

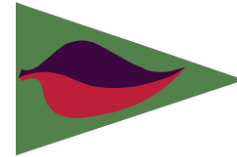
BBSC SAFEGUARDING POLICY

This document has been produced to help enable children and vulnerable adults to enjoy the sports of sailing, windsurfing and power boating in all their forms, in a safe environment at BBSC. In the context of this document, 'child' refers to any young person under the age of 18. The policy also covers 'vulnerable adults', such as people with learning disabilities, or who have difficulty communicating, or who rely on others to provide personal care.

Bough Beech SC General Committee

Effective from: August 2015

Temporary revision: February 2017



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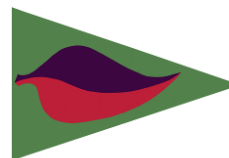
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PART 1 – SAFEGUARDING POLICY STATEMENT

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a “child”. The policy also applies to vulnerable adults. It is the policy of Bough Beech Sailing Club (hereafter BBSC) to safeguard young people taking part in boating from physical, sexual or emotional harm. BBSC will take all reasonable steps to ensure that, through appropriate procedures and training, young people and vulnerable adults participating in activities do so in a safe environment. We recognise that the safety and welfare of the young person is paramount and that all young people, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

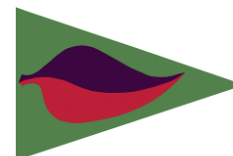
BBSC actively seeks to:

- Create a safe and welcoming environment, both on and off the water (Bough Beech Reservoir), where young people can have fun and develop their skills and confidence.
- Recognise that safeguarding young people and vulnerable adults is the responsibility of everyone, not just those who work with young people.
- Ensure that training and other events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.

BBSC will:

- Treat all young people with respect and celebrate their achievements.
- Carefully select and monitor volunteers
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual abuse.

This policy relates to all volunteers who work with young people or vulnerable adults in the course of their permitted support of the Club’ activities and will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be reported to the BBSC Safeguarding Officer.



PART 2 – PROCEDURES

2.1 Safeguarding Officer

The BBSC Safeguarding Officer (SO) is Sandra Hill

2.2 Volunteers

All Club volunteers whose permitted role brings them into contact with young people or vulnerable adults on a regular basis i.e. not merely occasional as described below are required to apply for a Disclosure and Barring Service (DBS) check. It is the Club's policy that this check will be resubmitted after a period of not more than three years from the date of the previous submission. Club volunteers who assist with training on an 'occasional' basis, defined as not more than once per calendar month and not more than six times in a calendar year, are not required to submit a DBS check, but must be supervised by a Club volunteer with a current DBS check. 'Occasional' helpers are welcome to submit to DBS checks should they wish to. It should be noted that these checks are subsidised entirely by the RYA.

2.3 Good Practice

All members of the Club should follow the Good Practice guidelines attached. Those working with young people should be aware of the guidance on recognising abuse (see Appendix C).

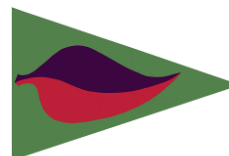
Adults, including volunteers, are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable i.e. when the Club is open at weekends it is advised that they are accompanied by another adult.

The Club will seek written consent from the young person and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents/carers and spectators should be prepared to identify themselves if requested and state their purpose for photography and/or filming. If the Club publishes images of young people, 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 SO.

2.4 Concerns

Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform the SO immediately, in strict confidence, and the SO will follow the attached procedures (see procedures summaries in PART 4).

Any member of the Club failing to comply with the Safeguarding policy may be subject to action at the discretion of the BBSC General Committee.



PART 3 – GOOD PRACTICE GUIDELINES

3.1 Designated Person (SO)

The designated person's general terms of reference include:

- Maintaining up to date policies and procedures, compatible with the RYA's.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures.
- Advising the BBSC General Committee on safeguarding issues.
- Maintaining contact details for local Social Services and Police.

If there is a concern, the designated person shall:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the person in charge (Commodore, etc.).
- Keep the RYA informed as necessary.

Bough Beech Sailing Club Designated Person:

Sandra Hill

07985 064073

RYA designated person:

The RYA's Safeguarding Manager can be contacted on tel. 023 8060 4104, e-mail safeguarding@rya.org.uk

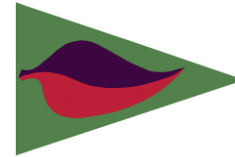
If the Safeguarding Manager is unavailable and the matter is urgent, contact Jackie Bennetts, RYA Volunteer Development Officer, tel. 023 8060 4199, e-mail jackie.bennetts@rya.org.uk

3.2 Safe recruitment

All applications will be subject to an appropriate level of scrutiny. The level of checking will be proportionate to the role and the level of risk involved. The risk may be higher if the person will be in regular contact with the same young people or vulnerable adults, in sole charge of young people with no parents/carers or other adults present, and/or in a role involving authority and trust, such as an instructor or coach.

The Club must endeavour to:

- Check that the applicant is competent for the role, e.g. they hold an appropriate and valid RYA instructor certificate or coach qualification if required.
- For RYA instructors who qualified on or after the 1st of April 2015, the Club will ensure that the applicant holds a current RYA Safeguarding Certificate.
- Provide training, mentoring or supervision to cover any areas where they may lack experience or confidence.
- If the person will be working unsupervised and/or parents will not be present, the Club will require the applicant to submit a Disclosure and Barring Service check, to be renewed at an interval of not more than three years.



3.3 Disclosure and Barring Service checks

Under the Rehabilitation of Offenders Act, the Club should not ask someone to apply for a Disclosure unless they are going to be in a position of trust, 'in close or unsupervised contact' with children or vulnerable adults, or in a role with influence over their welfare.

A Disclosure should only be used in conjunction with the other checks listed above and not relied on in isolation. A clear Disclosure is not a guarantee that the applicant has never done anything wrong, it only shows whether or not they have been caught.

It is a criminal offence to knowingly employ or use as a volunteer someone who is on the list of individuals barred from working with children or with vulnerable/protected adults. It is also an offence for such a person to apply to work with the relevant vulnerable group.

3.4 Confidentiality

All personal information will be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect young people or vulnerable adults. When data is no longer relevant it should be destroyed securely, e.g. by shredding.

3.5 Responsibilities of volunteers

The Club will ensure our volunteers are given clear roles and responsibilities, are aware of the Club's Safeguarding Policy and Procedures, and are issued with guidelines on:

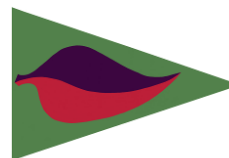
- Following good practice
- Recognising signs of abuse

3.6 Parental responsibility and Club liability

Although BBSC has a duty of care to its members, and particularly to young people or vulnerable adults who cannot take full responsibility for their own safety, parents and/or carers must be responsible for their charges' welfare and behaviour, or designate another adult to take that responsibility, outside of formal Club-organised activities.

3.7 Changing rooms and showers

It is preferable for adults to stay away from the changing rooms while young people or vulnerable adults are changing. However bullying, etc. can be an issue here and a balance should be struck depending on the situation. In general it is better if one adult is not alone. 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 gender.



3.8 First aid and medical treatment

First aid is part of normal duty of care. Prior consent must be obtained if medication or medical treatment is required in the absence of the parent/carer.

3.9 Organising and hosting events

When hosting an open youth or junior event at BBSC, a representative of the Club will liaise with the relevant class association to ensure that all involved in the organisation of the event are operating to similar policies. It should be made clear to all young competitors and their parents that there is someone responsible for their welfare who can be contacted if they have any concerns.

3.10 Photography

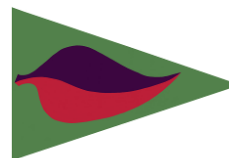
There are two key principles to bear in mind:

Before taking photos or video, obtain written consent from the child and their parents/carers for their images to be taken and used

- A photography consent form is included with all course application forms.
- For youth and junior events, organisers should consider including a consent clause as part of their application 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 or her behaviour and the issues covered by these guidelines.
- Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.
- 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 Ethics and Conduct.
- Care must be taken in the storage of and access to images. Video taken using the Club camera should be removed immediately after use. It is acceptable to store images and video on the Club PC, but not to remove from the premises.

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 (e.g. where they live, name of school, other hobbies and interests) that would enable someone to contact, befriend or start to 'groom' the child.
- Ensure that those pictured are suitably dressed, to reduce the risk of inappropriate use.



3.11 Handling concerns, reports or allegations

A complaint, concern or allegation may come from a number of sources: the individual, their parent or carer, or someone else within BBSC. It may involve the behaviour of one of our volunteers, or be 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.

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 C.

When handling an allegation from an individual

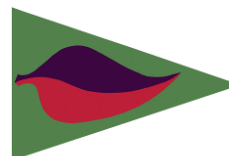
Always:

- Stay calm — ensure that the individual is safe and feels safe.
- Show and tell the individual that you are taking what they say seriously.
- Reassure that child and stress that they are not to blame.
- Be careful about physical contact, it may not be what the individual wants.
- Be honest, explain that you will have to tell someone else to stop the alleged abuse.
- Make a record of what the individual has said as soon as possible after the event
- Follow BBSC safeguarding procedures.

Never:

- Rush into actions that may be inappropriate.
- Make promises you cannot keep (e.g. you won't tell anyone).
- Ask more questions than are necessary for you to be sure that you need to act.
- Take sole responsibility — always consult someone else, ideally the designated Safeguarding Officer or the Senior Instructor or someone you can trust, so that you can begin to protect the young person and gain support for yourself.

You may be upset about what the individual has said or you may worry about the consequences of your actions. Sometimes people worry about young people 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.



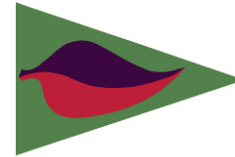
3.12 Recording and handling information

If you suspect that an individual 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 Social Services or the Police who have trained experts to handle such cases. Do not start asking questions which may jeopardise any formal investigation. Listen to and keep a record of anything the individual tells you or that you have observed and pass the information on to the statutory authorities.

All information must be treated as confidential, stored securely and only shared with those who need to know. If the allegation or suspicion concerns someone within BBSC, only the individual's parents/carers, the person in charge of the activity (unless they are the subject of the allegation), the relevant authorities and the RYA Safeguarding Manager should be informed. If the alleged abuse took place outside BBSC, the Police or Children's Social Care will decide who else needs to be informed, including the young person's parent/carers. It should not be discussed by anyone within BBSC other than the person who received or initiated the allegation and if different, the person in charge.

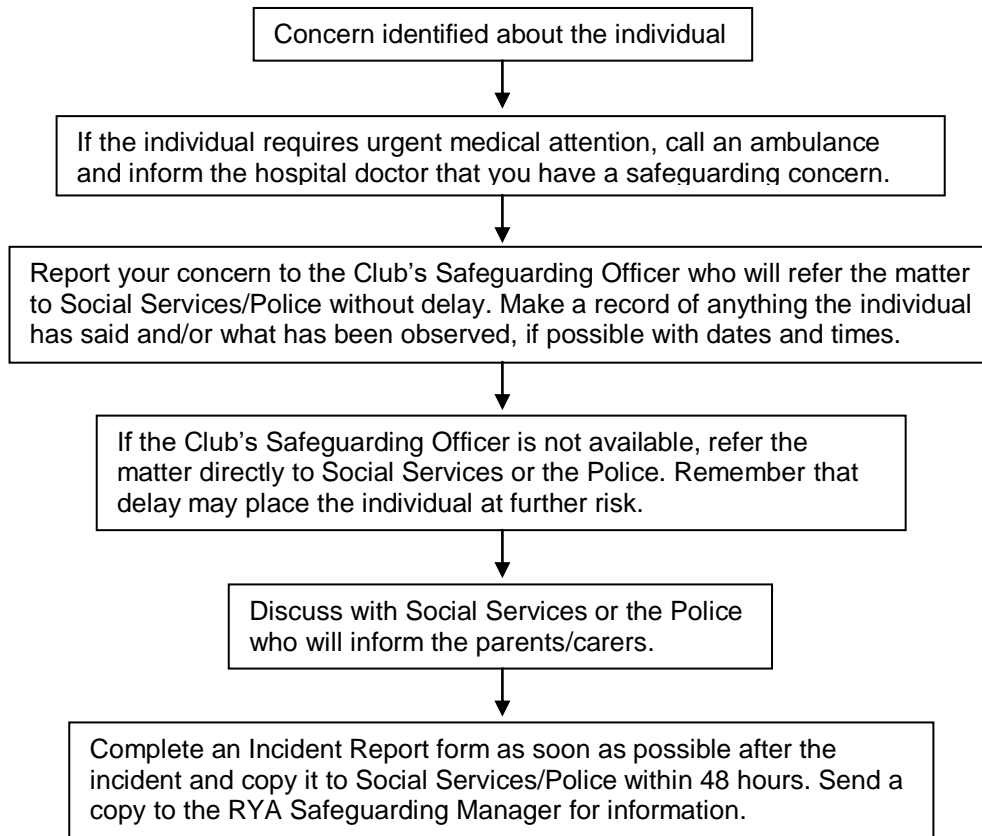
3.13 Handling the media

If there is an incident at BBSC which attracts media interest, or if you are contacted by the media with an allegation concerning one of our members, do not give any response until you have had an opportunity to check the facts and seek advice from a member of the General Committee.

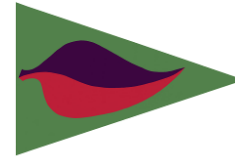


PART 4 – PROCEDURES SUMMARIES

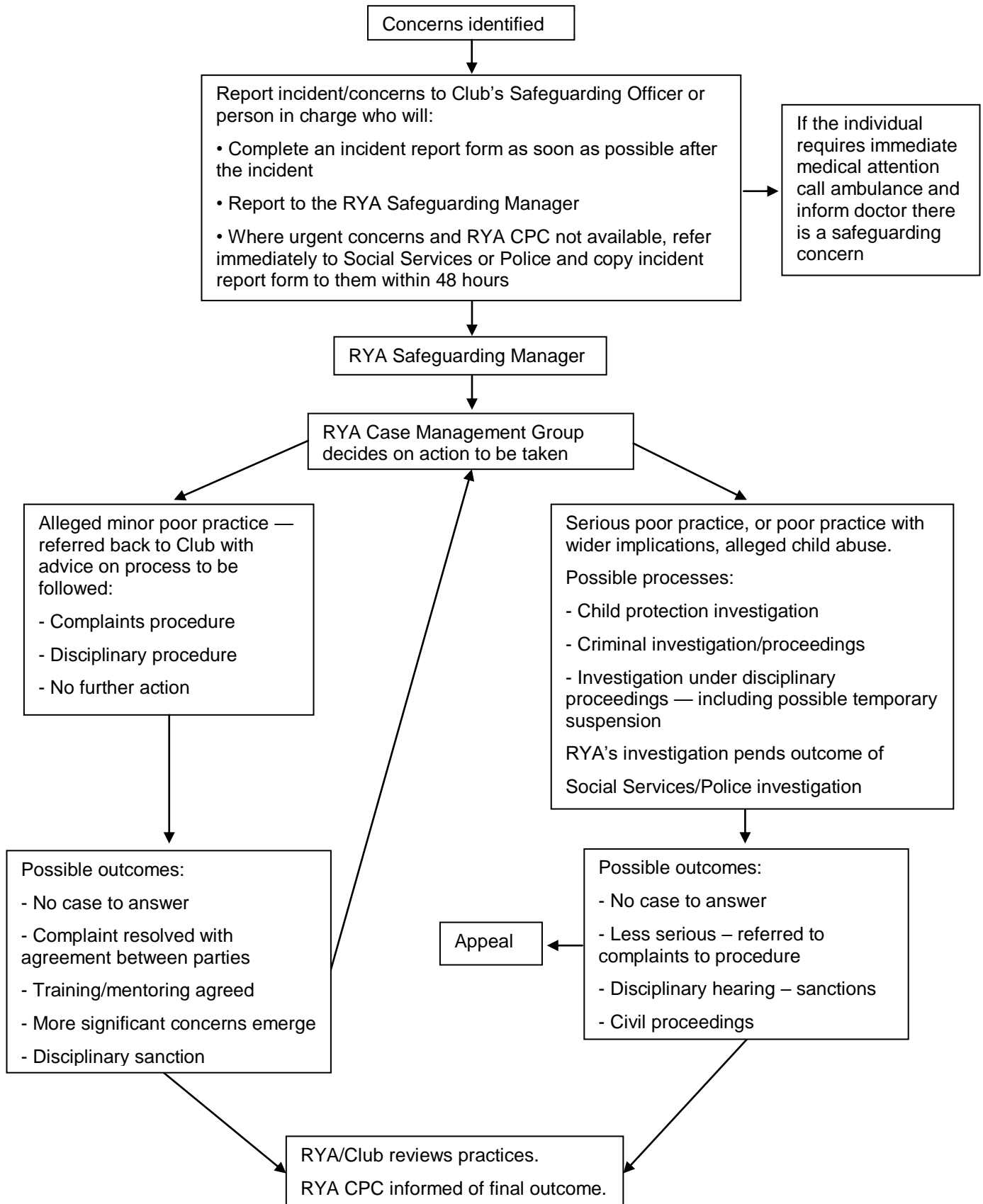
4.1 What to do if you are worried that a child is being abused outside BBSC (but the concern is identified through the child's activity at BBSC).

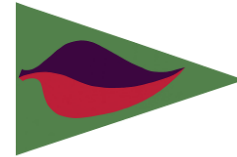


If you are uncertain what to do at any stage, contact the RYA's Safeguarding Manager on 023 8060 4104 or the NSPCC free 24 hour helpline on 0808 800 5000



4.2 What to do if you are concerned about the behaviour of any member, volunteer, coach, or official operating at or on behalf of BBSC





PART 5 – USEFUL CONTACTS

Royal Yachting Association Safeguarding Manager

Jackie Reid
RYA House, Ensign Way
Hamble
Southampton
S031 4YA

Tel: 023 8060 4104
Fax: 023 8060 4298
Email: safeguarding@rya.org.uk
Web: www.rya.org.uk

Kent Social Care Services

Tel: 08458 247 100
Email: social.services@kent.gov.uk

NSPCC Helpline

Tel: 0808 800 5000

ChildLine

Tel: 0800 1111
Web: www.childline.org.uk

Independent Safeguarding Authority

Tel: 01325 953795
Web: www.isa.homeoffice.gov.uk

Sports Coach UK (Providers of child protection training)

Tel: 0845 601 3054
Web: www.sportscoachuk.org

Appendix A

RYA Code of Ethics and Conduct for Instructors, Trainers and Coaches

Sports training and coaching helps the development of individuals through improving their performance

This is achieved by:

1. Identifying and meeting the needs of individuals.
2. Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
3. Creating an environment in which individuals are motivated to maintain participation and improve performance.

Instructors, Trainers and Coaches should comply with the principles of good ethical practice listed below. They must:

1. If working with young people under the age of 18, have read and understood the Child Protection Policy as detailed on the RYA website at www.rya.org.uk
2. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Place the well-being and safety of the student above the development of performance. They should follow all guidelines laid down by the RYA and hold appropriate insurance cover.
4. Develop an appropriate working relationship with students (especially children), based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
5. Encourage and guide students to accept responsibility for their own behaviour and performance.
6. Hold relevant up to date and nationally recognised governing body qualifications.
7. Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
9. Always promote the positive aspects of their sport (eg. courtesy to other water users).
10. Consistently display high standards of behaviour and appearance.

Appendix B

RYA Youth Racing Anti-Bullying Policy

1. INTRODUCTION

- 1.1 It is the Policy of the RYA to safeguard children taking part in boating from physical, sexual and emotional harm. The RYA considers bullying of any kind unacceptable within youth race training and racing activities under its direct remit and control. A child is defined as being any person under the age of 18.
- 1.2 This document sets out what the RYA means by bullying, how you can recognise it and what to do about it if you think it might be happening.

2. OBJECTIVES

- 2.1 The objective of this Policy is to prevent bullying occurring, but if it does, to provide a mechanism where it can be quickly brought to the attention of nominated individuals who can investigate the situation and work with both the victim and the bully in order to resolve the problem.

3. WHAT IS BULLYING

3.1 Bullying is the use of aggression with the intention of hurting another person.

The three key bullying behaviours are:

- 3.1.1 It does not just happen once; it is ongoing over time.
- 3.1.2 It is deliberate and intentional- it is not accidentally hurting someone.
- 3.1.3 It is unfair/there is an unequal power balance (imbalance of power). The person/people doing the bullying is/are stronger, or there are more of them or they have 'influence' (higher status or power).

3.2 Bullying can be:

- Emotional being unfriendly, excluding, tormenting (eg. hiding possessions gear or equipment, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing.

3.3 Why is it important to respond to Bullying?

- 3.3.1 Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.
- 3.3.2 Bullying is often a call for help by the person showing bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often symptomatic of other issues which they may need help with. Therefore promptly informing an appropriate person about these behaviours helps everyone.

4. SIGNS AND SYMPTOMS OF BULLYING

4.1 A child's behaviour may be indicative that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of being left alone with other children.
- Changes their usual routine.
- Suddenly doesn't wish to attend training or events.
- Becomes withdrawn, anxious or lacking in confidence.
- Starts stammering.
- Has cuts or bruises that can not adequately be explained.
- Attempts or threatens suicide.
- Attempts or threatens to run away.
- Cries themselves to sleep or has nightmares.
- Feels ill in the mornings.
- Begins to perform poorly without good reason.
- Comes home with clothes torn or belongings damaged.
- Has possessions suddenly start go missing.
- Asks for money or starts stealing money (e.g. to give to the bully)
- Continually 'loses' money.
- Become aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Is frightened to say what is wrong.
- Gives improbable excuses or reasons for any of the above.

4.2 These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

5. PROCEDURES

5.1 If anyone, either sailor or adult, suspects that bullying is taking place it is expected of them that they inform an appropriate person. This can be a House Parent, Coach, RYA Manager, the relevant class Child Protection Officer or the RYA Child Protection Co-ordinator.

5.2 This person will then follow the procedure laid down in the RYA Child Protection Policy and Guidelines.

5.3 Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.

5.4 Being found to know of bullying without reporting it is a disciplinary offence.

6. OUTCOMES

- 6.1 All interviews will be conducted under Best Practice Guidelines, which includes all children being accompanied by a parent or responsible adult.
- 6.2 The child who is bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible the children will be reconciled.
- 6.3 It may be recommended that the child seek the help of Professional Health Counsellors to deal with their behaviour.
- 6.4 If incidents take place at sailing events hearings under Rule 2 or Rule 69 may take place.
- 6.5 Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or squads, might be necessary.
- 6.6 After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
- 6.7 All incidents will be reported to the RYA Child Protection Co-ordinator and kept on record to monitor any future reports.

7. PREVENTION

- 7.1 This Policy has been adopted by RYA Youth Steering Group and is available to all as a reference via the website.
- 7.2 The RYA will run a session on the effects and consequences of bullying and how to prevent them at one of the first of any new squad's training camps. This will include a session for parents where possible.
- 7.3 The Anti-Bullying Policy will be addressed in the Sailor Supervision Guidelines and the squad paperwork and training provided for house parents.
- 7.4 The effects and consequences of bullying and how to prevent them will be added to Coach training and CPD.

8. MONITORING AND REVIEW

- 8.1 The Policy will be monitored by the RYA Junior and Youth Racing Managers and the RYA Child Protection Co-ordinator.
- 8.2 The Policy will be reviewed annually by the Chairman of YSG in consultation with the RYA Child Protection Co-ordinator and appropriate RYA Youth Managers.

Appendix C

What is Child Abuse?

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 a stranger. They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children causing physical harm:

- by hitting, shaking, squeezing, biting or burning
- giving children alcohol, inappropriate drugs or poison
- attempting to suffocate or drown children
- 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.

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.

Sexual abuse involves an individual 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 meet their own sexual needs. The activities may involve:

- physical contact (e.g. full sexual intercourse, masturbation, oral sex, fondling)
- showing children pornographic books, photographs, videos or online images
- taking pictures of children for pornographic purposes
- encouraging children to behave in sexually inappropriate ways
- 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.

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 children 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
- preventing the child from participating in normal social interaction
- serious bullying (including cyberbullying), 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.

Bullying (including cyberbullying) 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.

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.

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 your organisation's designated Child Protection/Welfare 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.

Appendix D

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 (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	
Date and time form completed	
Signature of respondent	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number	

This form should be copied and sent 'Private and Confidential' to the RYA Safeguarding Manager, Jackie Reid, and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.