

# Hampton Pier Yacht Club (HPYC) Safeguarding Policy and Procedures

Revised Jan 2023, based on RYA guidance Feb 2020 <https://www.rya.org.uk/about-us/policies/safeguarding>

This document will be reviewed in Jan 2024

## Part 1 Policy

### 1.1 HPYC Safeguarding Children Policy

#### Policy Statement

HPYC is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. We recognise that the safety, welfare and needs of the child are paramount and that all children, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

The child's experience of the sport is our priority. We will create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence. We will treat all children with respect, celebrate their achievements and listen to their views and experiences.

For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of the Club should be aware of the policy.

#### Club Welfare Officer

The Club Welfare Officer is: Adrian Metcalf 07704278266 [4seasonshernebay@gmail.com](mailto:4seasonshernebay@gmail.com)

#### Volunteers

The Club Welfare Officer and those regularly instructing, coaching or supervising young people will be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate. All club volunteers who instruct, coach or supervise young people less than 3 times in a 30 day period will be required to sign a Self-Disclosure form (appendix A) and sign a record maintained by the welfare officer to confirm that they have read the safeguarding policy and procedures.

#### Good Practice

All members of the Club should follow the good practice guidelines (Appendix B) and agree to abide by the Club Code of Conduct (Appendix C) and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with young people should be aware of the guidance on recognising abuse (Appendix D).

It is preferable for adults not to enter the showers and changing rooms at times when children are changing. If this is unavoidable it is advised that they are accompanied by another adult.

The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their

purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

### **Concerns**

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer (or any Club Officer in their absence) immediately, in strict confidence. The Club Welfare Officer will follow the attached procedures (see *RYA Flowcharts 1 and 2*).

Any member of the Club failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action under Club Rule 12.

## 1.2 HPYC Safeguarding Vulnerable Adults Policy

### Policy Statement

It is the policy of HPYC to safeguard vulnerable adults taking part in boating from physical, sexual, psychological or financial harm or neglect. The Club will take all reasonable steps to ensure that, through appropriate procedures and training, vulnerable adults participating in Club activities do so in a safe environment. We recognise that all participants, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status, have a right to protection from discrimination and abuse.

All members and volunteers should be aware of the policy.

### Club Welfare Officer

The Club Welfare Officer is: Adrian Metcalf 07704278266 [4seasonshernebay@gmail.com](mailto:4seasonshernebay@gmail.com)

### Volunteers

The Club Welfare Officer and those regularly instructing, coaching or supervising adults at risk will be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate. All club volunteers who instruct, coach or supervise adults at risk less than 3 times in a 30 day period will be required to sign a Self-Disclosure form and sign a record maintained by the welfare officer to confirm that they have read the safeguarding policy and procedures.

### Good Practice

All members of the Club should follow the good practice guidelines (appendix B). Those working with vulnerable adults should be aware of the guidance on recognising abuse (appendix D).

### Concerns

Anyone who is concerned about the welfare of a vulnerable adult, either outside the sport or within the Club, should inform the Club Welfare Officer (or any Club Officer in their absence) immediately, in strict confidence. The Club Welfare Officer will follow the attached procedures (see *RYA Flowcharts 1 and 2*).

Any member of the Club failing to comply with the Safeguarding Vulnerable Adults policy and any relevant Codes of Conduct may be subject to disciplinary action under Club Rule 12.