

WWYSA SAFEGUARDING POLICY STATEMENT

1. **General** - WWYSA is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. We recognise that the safety, welfare and needs of the child are paramount and that all children, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.
2. WWYSA takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training, it offers a safe and fun environment to children taking part in its events and activities
3. For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of the Association should be aware of the policy.
4. **WWYSA Welfare Officer** - The WWYSA Welfare Officer is:
Mrs Liz Ballinger
Mobile no – 07806 473013
E-mail: welfare@wwysa.org.uk
5. **RYA designated person:**
RYA Safeguarding and Equality Manager, Tel: 023 8060 4104.
RYA Safeguarding Officer, tel. 023 8060 4226
E-mail safeguarding@rya.org.uk
6. **Association Volunteers** - All Association volunteers whose role brings them into regular contact with young people will be asked to provide references. The Association's Welfare Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.
7. **Training** - Those working with young people will receive appropriate training, an induction covering safeguarding procedures, and have access to the RYA's full Safeguarding and Child Protection Guidelines.
8. **Good Practice** - All members of the Association should follow the good practice guidelines attached and agree to abide by the Association's Code of Conduct and the RYA Racing Charter contained in the Racing Rules of Sailing. In particular:
 - Those working or volunteering with young people should be aware of the guidance on recognising abuse (see the Appendix 2 to this policy).
 - Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised they are accompanied by another adult.
 - The Association will seek written consent from parents/carers before taking photos or video of a child at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Association publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Association's Welfare Officer.
9. **Concerns** - Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Association, should inform the Association's Welfare Officer immediately, in strict confidence. The Association's Welfare Officer will follow the attached procedures.

10. **Disciplinary Action.** Any member of the Association failing to comply with the Safeguarding policy or any relevant Codes of Conduct may be subject to disciplinary action.

Appendices:

1. Good practice guide for instructors and all volunteers.
2. RYA Appendix A – What is child abuse?
3. Handling concerns, reports or allegations.
4. Reporting procedures.
5. Safeguarding and Child Protection Referral Form.

Good Practice Guide for Instructors and all Volunteers

Appendix 1 to Annex E

1. **General** - This guide¹ only covers the essential points of good practice when working with children and young people.
2. **Culture** - It is important to develop a culture within the Association where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.
3. **Minimising risk** - Plan the work of the Association and promote good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone – children, volunteers and staff.
4. **Guidelines** - These common sense guidelines should be available to everyone within your organisation:
 - Avoid spending any significant time working with children in isolation.
 - Do not take children alone in a car, however short the journey.
 - Do not take children to your home as part of your organisation's activity.
 - Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents.
 - Design training programmes that are within the ability of the individual child.
 - If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible.
 - If you do have to help a child, make sure you are in full view of others, preferably another adult.
 - Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters.
 - If it's essential to send an individual message, copy it to the child's parent or carer.
 - Avoid using personal email addresses - committee members and instructors in charge should use their WWYSA email address.
 - Do not allow young sailors to follow or be friends on your personal social media accounts.
5. **You should never:**
 - Engage in rough, physical or sexually provocative games.
 - Allow or engage in inappropriate touching of any form.
 - Allow children to use inappropriate language unchallenged, or use such language yourself when with children.
 - Make sexually suggestive comments to a child, even in fun.
 - Fail to respond to an allegation made by a child; always act.
 - Do things of a personal nature that children can do for themselves.
6. It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

¹ Based on RYA guidance, revised Feb 20.

- 7. Additional vulnerability** - Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example:
- A disabled child who relies on a carer to help them get changed may worry that they won't be able to sail any more if they report the carer
 - A deaf child may not be able to express themselves or speak confidentially if they need an interpreter
 - A child who has experienced racism may find it difficult to trust an adult from a different ethnic background
 - Children with low self-esteem or mental health problems can be more vulnerable to bullying or abuse, as can gay, lesbian, bisexual or transgender young people, or any child who has a characteristic that marks them out in others' eyes as 'different'.
- 8. Grooming** - Grooming is when someone develops a relationship with a child over a period of time to gain their trust for the purposes of sexual abuse or exploitation.
- Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional.
 - For more information on possible signs of grooming, see <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/>
 - Sometimes the perpetrator grooms the entire family, building a relationship with the child's parents/carers so that they are allowed more access to the child than would normally be the case.
 - Similar behaviour could be used to radicalise young people and recruit them to a religious or political cause. This is unlikely to happen in a sailing club setting, but under the government's 'Prevent' strategy teachers and others working with young people receive training on recognising the warning signs.
- 9. Bullying** - If a child alleges bullying or shows signs of being bullied, this must be investigated.
- For a definition of bullying, see Appendix A (Appendix 2 to this policy).
 - The RYA's Anti-bullying policy is available on the website under Racing & Performance, British Youth Sailing, Information, Policy Guidance or click on this link: [Youth and Junior Racing Policies](#).
 - The Child Protection in Sport Unit also publishes a sample Anti-bullying policy and guidance, see <https://thecpsu.org.uk/help-advice/topics/anti-bullying/> Resources and advice for young people can be found on www.kidscape.org.uk and www.childline.org.uk
- 10. Changing rooms and showers.** The clubhouse has separate male and female changing rooms and showers. It is preferable for adults to stay away from the changing rooms while there are children there. If this is unavoidable, it is recommended that adults avoid being alone in a changing room with children. Parents should be made aware that adult club members and/or members of the public may be in the changing rooms.
- Bullying can be an issue in changing rooms and showers (see Bullying on page 14).
 - If it is essential, in an emergency situation, for a male to enter a female changing area or vice versa, it is advised that they are accompanied by another adult of the opposite sex.
- 11. First aid and medical treatment** - First aid, provided by an appropriately trained and qualified person, is part of an organisation's normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carers.
- 12. Away events.** - It is essential that those accompanying young people to away events or training camps, and the competitors themselves, have a clear understanding of their responsibilities and the conduct expected of them.

13. Communication and Images. The world of the internet, social media and apps is constantly and rapidly evolving and it is hard to keep up to date, but it is important for parents and for anyone working with young people to develop some understanding of how they use technology, the risks involved and how to keep them safe. Suggested sources of information, mainly intended for parents but useful for anyone, are:

www.nspcc.org.uk/shareaware
www.internetmatters.org

www.net-aware.org.uk
www.saferinternet.org.uk

14. Parents - Organisations are responsible for the content published on their sites or pages, but parents must accept responsibility for their children's access to and use of computers, tablets and smartphones. See the links above for guidance.

15. Club websites and social media. When promoting your club and encouraging your members to interact online, there are a few issues to bear in mind in relation to children and young people:

- Follow the RYA guidance on the use of images of children (see Photography section below)
- Ensure that the content and language on your site or page, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- Provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed
- Have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.
- For more information, see the RYA's separate guidance '[Club Guide to Social Media Use with Children and Young People](#)', www.rya.org.uk/go/safeguarding, RYA Safeguarding and Child Protection Guidance.

16. Children and young people - Children and young people use modern technology as a matter of course, but they don't always understand the risks involved and their parents are not always fully aware of their children's risky behaviour. Online communication and texting can often be used as a means of bullying. 'Cyberbullying' should be treated in the same way as any other form of bullying. www.thinkuknow.co.uk and www.childline.org.uk provide guidance and support for children and young people in different age groups, as well as for parents and carers, on matters such as online bullying, sharing images and 'sexting'.

17. Coaches and Instructors:

- When working with children and young people you are advised to:
 - Where possible have a business phone and a personal phone
 - Only contact sailors on your business phone (or using your organisation's text system)
 - Avoid using over-familiar language and try to copy in the child's parent/carer
 - Only communicate regarding organisational matters, not for social or personal contact.
- When using social media, it is recommended that you:
 - Have a personal and a professional page for your social media
 - Do not allow young sailors to follow or be friends with your personal account
 - Set your privacy settings as high as possible on your personal account
 - Challenge the way that young sailors post or comment to you or others on social media if it is inappropriate

18. Educate young sailors about the boundaries between them and their Coach or Instructor.

19. Photography, images and video - Publishing articles, photos and videos in club newsletters,

on websites, in local newspapers etc is an excellent way of recognising young people's achievements and of promoting your organisation and the sport as a whole. However it is important to minimise the risk of anyone using images of children in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images. There are two key principles to bear in mind:

- **Before taking photos or video, obtain written consent from the child's parents/carers for their images to be taken and used:**
 - A consent form could be included with the event entry form.
 - Any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance on your expectations regarding his/her behaviour and the issues covered by these guidelines.
 - Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
 - Consent should also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the RYA's Code of Conduct.
 - Care must be taken in the storage of and access to images. An image is personal data and should be treated in accordance with your organisation's Data Privacy Policy.
- **When publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child**
 - It is preferable to use a general shot showing participants on the water, or a group shot of the prize winners, without identifying them by name.
 - If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, DO NOT publish any other information (eg. where they live, name of school, other hobbies and interests) that could enable someone to contact, befriend or start to 'groom' the child.
 - Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

Most sailing activity takes place in areas that are open to the public and it is therefore 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 organisation's child protection/welfare officer and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

The recording of images or video using any type of camera or photographic equipment, including cameras on smartphones and tablets and action cameras used on the water, should not be permitted in showers or changing areas in any circumstances.

RYA Appendix A – What is child abuse?²

Appendix 2 to Annex E

1. **General** - Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children 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.

2. **Physical abuse** may involve adults or other children inflicting physical harm:
 - Hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
 - Giving children alcohol or inappropriate drugs
 - A parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child
 - In sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

3. **Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:
 - Conveying to a child that they are worthless, unloved or inadequate
 - Not giving the child 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's age or developmental capability
 - Overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction
 - Allowing a child to see or hear the ill-treatment of another person
 - Serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
 - The exploitation or corruption of children
 - Emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

4. **Sexual abuse** - Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:
 - Physical contact (eg. kissing, touching, masturbation, rape or oral sex)
 - Involving children in looking at, or in the production of, sexual images
 - Encouraging children to behave in sexually inappropriate ways or watch sexual activities
 - Grooming a child in preparation for abuse (including via the internet)
 - Sport situations which involve physical contact (eg. supporting or guiding children) 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 young people.

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

- Provide adequate food, clothing and shelter
- Protect a child from physical and emotional harm or danger

² Revised Jan 2019. Based on the statutory guidance 'Working Together to Safeguard Children' 2018.

- Ensure adequate supervision
- Ensure access to appropriate medical care or treatment
- Respond to a child's basic emotional needs
- Neglect in a sport situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

6. Child sexual exploitation is a form of child 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 (eg. 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. Child sexual exploitation can also occur online without involving physical contact.

7. Extremism 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 eg. 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.

8. Bullying³ - 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 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 – being overweight or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture. 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.

9. Recognising Abuse - It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your 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 describes what appears to be an abusive act involving him/her
- A change observed over a long period of time (eg. 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.

³ Not included in 'Working Together' but probably more common in a sport situation than some of the other forms of abuse described above.

It is important to note that a child 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 behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

10. If you are concerned - If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult your organisation's designated Welfare/Safeguarding Officer or the person in charge. It is this person's 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 on your concerns.

Handling concerns, reports or allegations

Appendix 3 to Annex E

This section is primarily for the WWYSA Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns (see flowcharts below).

1. A complaint, concern or allegation may come from a number of sources: the child, their parents or carers, someone else within the Association, a member of the public, or the statutory authorities (Police or Children's Social Care). It may involve the behaviour of one of your volunteers or employees, or something that has happened to the child outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.
2. An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, see Appendix A.
3. **Handling an allegation from a child:**
 - **Always:**
 - ✓ Stay calm – ensure that the child is safe and feels safe
 - ✓ Show and tell the child that you are taking what he/she says seriously
 - ✓ Reassure the child and stress that he/she is not to blame
 - ✓ Be careful about physical contact, it may not be what the child wants
 - ✓ Be honest, explain that you will have to tell someone else to help stop the alleged abuse
 - ✓ Make a record of what the child has said as soon as possible after the event, using the child's own words
 - ✓ Follow the Association's child protection procedures.
 - **Never:**
 - ✗ Rush into actions that may be inappropriate
 - ✗ Make promises you cannot keep (eg. you won't tell anyone)
 - ✗ Ask leading questions (see 'Recording and handling information' below)
 - ✗ Take sole responsibility – consult someone else (ideally the designated Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

4. **Recording and handling information** - If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Children's Social Care or the Police who have trained experts to handle such cases.

- Do not start asking leading questions which may jeopardise any formal investigation.
- A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the child to explain things in their own words.
- An example would be asking 'did X hit you?' instead of 'how did you get that bruise?'
- Use open questions such as 'what happened next?'

- Only ask questions to confirm that you need to refer the matter to someone else.
 - Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities.
5. **All information must be treated as confidential and only shared with those who need to know** - If the allegation or suspicion concerns someone within the Association, only the child's parents/carers, the Association's Welfare Officer, the person in charge of the organisation (unless any of them are the subject of the allegation), the relevant authorities and the RYA Safeguarding and Equality Manager should be informed. If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.
 6. **Statutory Authorities** - If the Association is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member or a volunteer, you are advised to contact the RYA Safeguarding and Equality Manager as soon as possible for guidance and support. Co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct.
 7. **Handling the media** - If there is an incident at your premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members, do not give any response until you have had an opportunity to check the facts and seek advice. You may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.
 8. **Insurance** - If there is a serious allegation involving harm caused to a child either at your premises or as a result of taking part in your activities, the person in charge should consider notifying your insurers in case there is a subsequent claim against the organisation.
 9. **Data retention** - Confidential information must be processed, stored and destroyed in accordance with your organisation's Data Privacy Policy and Data Protection legislation. Records containing personal information should be: adequate, relevant and not excessive for the purpose(s) for which they are held; accurate and up to date; and only kept for as long as is necessary. They should be reviewed on a regular basis. If a person is removed from your organisation for a safeguarding reason, you need to consider whether you should retain essential details of the reasons for the action taken, and who will have access to that file in the future, in case the former member tries to re-join at a later date or a further allegation is made about them.
 10. **Historical allegations** - If someone raises a child protection concern relating to incidents that took place some time ago, follow the same procedure as you would for a new concern, even if the person about whom the allegation is being made is no longer active within your organisation. If the concern appears to relate to a criminal offence, encourage the individual to contact the Police on 101.
 11. **Reference to the Disclosure and Barring Service** - The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. If your organisation permanently dismisses or removes someone from a role involving Regulated Activity/Work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, you have a duty to refer them to the DBS. *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, see the relevant website (see below) or contact the RYA Safeguarding and Equality Manager.

NSPCC 24 hour free helpline

For advice on any aspect of children's welfare

0800 800 5000

E-mail: help@nspcc.org.uk

Website: www.nspcc.org.uk

Childline 24 hour free helpline

0800 1111

Website: www.childline.org.uk

MIND – mental health charity

Tel: 0300 123 3393

Text: 86463

E-mail: info@mind.org.uk

Website: www.mind.org.uk

Social Care Services – Wiltshire County Council

Multi-Agency Safeguarding Hub (MASH) Team: 0300 456 0108 (out of hours: 0300 456 0100)

www.wiltshire.gov.uk/children-young-people

Royal Yachting Association

Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: safeguarding@rya.org.uk

Website: www.rya.org.uk/go/safeguarding

Child Protection in Sport Unit (CPSU)

Website: www.thecpsu.org.uk

England

Tel: 0116 366 5580

E-mail: cpsu@nspcc.org.uk

Disclosure and Barring Service (DBS) – RYA is Registered Body

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

UK Coaching – provide Safeguarding and Protecting Children training

Website: www.ukcoaching.org

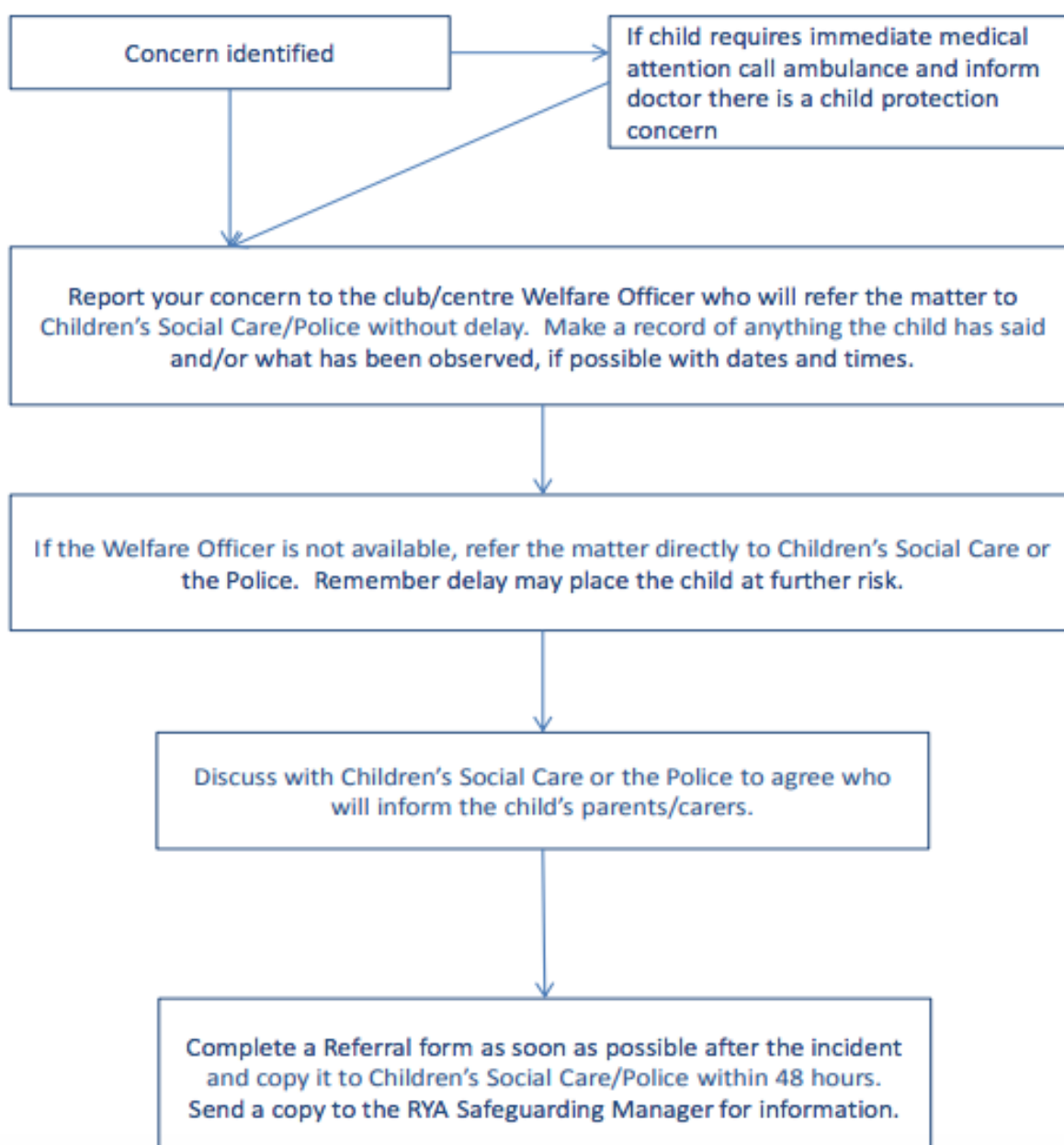
Reporting Procedures

Appendix 4 to Annex E

1. If, at any stage, there is uncertainty as to what to do, contact the RYA's Safeguarding and Equality Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000.
2. 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.

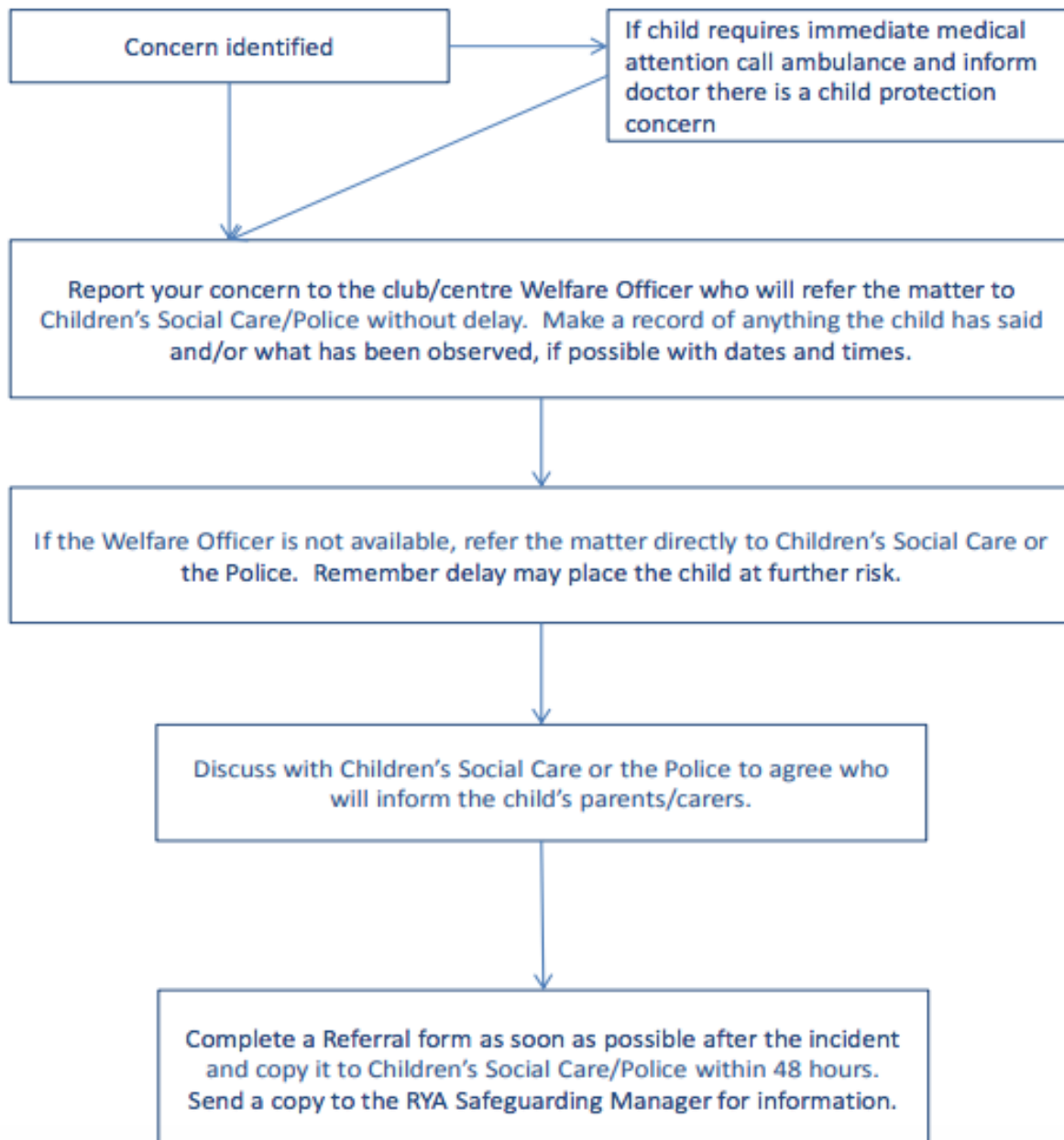
Flowchart 1

Reporting procedures Concern about a child outside the sport environment



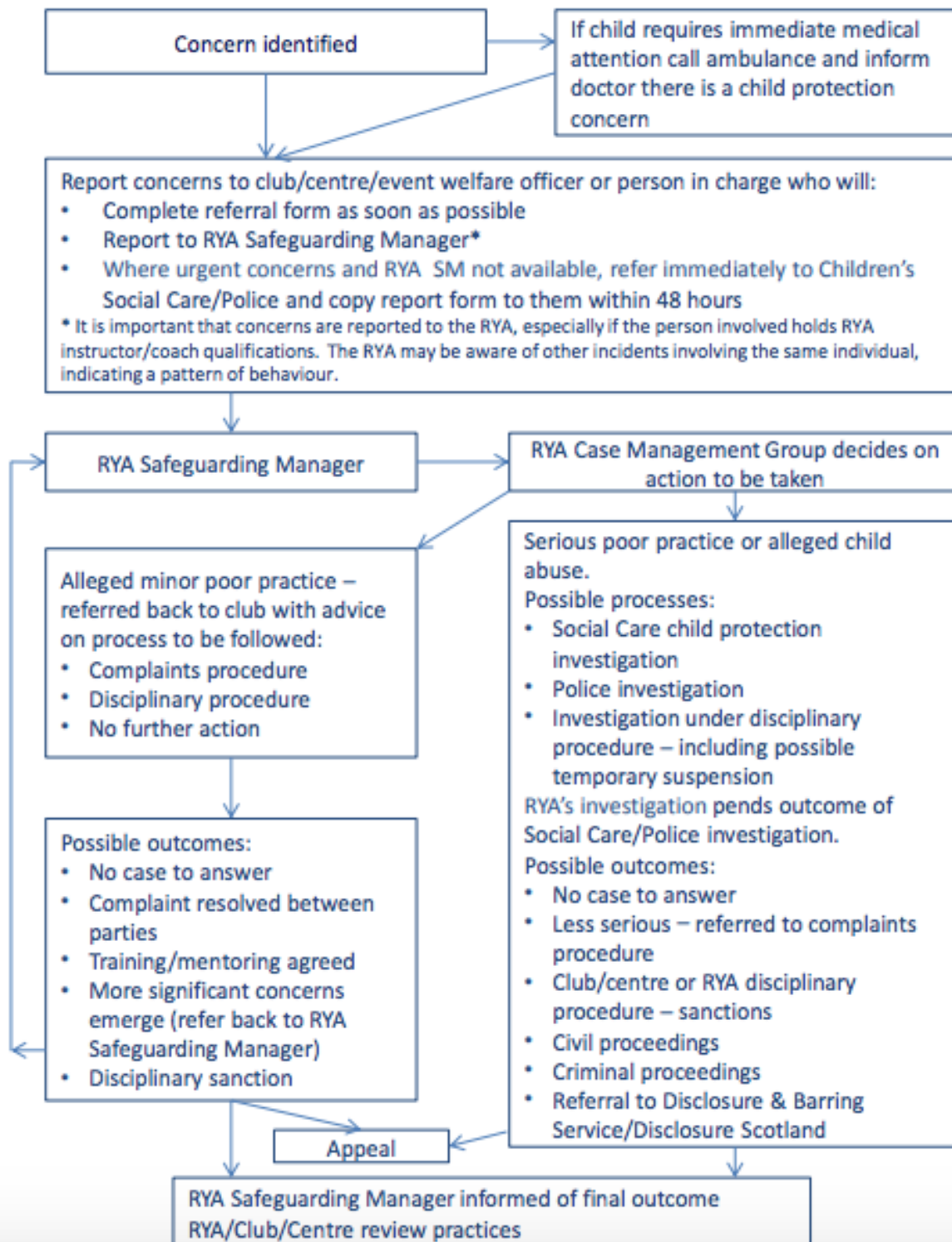
Flowchart 2

Reporting procedures
Concern about a child outside the sport environment



Reporting procedures

Concern about the behaviour of someone at a club/centre



Safeguarding and Child Protection Referral Form⁴**Appendix 5 to Annex E**

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 or organisation (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 child protection/welfare 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 RYA Safeguarding and Equality Manager, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail safeguarding@rya.org.uk and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

⁴ Revised Dec 2016