and to explain the reason why.

A breach of this Code may result in removal from a voluntary role in accordance with the RYA Conduct Review Panel guidelines which have been shared with me.

Signed Name

Committee Date

Useful Contacts:

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Katie.Loucaides@rya.org.uk / 02380 604104
 Andrea Gates - Safeguarding Officer
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14.11 RYA Race Officials' Code of Conduct

RYA Race Officials are among the most visible officials of the sport. It is therefore essential that they behave with a high degree of competence, propriety and integrity. RYA Race Officials shall not commit an act of misconduct as defined in RRS 69.1(b). RYA Race Officials who breach this Code of Conduct may face disciplinary action by the RYA. This Code of Conduct applies when the individual is acting in any capacity related to their status as a Race Official, or is readily identifiable as a Race Official, or associated with an event.

Specifically, an RYA Race Official is expected to:

1. Act in accordance with the RYA Racing Charter.
2. Maintain a good level of understanding and application of the rules relevant to their discipline as well as RYA procedures and policies.
3. Ensure that decisions are based upon the rules and principles of fairness and objectivity and are made with care without prejudice or bias.
4. Uphold the confidentiality of race official deliberations during and after the regatta.
5. Be polite, open-minded and patient with colleagues, competitors, regatta officials, team officials, support persons and hosts, and deal with dissent in a fair and courteous manner.
6. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their boating activity.
7. Declare any conflict of interest before accepting a race official invitation or when a conflict becomes apparent at an event (a conflict of interest exists when an RYA race official has, or reasonably appears to have, a personal or financial interest which could affect the official's ability to be impartial).
8. For measurers: Not to enter into any agreement or contract or have any other restriction that might conflict with, prevent or materially impede activities as an RYA Approved Measurer, and inform the RYA if undertaking work as a principal or employee of any boatbuilder, sailmaker or equipment manufacturer
9. Act in accordance with any agreements made with the organizing authority or host venue in advance of the event such as arrival time, accommodation arrangements, expense claims etc.
10. Consistently display high standards of behaviour and appearance. Not carry out race official activities whilst under the influence of alcohol or drugs, or when they have received medical advice not to continue activities that are connected with their officiating (e.g. driving)
11. Only take photographs or video at appropriate times and when it does not have the potential to affect the ability of the race official to focus appropriately on their primary role. Footage must only be published by the race official for the purpose of enhancing the role of race officials or of racing in general (and then only in accordance with the event privacy policies).
12. If working with people under the age of 18 or adults at risk, read and understand the RYA Safeguarding policies and guidelines.
13. Remain a personal member of the RYA whilst holding an appointment as an RYA Race Official

March 2021

Useful Contacts:

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14.12 Example Safeguarding Scenarios

Advice:

Any concern which does not meet the threshold for Levels 1 or 2 and involves seeking support or guidance for a specific matter. Advice cases can often escalate depending on the situation. Some examples of advice cases are:

- Members of the public are taking photos of children or young people at an event
- Changing facilities do not allow for privacy in showering and changing
- DBS check has flagged up that an individual produced pirate videos 30 years ago
- Club member disagreements and disharmony

Level 1 – Low Level Concerns:

A low-level concern is any concern that an adult has acted in a way that: is inconsistent with the organisational code of conduct, including inappropriate conduct outside of work. The concern / allegation does not meet the threshold of harm or is not considered serious enough for a referral to the local authority. These types of cases are often dealt with internally, but some examples could include:

- Allowing a child to change in a vehicle which is owned by a volunteer or staff member
- Using inappropriate sexualised, intimidating or offensive language
- Teaching / training or supervising vulnerable groups whilst under the influence of drugs or alcohol
- Engaging with a child or adult at risk on a one-to-one basis in a secluded area or behind a closed door
- Communicating / engaging with children or adults at risk online in an unsupervised capacity
- Transporting children or adults at risk in a car unsupervised
- Taking everyday photographs of children and storing them on personal devices

Level 2 – Significant Risk of Harm:

An allegation made, which meets the threshold for referral to the LADO or Adult Services and appears in the first instance to meet the threshold for referral to the police. Such cases may not always involve serious injury to a child or adult at risk, but present as a breach of the position of trust the professional or volunteer was in. The allegation will show behaviour from the professional or volunteer which is deemed to be extremely concerning towards children, young people or adults at risk that they are caring for and requires immediate action. Some examples could include:

- Downloading indecent images of children
- Stalking and harassment
- Suspected abuse in any form
- Grooming
- Radicalisation
- Exploitation

Useful Contacts:

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 Andrea Gates - Safeguarding Officer
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14.13 RYA Training Matrix 2021-2022

Key: **M** – Mandatory, **R** – Recommended & **O** – Optional

***Interactive Course: Tutor Led Virtual Course / Tutor Led Classroom Course.**

Role	Safeguarding Training	Comments
Safeguarding and Equality Manager	<ul style="list-style-type: none"> ○ RYA Safeguarding Children and Adults L1 – e-learning ○ Safe & Fun e-learning ○ *RYA Safeguarding Children and Adults Classroom Group Session ○ *CPSU training for National Lead Officers ○ RYA Welfare Officers Course ○ *UK Coaching SPC Workshop ○ *UK Coaching Safeguarding Adults ○ *Ann Craft Trust Levels 1, 2 & 3 	<p>Mandatory courses to be refreshed every 4 years or as appropriate.</p> <p>SEM to undertake additional development training offered by CPSU and ACT as standard</p>
Safeguarding Officers	<ul style="list-style-type: none"> ○ * RYA Safeguarding Children and Adults L1 – e-learning ○ *RYA Safeguarding Children and Adults Classroom Group Session ○ *CPSU training for National Lead Officers ○ RYA Welfare Officers Course ○ Safe & Fun ○ UK Coaching SPC Workshop ○ UK Coaching Safeguarding Adults ○ *Ann Craft Trust Level 1, 2 & 3 	<p>Mandatory courses to be refreshed every 3 years or as appropriate.</p> <p>SO's to undertake additional development training offered by CPSU and ACT as standard</p>
RYA Staff Members – Non-direct contact with Children and Adults at risk	<ul style="list-style-type: none"> ○ RYA Safeguarding Children and Adults L1 – e-learning ○ *RYA Safeguarding Children and Adults Classroom Group Session ○ RYA Welfare officers Course 	<p>Course to be refreshed every 4 years or as appropriate</p>

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RYA Staff who act as Welfare Officer at any RYA Events	<ul style="list-style-type: none"> ○ RYA Safeguarding Children and Adults L1 – e-learning ○ *RYA Safeguarding Children and Adults Classroom Group Session ○ RYA Welfare officers Course 	<p>M</p> <p>M</p> <p>M</p>	Refreshed every 4 years or as appropriate
RYA Board Members	<ul style="list-style-type: none"> ○ RYA Safeguarding Children and Adults L1 – e-learning ○ *RYA Safeguarding Children and Adults Classroom Group Session ○ Safe & Fun ○ *Board accountability Training run by CPSU & ACT ○ Club Matters Introductory video 	<p>M</p> <p>M</p> <p>R</p> <p>M</p> <p>R</p>	Refreshed every 3 years or earlier if appropriate
Senior Volunteers	<ul style="list-style-type: none"> ○ *RYA Induction ○ Safe & Fun ○ Club Matters introductory video / UKC safeguarding adults ○ *UK Coaching SPC 	<p>M</p> <p>M</p> <p>M</p> <p>R</p>	Club matters / UKC course mandatory if centre has responsibility for disability sailing programmes
Club / Class Welfare Officers	<ul style="list-style-type: none"> ○ *CPSU Time to Listen Course ○ RYA Welfare Officers Course ○ *Ann Craft Trust Level 2 Course 	<p>M</p> <p>M</p> <p>M / R</p>	Courses to be taken within 3 months of commencement of the course. M for CWOs at Sailability centres, or any centres offering services to adults at risk and R for all other centres
Race Officials attending any RYA events including para / disability Sailing	<ul style="list-style-type: none"> ○ Safe & Fun or SPC ○ ACT Level 1 / UKC Safeguarding Adults ○ Welfare Officers Course ○ Club Matters introductory video 	<p>M</p> <p>M</p> <p>R</p> <p>R</p>	Mandatory for Race Officials appointed to RYA Youth and Junior events. Mandatory for RYA approved Youth Judges.
New Race Coaches	<ul style="list-style-type: none"> ○ Safe & Fun ○ *RCL2 Coach course (includes 1.5-hour classroom safeguarding workshop) ○ ACT Level 1 / UKC Safeguarding Adults 	<p>M</p> <p>M</p> <p>R</p>	No refresher currently required – to look at this in 2021
Re-validating Race Coaches	<ul style="list-style-type: none"> ○ Safe + Fun, SPC or UKC online refresher ○ ACT Level 1 / UKC safeguarding adults course 	<p>R</p> <p>R</p>	

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	<ul style="list-style-type: none"> ○ CPD if coaching RYA Youth and Junior squads. 	M	
New Dinghy and Windsurfing Instructors and Senior Instructors	<ul style="list-style-type: none"> ○ Safe & Fun ○ *Instructor/Senior Instructor course (includes 1.5 hr SG workshop) ○ ACT Level 1 	M M R	
Revalidating Instructors and SIs	<ul style="list-style-type: none"> ○ Have already completed Instructor/SI training ○ Safe + Fun or SPC if not already done ○ CPD - UKC online refresher, local authority training etc ○ ACT Level 1 / UKC Safeguarding Adults 	R R R	Training is recommended if teaching or training children / adults at risk
Coach Trainers	<ul style="list-style-type: none"> ○ Safe & Fun ○ Orientation on delivery of Instructor training 	M M	
Race Coach Tutors	<ul style="list-style-type: none"> ○ Safe & Fun ○ Orientation on delivery of Instructor training 	M M	
Centre Principals who are not Instructors/SIs	<ul style="list-style-type: none"> ○ Safe & Fun ○ Welfare Officers Course ○ ACT level 1 / UKC safeguarding adults' course 	R R R	Recommended if Centre delivers courses to children and adults at risk
Club volunteers	<ul style="list-style-type: none"> ○ Safe + Fun / SPC, ○ NSPCC online training ○ ACT Level 1 / UKC Safeguarding adult's course ○ Welfare Officers Course 	R R R R	Recommended if regularly volunteering with children or adults at risk

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