



Sully Sailing Club
Safeguarding Policy
Children and Adults 2025



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Safeguarding Team

Safeguarding Officer: Chris Haggett

07540464258

If you believe the child is at immediate risk of harm, you must call the Police immediately on 999.

Safeguarding Reporting Procedure

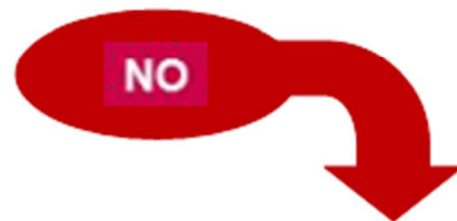
Stage 1 – Referral Process

Is there an immediate risk to a child, young person or adult at risk?



YES

Contact the
emergency services
immediately
according to need



NO

Contact the
Safeguarding Officer
Chris: 07540464258

Contact the
Safeguarding Officer
Chris: 07540464258

Contact Information

Club Safeguarding Officer	Chris Haggett 07540464258
Emergency services	999
Police non-emergency	101
NHS non-emergency	111
Local Authority Children's Services (contact if there is a concern about a child or young person)	01446 725202 Out of Hours: 029 20 788570
Local Authority Designated Officer (LADO – adults and children) - (contact if a concern has been raised regarding an individual in a position of trust and a child or young person)	cardiffandvalersb@cardiff.gov.uk 029 2233 0880
RYA Safeguarding Team (Contact for help and support on safeguarding case management and to report concerns involving RYA qualification holders)	02380 012796 Ext 1 safeguarding@rya.org.uk

The Multi Agency Report (Referral) Form is available in the Safeguarding section of the club website with guidance notes on how to complete and submit. The Safeguarding Officer: Chris Haggett can assist with completing this referral form.

Safeguarding Policy Statement

Sully Sailing Club is committed to the safeguarding & welfare of all members and participants irrespective of their background or identity.

This policy refers to anyone under the age of 18 as defined by the Children Act 1989¹ and anyone aged 18 or over who is an 'Adult at Risk', 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.

Sully 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 and abuse. Sully Sailing Club takes all reasonable steps to ensure that, through safe appointment of members, appropriate operating procedures, and training, it offers a safe and fun environment to children, young people and adults at risk taking part in events and activities. Sully Sailing Club recognises that it has a legal responsibility to safeguard children, young people and adults at risk, including due regard to the need to prevent people from being drawn into extremism and terrorism (the Prevent Duty³).

Sully Sailing Club is committed to minimising risk and supporting venues, programmes, events and individuals to deliver a safe, positive and fun sailing 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.

The members at Sully Sailing Club will treat everyone with respect, celebrate their achievements, listen to their views and experiences and provide opportunities for all to fulfil their potential and be their authentic selves.

¹ <https://www.legislation.gov.uk/ukpga/1989/41/contents>

² <https://www.gov.uk/government/publications/prevent-duty-guidance>

³ <https://www.gov.uk/government/publications/prevent-duty-guidance>

List of Key Terms

What are the various forms of abuse we need to be aware of? There are 10 categories of abuse recognised in legislation concerning adults and adults at risk.

Physical abuse: The mistreatment of one person by another that may or may not lead to physical injury.

Domestic Violence or Abuse: A pattern of controlling, coercive, or threatening behaviour, violence, stalking, or abuse between individuals aged 16 or over who are, or have been, intimate partners or family members, regardless of gender or sexuality.

Sexual Abuse: Involvement in sexual activities or relationships that a person does not want, has not consented to, or cannot understand.

Psychological or Emotional Abuse: Actions or neglect by a caregiver or another person that severely impair the psychological well-being of the individual, without physical harm.

Financial or Material Abuse: Misappropriation or misuse of a person's money or assets, including transactions made without consent or under intimidation or deception.

Modern Slavery: The use of coercion, deception, or force by traffickers and slave masters to subject individuals to abuse, servitude, and inhumane treatment.

Discriminatory Abuse: Any form of abuse motivated by discrimination based on race, culture, belief, age, gender, disability, sexual orientation, etc.

Organisation or Institutional Abuse: Repeated incidents of poor professional practice or neglect, often resulting from inflexible services designed to meet providers' needs rather than those of the individuals receiving care.

Neglect or Acts of Omission: Persistent or severe failure by caregivers to meet an individual's physical and/or psychological needs.

Self-Neglect: A range of behaviours reflecting an individual's neglect of their personal hygiene, health, or living environment.

There are 4 categories of abuse recognised in legislation concerning children.

Emotional Abuse: Persistent emotional maltreatment of a child that causes severe and lasting adverse effects on their emotional development.

Physical Abuse: Deliberate harm inflicted on a child, resulting in physical injury. This category also includes instances where a parent or caregiver fabricates symptoms or intentionally induces illness in a child.

Sexual Abuse: Forcing or enticing a child or young person to engage in sexual activities, which may not necessarily involve a high level of violence, regardless of the child's awareness of the situation.

Neglect: A persistent failure to meet a child's basic physical and/or psychological needs, likely leading to serious impairment of the child's health or

development. Neglect may also occur during pregnancy due to maternal substance abuse.

If you would like to learn more about the signs and indicators of various types of abuse, please refer to the following resources: [[Signs of Abuse for Adults](#)] and [[Signs of Abuse for Children](#)].

Safeguarding Legislation

England & Wales

[Legislation and statutory guidance | CPSU](#)

[Safeguarding Adults at Risk Key Legislation and Government Initiatives](#)

Safe appointment of Volunteers

All Volunteers must complete the Volunteer Disclosure form available in the Safeguarding section of the club website prior to their involvement in activities involving children and vulnerable adults

Guidance on dealing with a safeguarding concern

Being the recipient of a safeguarding concern can be difficult. However, choosing not to respond is **not** an option, regardless of how uncomfortable the recipient is. Below is a list of dos and don'ts to support anyone if they receive a disclosure.

Dos

- Keep calm and remain receptive and approachable
- Assess the situation, has a crime been committed? Do you need to contact the emergency services?
- Listen carefully and patiently without interrupting if possible and let the person give you information in their own time
- Use the person's own words if you need to seek clarification
- If you need more information, use TED: Tell me... Explain to me... Describe to me
- Thank the person for telling you and acknowledge how difficult it must have been to disclose
- Reassure them that they have done the right thing in telling you and they are not to blame
- Advise the person who has given you the information what will happen next
- Make a written record as soon as you can
- Report the disclosure to the Club Welfare Officer
- If a concern involves an RYA credential holder (Instructor, Coach or Race Official) report it to the RYA safeguarding team
- **Adults:** Gain consent from the individual to share the information – If you feel that the adult does not have sufficient capacity to make a decision about sharing information, you should consider if breaking confidentiality is in the best interests of the person disclosing
- **Children and Young People:** Gain consent from the parent / carer to share the information – only speak with the parents / caregivers of the person disclosing victim if this does not pose a risk to the child

Don'ts

- Don't make a promise to keep secrets
- Don't ask leading questions or put words in the mouth of the person disclosing
- Don't repeatedly ask the person disclosing to repeat their disclosure
- Don't discuss the referral with anyone who does not need to know
- Don't be judgmental
- Never ignore what you have been told – **you must pass it on**
- Don't confront or contact the Subject of Concern
- Don't remove or contaminate any evidence that may be present
- Never dismiss your concerns – even a gut feeling is worth reporting

Sully Sailing Safeguarding

Good Practice Guide for Instructors and Volunteers

Safeguarding is about protecting everyone - children, vulnerable adults, and volunteers - by creating a safe and respectful environment.

General Good Practice

- Keep interactions in open, public spaces— avoid being alone with a child or vulnerable adult.
- If assistance is needed with a wetsuit or buoyancy aid, encourage the child or vulnerable adult to ask a friend for help. If you must assist, ensure you are in full view of others, preferably another adult.
- Follow first aid procedures and seek parental/carer consent for medical treatment when required.
- Don't ignore concerns—if something doesn't seem right, inform the Safeguarding officer.

Unacceptable Practices

You must never:

- Engage in inappropriate physical contact.
- Allow inappropriate language to go unchallenged or use such language yourself.
- Make sexually suggestive comments, even as a joke.
- Carry out personal care tasks that an individual can do for themselves.

Changing Rooms


- Adults should aim to change at different times from children (other than their own) whenever possible.
- If this is not possible, adults may change while children are present, provided another adult is also present, preferably the child's parent.
- Parents should be aware that adult club members may be in the changing rooms.
- Smartphones, tablets or cameras must not be used in changing rooms.

Social Media & Photography

- Do not take or share identifiable photos of children or vulnerable adults unless you have specific parental/ carer approval.
- Do not contact children electronically (email, phone, social media) without parental approval. Parents must be copied into all communications.

Safeguarding Officer: Chris Haggett – 07540 464258 – safeguarding@sully-sailing.org.uk

For full safeguarding policies, please see the complete Sully Sailing Club Policy documents available on the website under *Club Documents/Safeguarding*.

 **A safe club is a happy club. Let's look out for each other.** 