

# **TBYC**

## **Safeguarding Procedures Policy**

(to be read in conjunction with Safeguarding Policy & parent Charter & Bullying Policy)

### **INTRODUCTION:**

These procedures have been developed in accordance with the principles established by the Children Act 1989, Sections 175 and 176 Education Act 2002 and related guidance including The Framework for the Assessment of Children in Need and their Families and Working Together to Safeguard Children also RYA safeguarding guidelines.

Thorpe Bay Yacht Club takes seriously its responsibility to promote the welfare and safeguarding of all the children and vulnerable persons who engage in the Club's activities.

The Designated Child Protection Lead (DCPL) who has overall responsibility for child safeguarding practice in the Club is the Administrator/Janet Willsmer; the administrator is the named link person between TBYC & the RYA

### **ROLES AND RESPONSIBILITIES:**

The Club is responsible for ensuring that all action taken is in line with agreed safeguarding protection procedures. The role of the Club within this procedure is to contribute to the identification, referral and assessment of children and vulnerable persons in need. All adult members of the Club are aware of the Safeguarding Policy and have a role to play in relation to:

- Protecting children and vulnerable persons from abuse
- Promoting the welfare of children and vulnerable persons
- Preventing children and vulnerable persons from being harmed

### **Designated Child Protection Lead**

The Designated Child Protection Lead is responsible for:

- Co-ordinating child protection action within Club
- Liaising with other agencies where appropriate or required
- Ensuring that locally established procedures are followed including reporting and referral processes
- Making referrals as necessary
- Maintaining a confidential recording system of any reported incidents

### **Recognition and categories of abuse:**

All Club members dealing with young people should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse. These are:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Bullying

### **Responding to concerns:**

Concerns for a young person may come to the attention of Club Members in a variety of ways: for example through observation of behaviour or injuries or disclosure. Any Club Member who has a concern for a young person however insignificant this might appear, should discuss this with the DCPL (Designated Child Protection Lead) as soon as is practically possible. More serious concerns must be reported immediately to ensure that any intervention necessary to protect the child or vulnerable person is assessed as early as possible.

If a child/vulnerable person makes a disclosure of abuse to a Club Member they should firstly refer this to the DCPL.

(or may contact the Commodore/Flag Officers/Cadet Representative)

When contact is not possible the club member should follow the 'Guidance and recording information and reporting procedure'

(reference RYA guidelines see Annex 1 Referral form & Annex 2 Procedures)

### **Guidance on Recording Information**

- Allow the child/vulnerable person to make the disclosure at their own pace and in their own way
- Avoid interrupting except to clarify what the young person is saying (attentive/listening/reflective feedback)
- Not ask leading questions or probe for information that the young person does not volunteer
- Reassure the child/vulnerable person that they have been heard and explain what you will do next and to whom you will talk. Record the conversation as soon as possible, in writing (including time, and date, and sign)
- Inform the DCPL

### **Information to be recorded**

- Child/ vulnerable person's name and date of birth
- Child/ vulnerable Person's in normal context, e.g. behaviour, attitude, (has there been an extreme change)
- The incident(s) which gives rise for concern with date(s) and times(s)
- Verbatim record of what the child or vulnerable person has said.
- If recording bruising/injuries indicate position, colour, size, shape and time on body map.
- Action taken

**These basic details are vital to the information gathering process and do not constitute an investigation.** Written information should be recorded by the DCPL or passed to the DCPL

### **Referrals to Social Services:**

It is the responsibility of the DCPL in consultation with the Commodore to decide when to make a referral to the RYA or the Social Services Directorate. Advice may also be sought from Social Services who offer opportunities for consultation as part of the Child in need / child safeguarding process. Issues discussed during consultations may include the urgency and gravity of the concerns for a child/vulnerable person and the extent to which parents/guardians/carers are made aware of these. Some concerns may need to be

monitored over a period of time before a decision to refer to Social Services is made.

In all but the most exceptional cases parents/guardians/carers will be made aware of the concerns felt for a child/vulnerable person at the earliest possible stage and in the event of this becoming necessary, their consent to a referral to Social Services will be sought.

If a 'young person' is referred, the DCPL will ensure that the Club Administrator and Flag Officers are informed of this.

#### **Concerns involving members of staff:**

Any concerns that involve allegations against a member of staff should be referred immediately to the Commodore who will contact the Area Children's Officer (Child Safeguarding/Protection) to discuss and agree further action to be taken in respect of the child and the member of staff.

All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child or vulnerable person at risk.

#### **CODE OF PRACTICE:**

All members and staff should take care not to place themselves in a vulnerable position with relation to child/vulnerable safeguarding. It is always advisable for discussions or work with individual children/vulnerable persons or parents to be conducted in view of other adults. Physical intervention must only be used when the child/Vulnerable person is endangering him/herself or others.

Any person dealing with a Child or Vulnerable person Safeguarding issue, must never promise a child/vulnerable person to keep certain information confidential. It must be explained that the person has certain duties to help keep that child/vulnerable person safe, which may involve informing others.

All members of the Club will have access to the Club's Safeguarding Policy, the Reporting Policy, Parent Charter and Bullying Policy.

**Revised and approved by the General Committee 17/9/18**

**Safe-Guarding Referral Form**

It is important to keep the process friendly rather than formal. You want the child or vulnerable person to feel as comfortable as possible during this stressful process.

**Reference to RYA Sample Document 7 – Safeguarding referral forms**

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child or vulnerable adult at risk involved	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken (continue on separate page if necessary)	
If Children Social or Adult Social Care Services or Police contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's welfare officer or person in charge (if different from above)	
Contact telephone number	

**Interviewer's details** Name \_\_\_\_\_ position \_\_\_\_\_

## Reporting Procedures

(taken from the RYA Safeguarding and Child Protection Guidelines Feb 2018)

If you are uncertain what to do at any stage, contact the RYA's Safeguarding and Equality Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.

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

Report concerns to 'TBYC Designated Child Protection Lead' (This is the person in charge, as below.)

