



<b>Policy Name:</b>	<b>Safeguarding Children and Vulnerable Adults Policy</b>		
<b>Version/ date of issue:</b>	Version 21 – issued December 2017	<b>Reviewed by:</b>	Kal Webb, Development & Outreach Officer; Welfare Officer
<b>Trustee review date:</b>	<b>January 2018</b>	<b>Next review due</b>	January 2018

## 1. POLICY STATEMENT

The Pirate Castle is committed to safeguarding all children and vulnerable adults taking part in our activities from physical, sexual or emotional harm, neglect or bullying. We recognise that the safety, welfare and needs of children and vulnerable adults are paramount and that all individuals, 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 (see also [Equalities Act 2010](#)). Information on types of potential abuse and how to recognise them are included at Appendix 1.

**As defined by the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy applies to all of The Pirate Castle’s employees, contractors and volunteers.**

The Pirate Castle has adopted the principles of the Royal Yachting Association (RYA) Safeguarding and Child Protection Policy (version December 2016). Full details of the policy and associated guidelines are available [here](#).

**This policy applies to all staff, volunteers and anyone working on behalf of The Pirate Castle, whether or not they work directly with children and/ or vulnerable adults.**

The Pirate Castle takes all reasonable steps to ensure that, through appropriate procedures and training, children and vulnerable adults participating in activities organised by The Pirate Castle do so in a safe and enjoyable environment.

We actively seek to:

- Create a safe and welcoming environment both on and off the water where children, vulnerable adults and wider service users can have fun and develop their skills and confidence
- Run activities, training sessions and events to the highest possible safety standards
- Treat all children, vulnerable adults and wider service users with respect and celebrate their achievements

Additionally we:

- Recognise that safeguarding children and vulnerable adults is the responsibility of everyone, not just those who work with children (Statutory guidance 'Working Together to Safeguard Children')
- Carefully recruit and screen all employees, contractors and volunteers in roles involving close contact with children and/ or vulnerable adults and provide them with appropriate information or training
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse
- Regularly review safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes

**This policy will be reviewed by The Pirate Castle's Welfare Officer annually and be submitted to the Board of Trustees for formal review and approval at least every 4 years.**

### **Good Practice**

All employees, contractors and volunteers must follow the good practice guidelines below at all times and provide appropriate levels of service user/ spectator supervision to ensure that:

- All children and vulnerable adults are treated equally, with dignity and respect
- Activities and interactions always take place in an open environment that avoids private and/ or unobserved situations with children and vulnerable adults. In particular:
  - 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 any activity
  - Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of the General Manager or the individual's parents/carer
- If any form of manual/ physical support is required to assist children/ vulnerable adults, the individual is consulted to obtain their prior agreement and the intervention is provided openly. The views of parents or carers must always be considered.
  - If a child/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 do have to help a child/ vulnerable adult, make sure you are in full view of others, preferably another adult
- Adults **must not** enter the showers and/ or changing rooms at times when children/ vulnerable adults are using the facilities. If this is absolutely unavoidable, they must be accompanied by another adult at all times
- All staff, volunteers and contractors whose role brings them into regular contact with children and vulnerable adults must provide references and/or a self-declaration and apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate
- Any allegations or concerns raised by a child or vulnerable adult are recorded and acted upon in line with Safeguarding procedures
- The Pirate Castle seeks written consent from children/ vulnerable adults and their parents/ carers before taking photos or video footage of any activity or event and publishing such images in the public domain. When publishing images of children or vulnerable adults, no identifying information other than names will be included

- Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/ filming within The Pirate Castle and bankside. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer and treated in the same way as any other child protection concern

**In addition, all staff, volunteers and contractors must 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

**The use of cameras or smart phones/tablets in changing areas is not permitted in any circumstances. Such use by young people should be regarded as a form of bullying**

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 both the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents/carers should be informed as soon as possible. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

**Concerns**

Anyone who is concerned about a child's or vulnerable adult's personal welfare, either within The Pirate Castle or elsewhere, should inform the **Welfare Officer** immediately, in strict confidence. The Welfare Officer will follow the reporting procedures detailed in Appendix 2.

**The Pirate Castle's Welfare Officer is: Kal Webb**

**Tel: 020 72676605; mobile: 07738 321803; email: [kal@thepiratecastle.org](mailto:kal@thepiratecastle.org)**

In the event that the Welfare Officer is unavailable, the General/ Boat Manager will act as Deputy:

General / Boat Manager: Andrew Carpenter

**Tel: 020 72676605; mobile: 07887 804211; email: [andrew@thepiratecastle.org](mailto:andrew@thepiratecastle.org)**

**Any employee, volunteer or contractor failing to comply with this Safeguarding Policy and any relevant Codes of Conduct will be subject to disciplinary action**

## **2. PROCEDURES**

### **Designated Person**

It is neither the responsibility of The Pirate Castle nor any individual employees, volunteers or contractors to decide if abuse has taken place. However, our duty of care requires that information relating to any concerns and/ or allegations is passed to the appropriate authority via a **Designated Person**.

The Pirate Castle's Designated Person for Safeguarding is the **Welfare Officer**.

The Welfare Officer's responsibilities include:

- Maintaining up-to-date policy and procedures, compatible with the RYA's, current legislation and best practice
- Ensuring that relevant staff and/or volunteers are aware of and follow Safeguarding procedures, including implementing safe recruitment procedures
- Advising the Board of Trustees on safeguarding and child protection issues
- Maintaining contact details for local Children's Services and Police

**The Welfare Officer is the first point of contact for any concerns or allegations and for ensuring that confidentiality is maintained in all cases.**

Concerns may be raised by children, vulnerable adults and/or staff, volunteers and contractors. All concerns reported to the Welfare Officer will be handled in line with this policy and associated procedures.

The Welfare Officer or his/ her deputy will decide on the appropriate action to be taken, in line with The Pirate Castle's procedures and in conjunction with the General Manager and Trustees as necessary, e.g. in the event of allegations against staff, volunteers or contractors relating to abuse or poor safeguarding practice. In the event of any temporary suspension of employees, volunteers or contractors pending further investigation, all cases of re-instatement will be assessed by the Chairperson of the Trustee Board and the General Manager, with all outcomes shared with the relevant governing body, as appropriate.

### **Recruitment and Training**

The Pirate Castle's recruitment process ensures that all employees, volunteers and contractors are selected based upon appropriate competencies, experience and aptitude for their roles. Scrutiny checks also ensure that those recruited to posts involving regular contact with children and/ or vulnerable adults are required to provide references and/ or a self-declaration and must obtain an Enhanced Criminal Records Disclosure, with Barred List check if applicable, prior to confirmation of appointment. The Pirate Castle ensures that anyone who meets the eligibility criteria for a Disclosure check does not conduct any activities or work unsupervised until a satisfactory check has been returned.

**It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006** for a Barred individual to work in Regulated Activity/Regulated Work, for an organisation to knowingly allow someone who has been Barred to work in Regulated Activity/Regulated Work, and for an organisation to fail to make a referral to the DBS if they have dismissed someone from Regulated Activity/Regulated Work for harming or posing a risk of harm to a vulnerable person.

All employees, volunteers and contractors whose work will involve contact with children are required to familiarise themselves with the Safeguarding Children and Vulnerable Adults Policy and associated procedures and to undertake induction, training and development, as appropriate to their roles. The Safeguarding Children and Vulnerable Adults Policy is issued to all new employees.

### **First Aid and medical treatment**

First Aid must only ever be administered by an appropriately trained and qualified person. It is The Pirate Castle's policy that all staff and instructors hold valid First Aid certificates awarded by a recognised training body. Although parental/ carer consent for First Aid and medical treatment is included in participant consent forms, it is best practice to obtain consent from the individual if medication or medical treatment is required in the absence of the parent/carers, providing the individual is capable of providing such consent and there is no increased risk to health in doing so.

### **Confidentiality and data storage**

The Pirate Castle is registered with the Information Commissioner's Office (ICO) as a Data Controller. We recognise our Data Protection obligations and ensure that all personal information is handled confidentially and stored securely, in line with relevant GDPR legislation. Personal and special category information is only shared with those who need to see it in the course of their duties or to protect children and vulnerable adults. When personal data is no longer relevant it is destroyed securely, e.g. by shredding.

Confidential information relating to any allegations or Safeguarding concerns is stored securely. It is recommended that it should be retained for at least 3 years and destroyed by secure means, e. g. by shredding or burning.

### **Safeguarding Training**

The Pirate Castle ensures that all staff, volunteers and contractors working with children and/ or vulnerable adults undertake safeguarding training appropriate to their role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development.

### **Handling concerns, reports or allegations**

**This section is primarily for the designated Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns (see flowcharts Appendix 2).**

A complaint, concern or allegation may come from a number of sources: the child, their parents or someone else within our organisation. It may involve the behaviour of employees, volunteers and/ or contractors or something that has happened to the child outside The Pirate Castle, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

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.

## 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 Pirate Castle's child protection procedures.

### Never:

- ⊗ rush into actions that may be inappropriate
- ⊗ make promises you cannot keep (e.g. say that you won't tell anyone)
- ⊗ ask leading questions (see 'Recording and handling information' below)
- ⊗ take sole responsibility – consult someone else (ideally the 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.

### 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'.

### 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 are receiving training on recognising the warning signs.

## **Bullying**

If a child alleges bullying or shows signs of being bullied, this must be investigated. For a definition of bullying, see Appendix A.

## **Managing challenging behaviour**

Guidance for instructors and coaches on handling young people who display challenging behaviour is available as a download from the RYA website [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding) , under RYA Safeguarding and Child Protection Guidelines.

## **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 (see Appendix 3 for Referral Form).

## **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 Pirate Castle, only the child's parents/carers, the Welfare Officer and General Manager (unless they are the subject of the allegation), the relevant authorities and the relevant governing body (RYA or British Canoeing) should be informed. If the alleged abuse took place outside The Pirate Castle, 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 designated Welfare Officer and General Manager.

## **Appendix 1 – What is child abuse?**

(Based on the statutory guidance 'Working Together to Safeguard Children' 2015)

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.

**Physical abuse** may involve adults or other children inflicting physical harm:

- by hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- 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

**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.

**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 (e.g. 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 (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

**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
- ensure adequate supervision
- ensure access to appropriate medical care or treatment

- respond to a child's basic emotional needs
- neglect in a sailing 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.

**Bullying** (including 'cyber bullying' by text, e-mail, social media etc.) 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 may often be 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, physically small, having a disability or belonging to a different race, faith or culture.

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

### **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 (e.g. 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 (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 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.

### **If you are concerned**

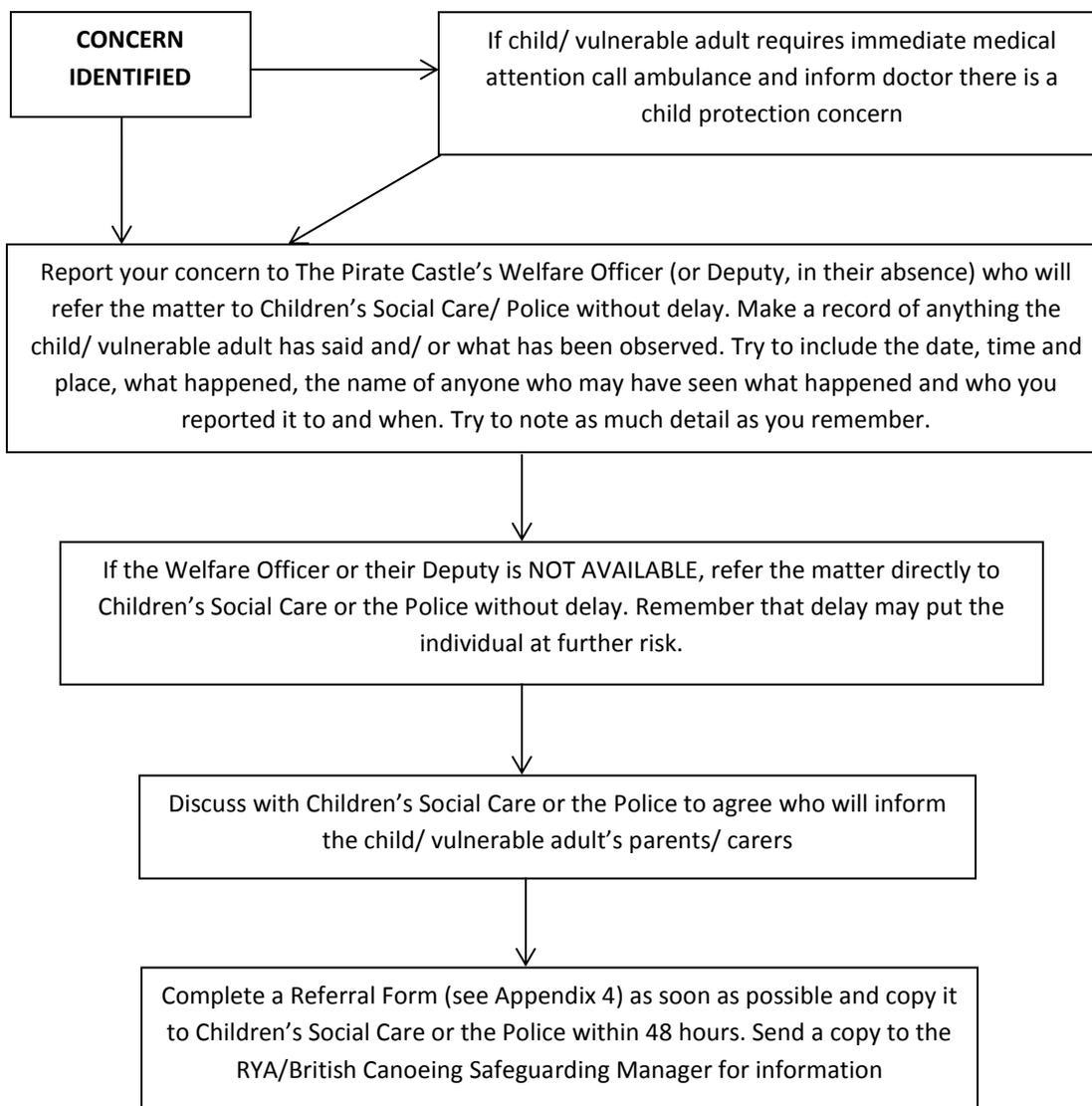
If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult the Welfare Officer (or the General Manager in their absence) immediately. It is this person's responsibility to make 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.

## Appendix 2 - Reporting Procedures

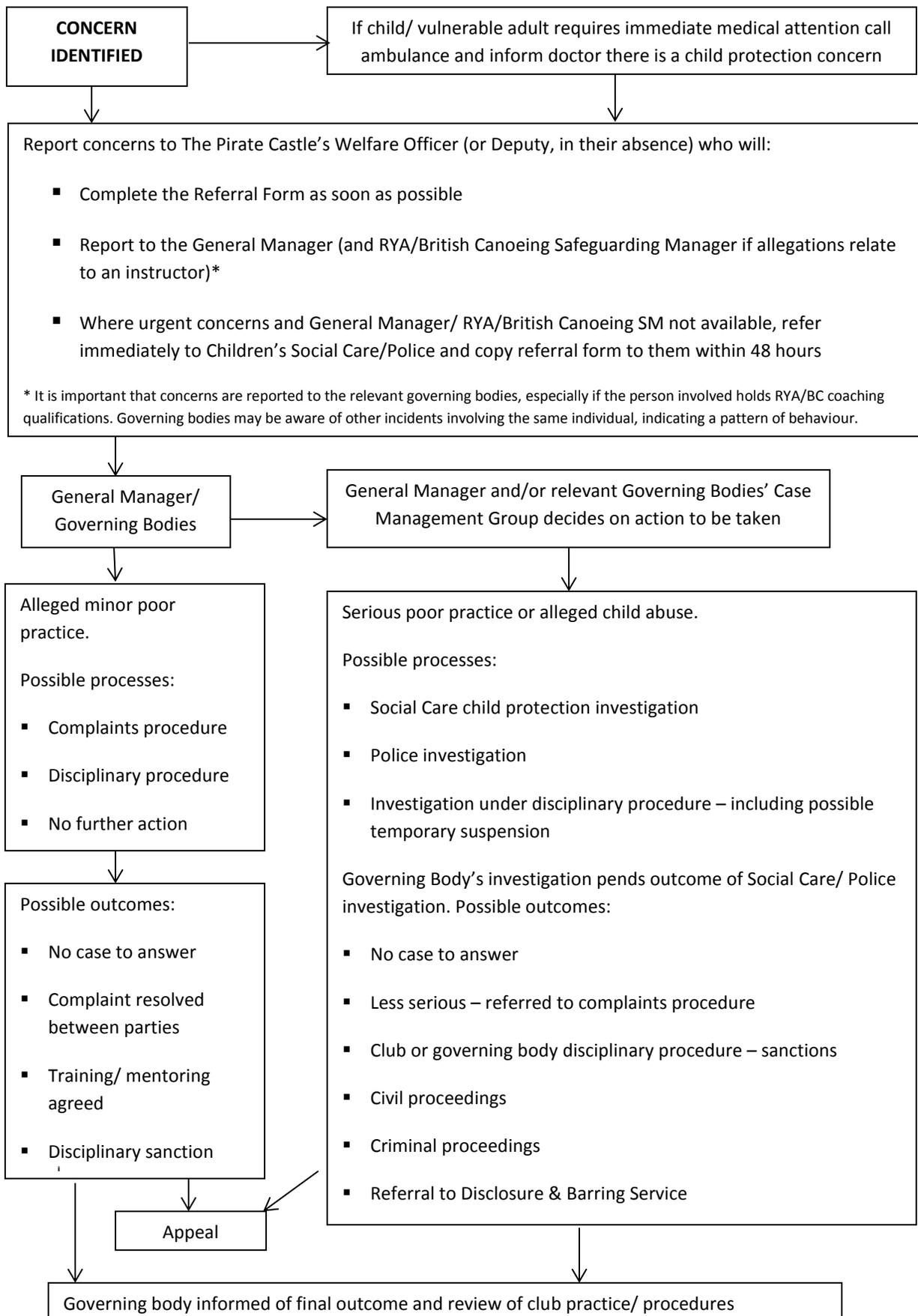
If you are uncertain what to do at any stage, contact the RYA's Safeguarding and Equality Manager on 023 8060 4104 or the NSPCC free 24-hour helpline 0808 800 5000. Details of Children's Social Care departments and emergency duty teams are listed on local authority websites and in local phone books.

**If a child or vulnerable adult is at immediate risk, call the Police**

### Flowchart 1: Reporting procedures – concern about a child or vulnerable adult outside The Pirate Castle environment



**Flowchart 2: Reporting procedures – concern about the behaviour of somebody within The Pirate Castle environment**



## **Appendix 3 – Information and Sample Documents**

### **Useful Contacts**

#### **NSPCC 24 hour free helpline**

0808 800 5000

E-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

#### **Childline 24 hour free helpline**

0800 1111

Website: [www.childline.org.uk](http://www.childline.org.uk)

#### **Camden Social Services**

Crowndale Centre, 218 Eversholt Street, London, NW1 1BD

Tel: (daytime) 020 7974 4094

Tel: (call centre) 020 7974 6666

Tel:(emergency duty team) 020 7974 4444

#### **Kentish Town Police Station**

Telephone 0300 123 1212

IN AN EMERGENCY CALL 999

#### **Royal Yachting Association**

Safeguarding and Equality Manager

Tel: 023 8060 4104

E-mail: [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)

Website: [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)

#### **British Canoeing Safeguarding Lead**

Tel: 0115 8968842\*

*\*(If calling out of office hours, leave a message and your call will be responded to as soon as possible the next working day)*

Website: <https://www.britishcanoeing.org.uk/guidance-resources/safeguarding/report-a-concern/>

#### **Child Protection in Sport Unit (CPSU)**

Tel: 0116 366 5590

E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

#### **Disclosure and Barring Service (DBS - formerly CRB)**

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

**Sportscoach UK** – provide Safeguarding and Protecting Children training

Website: [www.sportscoachuk.org](http://www.sportscoachuk.org)

**The Pirate Castle - Safeguarding and Child Protection referral form**

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
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/British Canoeing Safeguarding Manager for incidents involving coaches and/ or to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**