



Children's Sailing Trust

Safeguarding & Child Protection (& Vulnerable Adults) Policy & Procedures

Latest update: July 2023

PART I: Policy

1. Introduction

This document sets out Children's Sailing Trust's (CST) Safeguarding Policy for both the Helford River and Trevassack Lake locations. It will be kept under annual review.

In the context of this document, 'child' refers to any young person under the age of 18. The Policy also covers 'vulnerable adults', who are defined as a person aged 18 years or over who may be unable to take care of themselves, protect themselves from harm, or prevent themselves from being exploited. An adult may be vulnerable because they:

- Have a physical disability
- Have learning difficulties
- Have mental health problems or impairments
- Are sometimes unable to take care of themselves or protect themselves without help

In the context of this document, 'staff' refers to all Employees, Contractors, Volunteers and Trustees who work with children or vulnerable adults in the course of their CST duties.

All staff should be made aware of this Policy which will form part of the CST Staff Induction Pack. All staff are expected to sign that they have read, understood and will adhere to this. Any member of staff failing to comply with this Policy may be subject to investigation by CST, or English law, as appropriate. All staff are encouraged to seek further advice and guidance if required from the CEO in relation to this Policy and set procedures found within it if/as required.

Safeguarding is everyone's responsibility and for the purpose of this Policy safeguarding is defined as:

- Protecting children and vulnerable adults from maltreatment
- Preventing impairment of children's or vulnerable adults mental or physical health, ensuring that children or vulnerable adults enjoy CST's activities in a safe and effective environment

2. Children's Sailing Trust Safeguarding and Child Protection Policy Statement

As defined in the Children Act 1989, for the purposes of this Policy anyone under the age of 18 should be considered as a child. The Policy also applies to vulnerable adults.

"It is the Policy of the Children's Sailing Trust (CST) to safeguard children and vulnerable adults ("participants") taking part in activities at CST from physical, neglect, sexual or emotional harm. CST will take all reasonable steps to ensure that, through appropriate procedures and training, children and vulnerable adults participating in CST activities do so in a safe environment. We recognise that the safety and welfare of the participant is paramount and that all participants, irrespective of gender, age, gender reassignment, ability, culture, race, religion or belief, sexual orientation or social status, have a right to protection from discrimination or abuse."

As part of CST's Safeguarding Policy CST will:

- promote and prioritise the safety and wellbeing of children and vulnerable adults by creating a safe and welcoming environment, both on and off the water, where they can have fun whilst developing their skills and confidence
- value, listen to and respect children and vulnerable adults
- ensure robust safeguarding arrangements and procedures are in operation
- be prepared to review the way of working to incorporate best practice
- regularly review safeguarding procedures and practices in the light of experience, training or to take account of legislative, social or technological changes
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- provide effective management for staff through supervision, support, training and quality assurance measures so that all staff know about CST's policies, procedures and behaviour codes and follow them confidently and competently
- ensure appropriate action is taken in the event of incidents or concerns of abuse and provide support to the individual(s) who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment or deployment of unsuitable individuals by carefully recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made, adhering at all times to the CST Safer Recruitment Policy
- appoint a nominated safeguarding lead for children and young people, a deputy and a lead Trustee for safeguarding
- develop and implement an effective online safety policy and related procedures
- share information about safeguarding and good practice with children and their parents via leaflets, posters, group work and one-to-one discussions
- communicate changes and share good practice with training centres, clubs/schools and associations
- make sure that children, young people and their parents know where to go for help if they have a concern

3. Governance of Safeguarding

CST has identified a Safeguarding Trustee who works closely with the CEO to secure on-going governance in the implementation of safeguarding policies, protocols and procedures. As such, Trustees can demonstrate the reasonable steps taken to protect all people who benefit from the services the charity offers, including staff/volunteers in adopting the appropriate legal measures required to secure safer recruitment.

4. Monitoring

This Policy will be reviewed annually, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the local safeguarding partnership
- as a result of any other significant change or event

PART II: Procedures

1. Designated Safeguarding Officer

Although everyone has a role to play in ensuring that children and vulnerable adults are safe, it is best practice that a designated individual has specific responsibility for implementing the Policy.

CST Designated Safeguarding Officer (DSO)

Jakie Jewell

CST CEO

jakie@childrenssailingtrust.org.uk | 07387 949244



CST Deputy Designated Safeguarding Officer (DDSO)

Rupert Whelan

CST Activities Manager

rupert@childrenssailingtrust.org.uk | 07379 184728



In their absence the first point of contact is the Safety Officer or a senior member of the CST Team on site who will then escalate accordingly.

Everyone has responsibility to ensure the safety of children and vulnerable adults. Anyone is able to make a referral to Cornwall Council Multi-Agency Referral Unit (MARU): 0300 1231 116
For urgent referrals after 17:15 or at weekends call the out of hours service: 01208 251300

It is the responsibility of the DSO:

- To be the first point of contact for any concerns or allegations from children or adults, ensuring that confidentiality is maintained in all cases
- Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction the Safeguarding Trustee
- Maintain up-to-date policies and procedures, compatible with the governing bodies guidelines publishing such policies on CST websites
- Ensuring that relevant staff are aware of and follow the procedures, including implementing safe recruitment procedures
- Ensure that all relevant staff receive appropriate and timely training including any updates in safeguarding practices and procedures
- Ensure CST maintains an up-to-date safeguarding training chronology for all staff
- Ensure the DSO and DDSO are in receipt of up-to-date training to consistently implement current guidance and meet the training needs of the staff including any/all updates to it
- Advise the Senior Management Team on child protection issues if there is a concern
- Provide Trustees with a safeguarding information report summary at each scheduled meeting

2. Safer Recruitment and Training

CST is committed to safeguarding and promoting the welfare of children and vulnerable adults in our care; as an employer, CST expects all staff to share this commitment.

The safe recruitment of staff in CST is recognised as the fundamental first step to safeguarding and promoting the welfare of children and vulnerable adults in our charge and to ensure compliance with all relevant legislation, recommendations and guidance including any statutory guidance published.

The aims of our Safer Recruitment Policy are to help deter, reject or identify people who might abuse children/vulnerable adults or are otherwise unsuited to working with them by having appropriate procedures for appointing staff including Volunteers who are governed by legislation. CST will therefore follow the guidance published in relation to Regulated Activities to determine the level of staff/volunteer DBS checks (including Trustees) which must be undertaken. It is the role of the CEO to ensure all relevant employment checks are made and held on a central database, Single Central Record (SCR), and within confidential staff personnel files which can be monitored by Trustees.

CST staff involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions outlined within this Policy which can be found on the CST website.

3. Code of Practice

Culture

CST operates an open culture whereby concerns regarding a member of staff/volunteer can be raised and addressed in the most appropriate way to allow all children and vulnerable adults to be safeguarded whilst undertaking activities with CST. The CEO is available for all staff to raise any concerns regarding the behaviour of others or those who are not following the standards of behaviour expected of CST staff/volunteers. Any concern raised will be reviewed in accordance with CST policies and the concern will be recorded and support, training or advice provided to the member of staff/volunteer. The Code of Conduct provides the standards that are expected by CST.

Examples of such behaviour that should be raised to the CEO are;

- Being overly friendly with the children or vulnerable adults
- Having favourites
- Taking photographs of children, young people or vulnerable adults on their mobile phone
- Enticing a child, or vulnerable adult into a one-on-one situation out of general view of others
- Use of inappropriate language – sexualised, intimidating or offensive

If having raised a concern with the CEO a member of staff/volunteer is unhappy with the way the concern has been dealt with, it should be escalated via the CST Whistleblowing Policy.

4. Responsibilities of Staff:

- to follow good practice guidelines as detailed in the CST Code of Conduct
- be aware of the guidance on ‘*what is abuse?*’ and ‘*recognising abuse*’ (Appendix A)
- report all concerns no matter how small as soon as possible to the DSO

Good Practice Guidelines

The following guidelines outline, but are not limited to, the essential points of good practice when working with children, young people and vulnerable adults:

- Avoid spending any significant time working with children, young people or vulnerable adults in isolation
- Do not take children, young people or vulnerable adults alone in a car, however short the journey
- Do not take children, young people or vulnerable adults to your home as part of your organisation’s activity
- Design training programmes that are within the ability of the individual
- If a child, young person or vulnerable adult is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible. If you have to enter the changing-rooms it is advisable to enter with another member of staff or volunteer
- If you do have to help a child, young person or vulnerable adult, make sure you are in full view of others, preferably another adult
- Restrict direct communications with children, young people or vulnerable adults, communications should only be about organisational matters or safety instructions
- Seek additional information, advice and guidance from senior staff if in doubt of any aspect of your role or a situation

Members of staff and volunteers should not:

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

It may sometimes be necessary to do things of a personal nature for children, young people or vulnerable adults, particularly if they are very young or have an impairment. These tasks should only be carried out with the full understanding and consent of both the child or young person or vulnerable adult (where possible) and their parents/guardians/carers. In a situation where this was not possible, a senior member of staff should be informed, with parents informed as soon as

practically possible by a senior member of the team. In such situations it is important to ensure that any adult present is sensitive to the child, young person or vulnerable adult and undertakes personal care tasks with the utmost discretion.

A disclosure, complaint, concern or allegation may come from a number of sources: the child/young person/vulnerable adult themselves, their parents/carer, a member of staff or volunteer, a visitor or someone else within CST. It may involve the behaviour of one of the staff or a volunteer, or be something that has happened to the child, young person or vulnerable adult outside the sport, perhaps at home or at school. They may confide in adults or other young people they trust, in a place where they feel at ease, for example on the water with CST instructors; any concerns raised **MUST** be referred to the DSO.

If a child, young person or vulnerable adult makes a disclosure regarding possible abuse or informs a member of staff or a volunteer that something is worrying them, it is important that the member of staff or volunteer:

- stays calm – ensures that the child, young person or vulnerable adult is safe and feels safe
- listens carefully
- shows and tells the child, young person or vulnerable adult that they are taking what he/she/they says seriously
- reassures them and stress that he/she/they are not to blame and that they have done the right thing telling them
- continues to avoid physical contact
- is honest and explains that they will be required to inform the DSO
- makes a record of the allegation, disclosure or incident as soon as possible after the event, using the child’s own words
- follows the CST Safeguarding and Child Protection Policy by immediately referring to the DSO

It is important that the member of staff or volunteer does not:

- rush into actions that may be inappropriate
- make promises of confidentiality
- take sole responsibility – refer immediately to the DSO
- investigate or ask leading questions (although it is OK to ask the child, young person or vulnerable adult if they are being harmed or are at risk of being harmed)
- discuss the disclosure with other people who are not involved in the disclosure or process

Members of staff or volunteers may be upset following a disclosure or may feel worried about the consequences of their actions. In this instance, they should discuss this with the DSO.

Don’t think “what if I have got this wrong”, think “what if I have got this right”.

5. Responsibilities of the Designated Safeguarding Officer/Deputy Designated Safeguarding Officer

The Designated Safeguarding Officer and Deputy (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate people to advise on the response to safeguarding concerns. CST will follow the procedures set out in the South West Child Protection Procedures (<https://www.proceduresonline.com/swcpp/>) and take account of both national guidance issued by the Department of Education and any further local guidance.

The DSO/DDSO is responsible for:

- investigating and referring cases to MARU within 24 hours of a child protection or safeguarding referral being presented to them. They will provide all information as requested and in connection with the child, young person or vulnerable adult in order that MARU can provide advice and guidance on next steps.
- Ensure all records are kept accurately and that guidance is followed on what should be kept. This includes a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved, a note of any action taken, decisions reached and the outcome
- Referral of all cases of suspected abuse to LADO including those that involve a member of staff or a volunteer
- Referral to the DBS if the threshold criteria is met
- Liaison with the Safeguarding Trustee and the HR Trustee if involving a member of staff or volunteer
- Attend every 2 years to maintain training on Safeguarding and Child Protection and knowledge of new legislation and best practice as it becomes available
- Ensuring all members of staff/volunteers and Trustees have the appropriate level of training
- Ensure policies are known and used appropriately throughout CST
- Ensure the Safeguarding and Child Protection (& Vulnerable Adults) Policy and Procedures document is reviewed annually
- Ensure the Safeguarding and Child Protection (& Vulnerable Adults) Policy and Procedures document is available on the CST website
- Ensure that the Safeguarding and Child Protection log is kept up-to-date and provided at the Trustee Board Meetings each quarter for review.

6. Photography

At times photographs or video footage of children, young people or vulnerable adults may be taken, under the direction and agreement of a senior member of staff, strictly for the purposes of coaching, recording events or for general promotional interest on and off the water. Parent/guardian/carer consent to such images being taken and published in any CST promotional material is obtained within the 'Health & Water Confidence Declaration' Form. No identifying information, other than first names, will be included in the publication of such images.

All promotional videos and images are used in line with the 'CST Image Use Policy' (found on the CST website) with the option for parents to withdraw their consent at any time.

As our activities take place in areas that are open to the public, it is not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the CEO and treated in the same way as any other child protection concern. Parents, guardians, carers and visitors should be prepared to identify themselves if requested and state their purpose for photography/filming.

The use of cameras or camera phones in changing areas should not be permitted in any circumstances. Such use will result in a safeguarding investigation and may result in disciplinary or legal action. This applies to staff, volunteers and other facility users.

7. Handling Concerns, Reports or Allegations

Reporting and Investigating Procedure

Anyone who is concerned about a child, young person or vulnerable adult's welfare, either outside the sport or within the operations, should inform the DSO as soon as possible.

In the event that the DSO is unavailable, or is potentially implicated in the concern, then the DDSO should be contacted.

Or

If the DSO or DDSO are not available and advice is required urgently contact MARU (Multi Agency Referral Unit): 0300 1231 116. For urgent referrals after 17:15 or at weekends call the out of hours service: 01208 251300

There is an equivalent service for vulnerable adults using the same initial number.

The DSO (or person acting in their position) will follow the procedures outlined in Part III Appendix B '*Reporting and Investigating Procedures*'.

For any child or vulnerable adult visiting as part of a school group the DSO/DSO will also inform the DSL (Designated Safeguarding Lead) for that school.

Additionally, if there is uncertainty the NSPCC 24-hour free helpline: 0808 800 5000 can be contacted for advice on any aspect of children's and young people's welfare.

If there is an occurrence at CST which attracts media interest, or if a member of staff or volunteer is contacted by the media with an allegation concerning a student, they should not give any response but seek advice from the DSO or DDSO immediately.

8. Safeguarding Concerns About a Member of Staff/Volunteer

If an allegation is made against a member of staff or volunteer these have to be carefully considered and investigated. This ensures any possible concerns are addressed relating to the safety of children, young people or vulnerable adults but also ensures that an open and transparent process is followed involving the person subject of the allegation.

Any concern regarding a member of staff or volunteer must be treated with strict confidentiality and should be reported to the CEO directly who will be responsible for contacting the Safeguarding Trustee.

The CEO and the Safeguarding Trustee will contact LADO (Local Authority Designated Officer) for advice and guidance and will discuss the necessary formal or employment procedure. If the concern is considered to be 'low level' then this can be addressed internally within CST.

CST has a duty of care to members of staff and volunteers and will provide effective support for anyone facing an allegation and will provide them with a named CST Trustee contact if they are suspended. Any complaint or allegation will be dealt with quickly, in a fair and consistent way that provides effective protection for the child, young person or vulnerable adult and supports the person who is the subject of the allegation.

The procedure below should be followed if there is an allegation regarding a CST member of staff or volunteer that has either behaved in a way that has harmed a child, young person or vulnerable adult, or may have harmed and/or possibly committed a criminal offence against or related to a child, young person or vulnerable adult.

1. The member of staff or volunteer receiving the allegation should immediately inform the CEO who is also the DSO, or the Safeguarding Trustee if the allegation relates to the CEO.
2. The DSO will inform the Local Authority Designated Officer (LADO) – 01872 326536 – within one working day. In cases of serious harm or if there has been a crime suspected or been committed the police should immediately be informed on 999.
3. Whomever contacts the LADO, should discuss the allegation in order for appropriate action to be taken.
4. The CEO/DSO will ensure that the child/young person/vulnerable adult is not in contact with the alleged.

The LADO will provide advice when a member of staff or volunteer is alleged to have been involved in a child protection or safeguarding matter and will co-ordinate an investigation if initiated, subject to an allegation that proceeds to a formal investigation. They will also advise when an investigation is not required but appropriate measures are put in place as a consequence of the allegation being raised.

The CEO will also:

1. Contact the parents/guardians/carers if advised to do so by the LADO
2. Consider the rights of the member of staff/volunteer to ensure that the duty of care is followed, including consideration of a suspension from duties and/or compliance with the disciplinary process whilst the investigation outcome is determined.
3. Ensure a referral to the DBS is completed if the DBS referral criteria is met and the member of staff/volunteer has been removed from regulated activity.
4. Report to RYA as necessary.

Where the initial discussion with LADO leads to no further action the CEO and LADO will record the decision and justification for it and agree on what information should be put in writing to the employee/volunteer concerned and by whom.

If any member of staff or volunteer having passed on their concerns is not happy with the actions of the CEO/Safeguarding Trustee they can activate the Whistleblowing procedure or contact the LADO directly: 01872 326536

Additional Points to Note

Note that an incident with a member of staff or volunteer that occurs outside of CST which did not involve children could still have an impact on a member of staff/volunteer's suitability to work with children eg: domestic abuse

If CST is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member of staff or volunteer, the DSO (or DDSO) must co-operate fully with official requests for factual information, but should not express any personal opinions on the person's conduct.

If a child protection or safeguarding concern is raised that relates to incidents that took place some time ago, the same procedures should be followed as if they are reporting at the current day – even if the alleged is no longer active within CST. If the concern appears to relate to a criminal offence, the Police should be contacted by the individual raising the concern.

Reporting Procedures

Whistleblowing

All members of staff and volunteers have a duty to report all safeguarding concerns and it is critical that they do so. In the first instance, safeguarding concerns should be raised in line with this Policy. However, if an individual is not satisfied with the way in which their concern is being dealt with, it should be escalated via the CST Whistleblowing Policy.

Part III: Appendices

Appendix A – What is abuse?

Revised Jan 2019

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

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

Physical abuse may involve adults or other children/young people inflicting physical harm:

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

Emotional abuse is the persistent emotional maltreatment of a child, young person or vulnerable adult such as to cause severe and persistent adverse effects on the individuals’ emotional development. It may involve:

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

Some level of emotional abuse is involved in all types of maltreatment of a child, young person or vulnerable adult.

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

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

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

- provide adequate food, clothing and shelter
- protect a child, young person or vulnerable adult from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child, young person or vulnerable adult's basic emotional needs
- neglect in a sport situation might occur if an instructor or coach fails to ensure that children, young people, vulnerable adults are safe or exposes them to undue cold or risk of injury

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

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

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

Bullying can include:

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

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

CST has a specific ‘Anti-Bullying Policy’ that outlines how CST feels about bullying behaviour at any CST location, what will be done to tackle it and how CST will support children and young people who experience or display bullying behaviour. The ‘Anti-Bullying Policy’ can be found on the CST website.

There are other forms of abuse which include the consensual and non-consensual sharing of nude and semi-nude images, domestic abuse, county lines, honor based abuse and forced marriages.

Recognising Abuse

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

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

It is important to note that a child, young person or vulnerable adult could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's, young person's or vulnerable adult's behaviour, first talk to the parents, guardians or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If you are concerned

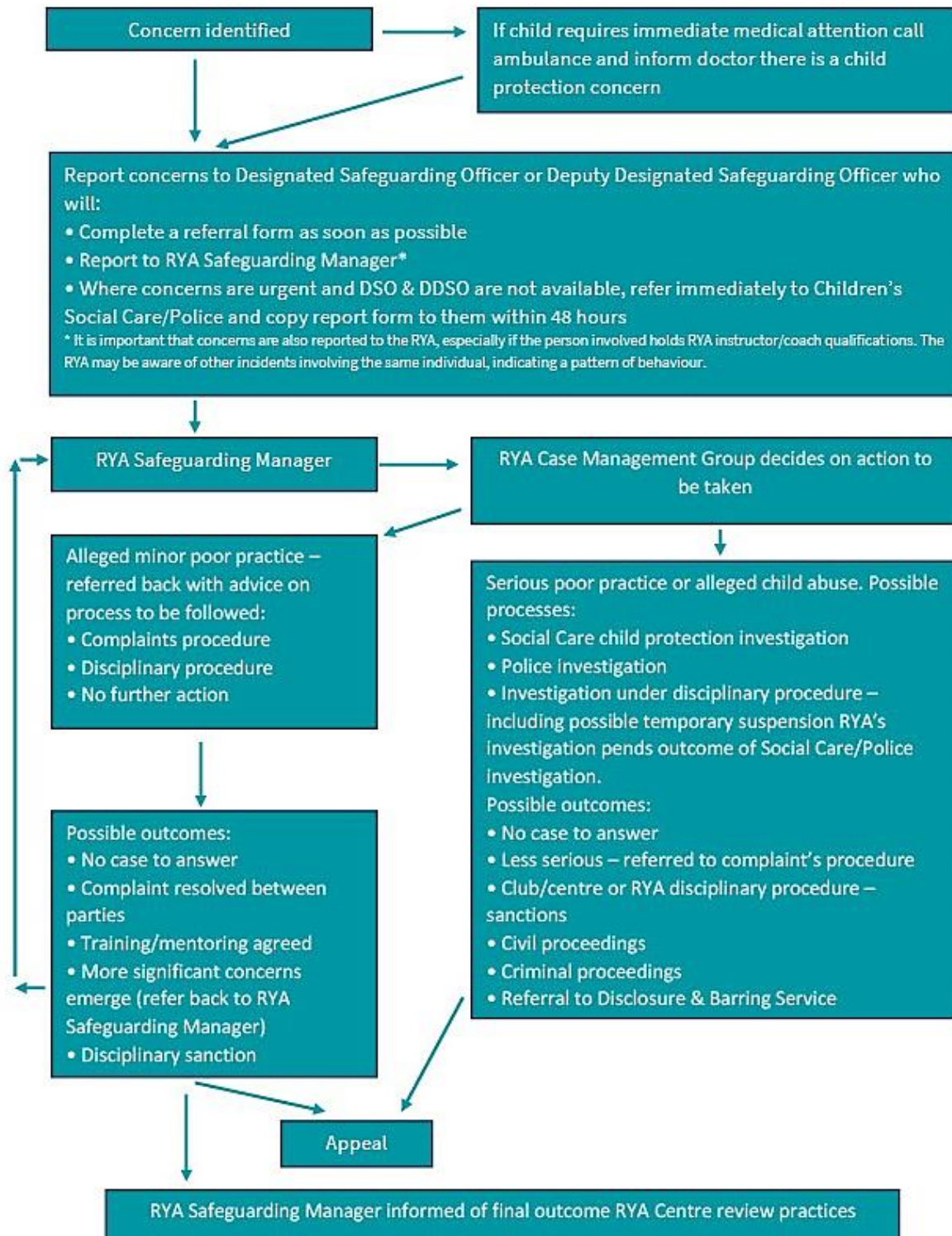
If there are concerns about sexual abuse or violence in the home, talking to the parents, guardians or carers might put the child, young person or vulnerable adult at greater risk. If you cannot talk to the parents/guardians/carers, consult CST's DSO or DDSO. It is their responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act immediately on any concerns.

APPENDIX B – Reporting and Investigating Procedures

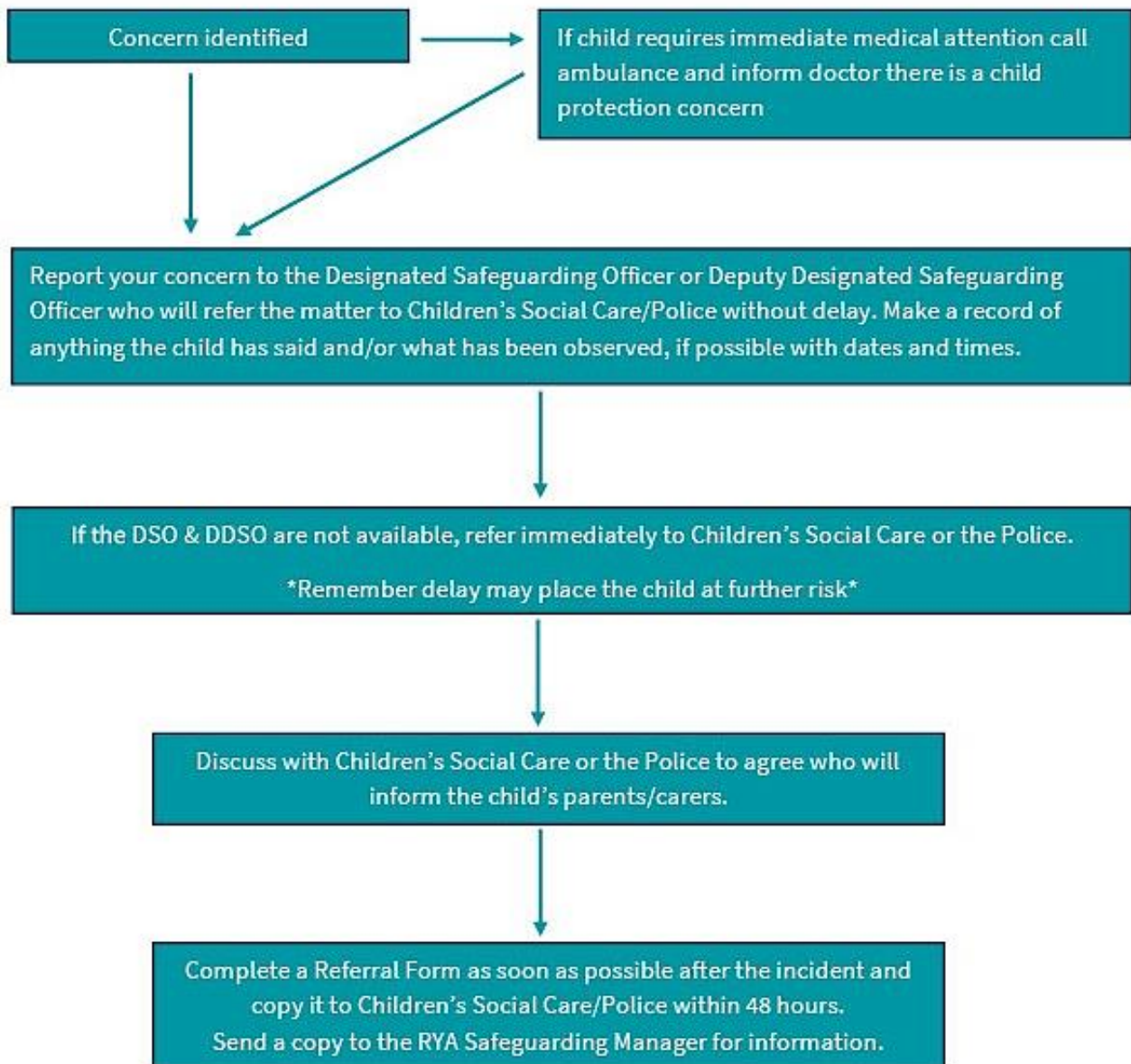
Reporting Procedures

CST follows the RYA process for dealing with safeguarding and child protection concerns. The flowchart below outlines the steps that will be followed.

Concern about the behaviour of someone at a RYA Centre



Concern about a child outside the sport environment



Safeguarding and Child Protection (and Vulnerable Adults) Referral Form (example)

| | |
|---|--|
| Date and time of incident | |
| Name and position of person about whom report, complaint or allegation is made | |
| Name and age of child involved | |
| Name of club, organisation, group or school (if relevant) | |
| Nature of incident, complaint, or allegation (continue on separate page if necessary.) | |
| Action taken by organisation (continue on separate page if necessary) | |
| If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case | |
| Name, organisation and position of person completing form | |
| Contact telephone number and e-mail address | |
| Signature of person completing form | |
| Date and time form completed | |
| Name and position of organisation's Designated Safeguarding Officer or person in charge (if different from above) | |
| Contact telephone number and e-mail address | |

This form should be copied, marked 'Private and Confidential', to the CST DSO or DDSO in their absence and to the statutory authorities (if they have been informed of the incident) within 24 hours of the incident.

Part IV: Useful Contacts

- **CST Designated Safeguarding Officer & CEO**
Jakie Jewell
Tel: 01326 702326 / 07387 949244
Email: jakie@childrenssailingtrust.org.uk
- **CST Designated Safeguarding Officer (Deputy)**
Rupert Whelan
Tel: 01326 702326 / 07379 184728
Email: rupert@childrenssailingtrust.org.uk
- **CST Safeguarding Trustee**
Randall Brook
Tel: 07595 510918
Email: randall@childrenssailingtrust.org.uk
- In an emergency or if you believe a child, young person or vulnerable adult is in immediate danger: **999**
- Cornwall Police for non-urgent matters: **101**
- If you have immediate concerns or are worried about a child or young person's safety, contact the Multi-Agency Referral Unit (MARU): **0300 123 1116**
- If you have immediate concerns or are worried about a vulnerable adult, contact Cornwall Council Adult Safeguarding: **0300 1234 131**
Out of hours contact number: **01208 251300**
- Social Care Services – Cornwall
0300 1234 101 (Mon-Thu 0845-1715, Fri 0845-1645)
Emergency contact number: **01208 251300**
Website: <https://www.cornwall.gov.uk/health-and-social-care/childrens-services/>

Other Contacts:

NSPCC 24 hour free helpline

For advice on any aspect of children's welfare **0808 800 5000**

E-mail: help@nspcc.org.uk

Website: www.nspcc.org.uk

Childline 24 hour free helpline

Tel: 0800 1111

Website: www.childline.org.uk

Royal Yachting Association

Safeguarding and Equality Manager, RYA House, Ensign Way, Hamble, Southampton SO31 4YA

Tel: 02380 604297

E-mail: safeguarding@rya.org.uk Website: www.rya.org.uk/go/safeguarding

MIND – mental health charity

Tel: 0300 123 3393

Text: 86463

E-mail: info@mind.org.uk Website: www.mind.org.uk

Child Protection in Sport Unit (CPSU)

Tel: 0116 366 5626

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

Disclosure and Barring Service (DBS)

Tel: 0870 90 90 811

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

UK Coaching – provide Safeguarding and Protecting Children training

Website: www.ukcoaching.org