

Charity No 1200999

Arnside Sailing Club

Safeguarding Policy



Sept 2026



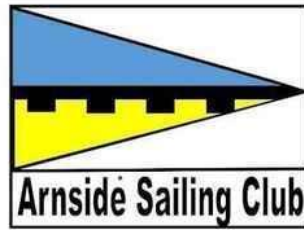
welfare@arnsidesailingclub.org.uk

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If you have a safeguarding concern contact

welfare@arnsidesailingclub.org.uk



Safeguarding Policy

1. Introduction

Arnside Sailing Club is a charity promoting water sports. We offer water sports sessions to children, young people, youth groups and schools. We aim to be inclusive and on occasions provide training for adults at risk. The Club uses self-employed instructors to run water sports courses with volunteers undertaking other roles.

2. Policy Statement

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

A child or young person is anyone under the age of 18 as defined by the Children Act 1989 and an Adult at Risk as anyone aged 18 or over, who is in need of care or support, and who, because of those needs, is unable to always safeguard themselves as defined by the Care Act 2014.

Arnside Sailing Club takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures, and training, it offers a safe and fun environment to everyone taking part in Arnside Sailing Club events and activities. Arnside Sailing Club recognises that it has a legal duty of care to safeguard children, young people and adults at risk.

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

Arnside Sailing Club will:

- Ensure that all individuals who work or volunteer with children, young people and adults at risk provide a positive, safe and enjoyable experience.

- Ensure that there is an RYA registered, Club Welfare Officer with the necessary skills and training who will take the lead in dealing with all safeguarding concerns with support from the RYA Safeguarding Team
- Ensure that the Club Welfare Officer name and contact details are known to all instructors, volunteers, members and participants.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected abuse, referring to the RYA and external agencies as necessary.
- Ensure that all information regarding safeguarding referrals is stored securely and confidentially.
- Ensure that all those who work or volunteer with at risk groups have been recruited using safe recruitment practices and includes the appropriate criminal records disclosure checks.
- Raise awareness of safeguarding issues within the club.
- Promote a code of conduct for instructors and volunteers.
- Report any concerns raised involving RYA staff, volunteers and credential holders to the RYA Safeguarding Team
- Regularly review its safeguarding procedures and practices in the light of experience, to take account of legislative, social or technological changes or where there is a change of management as required.
- Cooperate where necessary with multi-agency investigations and enquiries relating to serious case reviews involving children, young people and adults at risk, if there is an association with the sport and or recreation.

This policy will be reviewed by Arnside Sailing Club's committee at least once a year, or sooner if there are relevant changes to legislation, management or safeguarding issues.

Arnside Sailing Club recognises that everyone has the right to be safeguarded and we must all take responsibility to ensure it.

3. Responsibilities for Safeguarding

Arnside Sailing Club's committee have overall accountability for this Policy and for its implementation.

The Club Welfare Officer acts as the lead officer for safeguarding and is responsible for updating this Policy in line with legislative and organisational developments.

All instructors, volunteers, members and participants also have a safeguarding responsibility in dealing with children and young people or adults at risk and making the Club's Welfare Officer aware of any concerns.

4. Raising Safeguarding concerns

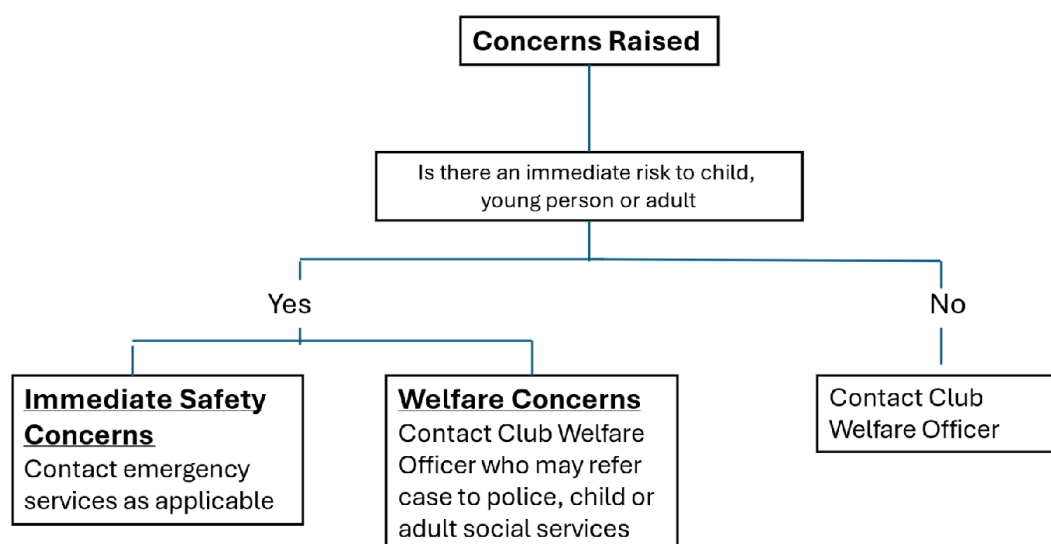
Safeguarding concerns should be raised through the Club's Welfare Officer welfare@arnsidesailingclub.org.uk.

5. Dealing with Safeguarding Concerns

5.1 Safeguarding Reporting Procedures

Our Safeguarding Reporting Procedures are based on guidance from the RYA.

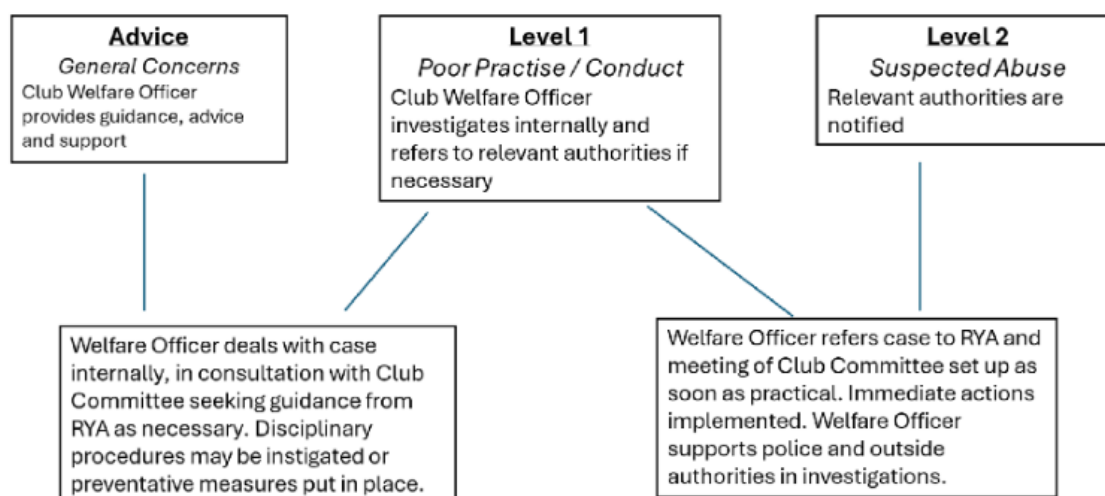
Stage 1 – Referral Process



Record details on referral / incident form

Stage 2 – Classification, Assessment and Action

Welfare Officer in consultation with the Club Commodore and Deputy Welfare makes a decision on level of concern.



5.2. Breaches of the Safeguarding Policy

Where there are concerns that this safeguarding policy has not been followed, or there is a safeguarding concern, all members, volunteers, staff and participants are encouraged in the first instance, to contact the Club Welfare Officer on welfare@arnsidesailingclub.org.uk

Breaches of this Safeguarding Policy and /or failure to comply with the outlined responsibilities within it may result in disciplinary action in accordance with the club's disciplinary procedure and constitution..

5.3. Procedure and Responsibilities

The individual who is told about, hears, witnesses or is made aware of a concern / disclosure is responsible for reporting the safeguarding concern to the Club's Welfare Officer.

The Club Welfare Officer is responsible for assessing all safeguarding concerns / disclosures that are reported to them and collaborating with the RYA Safeguarding Team to follow up as appropriate on a case-by-case basis, always prioritising the well-being of all those involved in the disclosure. Dependent on the concern / disclosure, a referral may be made to:

- The police in an emergency (999)
- Local Authority Children's Social Care Services for concerns / disclosures about a child
- For referrals involving adults at risk - Local Authority Adult Social Care Services for concerns / disclosures about an adult at risk
- For referrals involving children and young people - Local Authority Designated Officer (LADO) (England; Wales); and the Criminal Records Disclosure Service for concerns / disclosures about a member of staff, consultant, coach, official or volunteer in a Position of Trust.
- The RYA Safeguarding Team for all Level 1 and Level 2 categorised concerns

5.4. Categorisation

All safeguarding cases are categorised to a level accordingly:

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

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

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

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

5.5 Sensitive Information

Highly sensitive information contained within safeguarding case records are restricted to the Club Welfare Officer. If a Case Management Group is convened, information pertaining to the concern may be shared securely and confidentially with them.

6. Creating a Safe Environment

6.1 Safe Recruitment & Criminal Records Disclosure Checks

Arnside Sailing Club is committed to ensuring that only those with the right motivations and suitability are recruited into positions involving regular contact with children, young people and adults at risk within its work and volunteer force.

Arnside Sailing Club understands its legal responsibility within the Safeguarding Vulnerable Groups Act 2006, to ensure that all its instructors and volunteer recruitment practices are safe, fair and equal and allows it to identify, deter and reject staff or volunteers who may be at risk of abusing vulnerable groups.

Arnside Sailing Club will:

- Ensure that instructors and volunteers are recruited based on their merits, abilities and suitability for the position.
- Ensure that all applicants are considered equally and consistently, and that no applicant is treated unfairly based on any protected characteristics in compliance with the Equality Act 2010.
- Comply with all relevant legislation, recommendations and guidance and any codes of practice published by any of the disclosure service providers.
- Meet its commitment to safeguarding and promoting the welfare of children, young people and adults at risk by carrying out all necessary pre-employment checks.

When recruiting instructors and any volunteer in close regular contact with vulnerable groups, Arnside Sailing Club

- Hold a meeting with the instructor or volunteer to assess their suitability for the role
- Make clear the club's commitment to safeguarding children, young people and adults at risk and expectations of instructor or volunteer in the role.
- Ask applicant to fill in and sign a self-declaration form

- Ask for references if the individual is new to the club.
- Where any position amounts to "regulated activity" with children and or adults at risk an enhanced disclosure check will be carried out which will include the Adults Barred List and Children's Barred List where appropriate, and an original certificate will be seen by the Club's Welfare Officer. The Club uses the RYA as an umbrella body for DBS checks. The Club Welfare Officer will initiate the required level of check.
- Volunteers and instructors will be encouraged to register with the DBS Update Service.
- DBS Records registered with the Update Service will be checked annually before the start of the water sports season. Where a volunteer or instructor is not registered with the update service, we carry out DBS checks every three years

6.2 Making Members and our users aware of safeguarding issues and procedures.

When members join or renew their membership, they will receive a welcome letter giving contact details of the Club's Welfare Officer and safeguarding policy.

The Club's website includes a dedicated page on Safeguarding.

E-newsletters are another way we can make members aware of safeguarding issues.

6.3 Guidance on Expected Behaviours

We promote Code of Conducts to instructors, volunteers, parents, careers and members. These are available on the safeguarding section of our website.

6.4 Training

Arnside Sailing Club will ensure that anyone working or volunteering with children and young people or adults have appropriate training. We will also make the members as a whole are aware of safeguarding issues.

All qualified instructors take the RYA Safe and Fun course, Paddle UK's Introduction to Safeguarding course or equivalent as part of the training. The online introductory courses provide a basic knowledge of safeguarding issues and how to spot abuse. We encourage and fund volunteers to do either the RYA or Paddle UK introductory safeguarding course.

Instructors and volunteers in regular close contact with children and young people will be required to do the UK Coaching's Safeguarding and Protecting Children Course or equivalent which aims to increase awareness of signs of abuse and how to deal with them sensitively and refresher training every 3 years.

We will provide funding for instructors and volunteers working regularly with adults at risk to do the online training in safeguarding adults through UK Coaching or Ann Craft Trust.

The Club's Welfare Officer is required to do RYA Welfare Officer Training every three years.

We will consider putting on in house training from time to time.

6.5 Social Media and photography

The Club uses social media, including Facebook and What's App. Each group has administrators who can remove inappropriate context. We check that parents are happy for their children to use Club Social Media.

We will get parental permission before using photographs of children in publicity. In general we use long shots rather than close ups.

6.5 Proposed New Changing Facilities

The Club is looking at developing new changing facilities in our Boat Park. We will consider safeguarding issue in the design to minimise risk to users.

7. Contacts

Club Welfare Officer welfare@arnsidesailingclub.org.uk

Club Secretary secretary@arnsidesailingclub.org.uk

Chief Instructor chiefinstructor@arnsidesailingclub.org.uk

RYA Safeguarding Team safeguarding@rya.org.uk

Emergency Services 999

Police Non-Emergency 101

NHS – Non-Emergency 111

Local Authority (Child Safeguarding) lado@westmorlandandfurness.gov.uk

Local Authority (Adult Safeguarding)
customerservicesASC@westmorlandandfurness.gov.uk

8. Sources of Advice

RYA Safeguarding <https://www.rya.org.uk/about-us/policies/safeguarding>

NSPCC Child Protection in Sport Unit <https://thecpsu.org.uk/>

Ann Craft Trust (advice on safeguarding adults) <https://www.anncrafttrust.org>

Appendix 1 – Types of Abuse

1. Children and Young People

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

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

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

In sport, physical abuse may occur:

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

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

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

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

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

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

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

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

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

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

2. Adults

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

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

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

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

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

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

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

Sexual Abuse: This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography,

subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

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

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

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

Four Additional Types of Adult Harm:

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

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

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

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

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

Other Safeguarding Considerations

Domestic Abuse: Women's Aid define domestic abuse as an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in most cases by a partner or ex-partner, but also by a family member or carer. It is very common. In most cases, it is experienced by women and is perpetrated by men. The Domestic Abuse Act 2021 is a new legislation which looks to raise awareness and understanding about the impact of domestic abuse on victims and their families. It will work to further improve the effectiveness of the justice system in providing protection for victims of domestic abuse and bringing perpetrators to justice and strengthen the support for victims of abuse by statutory agencies.

Extremism: Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. (HM Government Prevent Strategy 2011).

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

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

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

Appendix 2 - Glossary of Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix 3 – Legislative Background

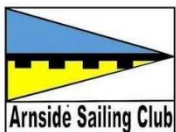
Adults at Risk

- The Care Act 2014
- Care and Support Statutory Guidance (especially chapter 14) 2014

Children

- The Children Act 1989
- Keeping Children Safe in Education 2019
- Working Together to Safeguard Children 2018
- Children and Families Act 2014
- The United Nations convention on the Rights of the Child 1992

Appendix 4 – Disclosure Form for use in recruitment

	
Self-Declaration Form for Instructors and Volunteers working with children or adults at risk	
Name	
Previous names and dates known by them	
- As the role you will undertake for the club involves contact with children or adults at risk, you will also be required to undergo the relevant vetting and barring checks. Depending on the nature of the role, this could include checking criminal convictions and checking that you are not barred from working with children or adults at risk - All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a legal right to access any information held about you.	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children or adults at risk?	Yes / No
If yes, please provide further information:	
Have you been the subject of any investigation and/or sanction by any organisation or body due to concerns about your behaviour towards children or vulnerable adults?	Yes / No
If yes, please provide further information and include details of the outcome:	
Have you ever been the subject of disciplinary sanctions or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children or vulnerable adults?	Yes / No
If yes, please provide further information	
Do you have any unspent convictions or conditional cautions?	Yes / No

Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by either - the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales - or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland?	Yes / No
Do you have any overseas convictions?	Yes / No
If yes, please provide further information	
Confirmation of declaration	
- I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of work or volunteer role may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the Club's attention - In accordance with the Club's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it - I agree to inform the Club within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people or adults at risk. - I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children or adults at risk	
Signed	
Date	