



# CYE

## Safeguarding Children & Adults at Risk Policy

<b>Title:</b>	Safeguarding		
<b>Last review date:</b>	February 2024	<b>Next review date:</b>	February 2025
<b>Reviewer:</b>	Mark Sheldrake	<b>Role:</b>	Centre Director

# Contents

<b>1</b>	Safeguarding children and adults at risk policy statement
<b>2</b>	DBS checks - policy
<b>3</b>	DBS checks - procedures
<b>4</b>	Social Networking Policy
<b>5</b>	Best Practice Guidelines
<b>6</b>	Reporting of Suspected Abuse or Concerns
<b>7</b>	Reporting of Disclosed Abuse
<b>8</b>	Allegations against a member of staff
<b>9</b>	Initial Action by the Safeguarding Officer
	<b>Appendix</b>
<b>1</b>	Flowchart for Staff
<b>2</b>	Flowchart for the Safeguarding Officers
<b>3</b>	Parental permissions for online interaction
<b>4</b>	Extract from document “Working together to safeguard children 2018”
<b>5</b>	CYESC Self Disclosure Statement
<b>6</b>	CYESC Online Safety Policy

## 1) Safeguarding Children and Adults at Risk Policy Statement

This statement has been agreed by the Trustees of CYE Sailing Centre. It is to be communicated to new staff as part of the Staff Induction held in September each year, and refreshed for all staff every two years.

- As members of CYE Sailing Centre, we commit ourselves to the nurturing, protection and safekeeping of all our guests, especially children, young people and adults at risk.

A **child** is anyone under the age of 18.

An **adult at risk** is anyone aged 18 and over who:

- has needs for care and support
- is experiencing, or at risk of abuse or neglect
- is unable to protect themselves against significant harm or exploitation
- For the safeguarding of our guests onsite and during activities the Organisation has prepared risk assessments that are updated annually and operating procedures that are adhered to at all times.
- It is the responsibility of each one of us to help prevent the physical, sexual and emotional abuse or neglect of children, young people and adults at risk and to report any abuse or neglect discovered or suspected.
- We recognise that our work with children, young people and adults at risk is the responsibility of the whole staff team.
- We undertake to exercise proper care in the selection and appointment of those working with children, young people and adults at risk whether paid or voluntary.
- The Organisation is committed to supporting, resourcing and training those who work with children, young people and adults at risk and providing supervision.
- The Centre is committed to following the Government Guide *Working Together to Safeguard Children 2018*.
- Each worker with children, young people and adults at risk must know the recommendations and undertake to observe them.

As part of our commitment to children, young people and adults at risk, the Organisation has appointed **Mark Sheldrake, Debbie Uren, Lou Callaghan and Joel Mously-Smith** to be their **Safeguarding Officers** and **Liz Slinn** to be the **Safeguarding Trustee**. Their contact details are publicly displayed in Reception.

A flow chart "**What to do: Flowchart for Staff**" is displayed in the Centre Office and on the ship, is attached to the Safeguarding Operating Procedure and forms part of the Safeguarding Folder, available in the Centre Office.

## 2) DBS checks - Policy

The Charities Commission requires a fresh DBS check to be carried out **at least every 3 years**

### CYE Policy

- All **salaried CYE staff** are required to complete a DBS application on starting employment and to register for the online update service.
- All **trainee leaders** are required to complete a DBS application as soon as they have been offered a position at CYE and to register for the online update service.
- **COGs** (CYE's regular older volunteers) are required to complete a DBS application and to register for the online update service. Further checks are carried out annually.
- **Young Guns** (or young volunteers under 18 years of age) are required to sign an in-house self-disclosure statement annually.
- All other **volunteers** are required to apply for a full DBS check on agreeing to help at CYE and to register for the online update service. Checks are carried out each time they volunteer - or, in the case of regular volunteers, annually.
- **Trustees** are required to complete a DBS application and to register for the Update Service. Further checks are carried out annually. Those Trustees who are not involved in helping on events will require an enhanced DBS check **but without a check of the barred lists**.

### 3) DBS checks – Procedures

- If **CYE staff** have not registered for the update service their DBS certificate will remain valid for **3 years**. After this a fresh application will be required and the Admin Manager will register them for the Update Service, with their permission
- If **volunteers** have not registered for the update service then a fresh DBS application will be required **after one year** and the CYE Admin Manager will register them for the Update Service, with their permission
- If the volunteers are **previous trainee leaders** then the initial CYE DBS certificate remains valid for **3 years**. After this a fresh DBS check together with registration for the Update Service will be required.
- If **last-minute help** is required volunteers must bring with them any 3<sup>rd</sup> party certificate that they already hold - and sign an in-house self-disclosure statement.
- **3<sup>rd</sup> party certificates** are portable to CYE **if they are issued for the same workforce (CHILD) and registered for the Update service.**
- Where DBS checks have not been fully completed by the time that an individual starts volunteering, the following steps will take place:
  - Volunteer will sign self-declaration form
  - Event leader will have knowledge of volunteers' DBS progress and have responsibility for their oversight
  - Volunteer will not be alone with any child or adult at risk at any stage

#### **4) Social Media Policy**

CYESC recognises its responsibility to safeguard children and adults at risk online. As such:

- Employees and volunteers of CYE Sailing Centre must not invite persons under the age of 18 who are associated in any way whatsoever with CYESC, to join their networking sites. In addition, invitations may not be accepted from these individuals to any social network site (Facebook etc). Exceptions may take place where there is a pre-existing relationship between a staff member/ volunteer and family/friends prior to them working/ volunteering at the centre.
- Employees and Volunteers of CYESC must not have contact via any means of technological communication with persons under the age of 18 who are associated in any way whatsoever with CYESC other than via official CYESC forums (exceptions remain as above). Any additional exceptions to this rule must be authorised by the Centre Manager, and a senior CYESC staff member must be able to have access to this correspondence.
- Any references to CYESC made on Social Networking Sites must be positive and affirming and in no way defamatory or critical of the Organisation, its staff or policies.
- Activities and events involving employees, volunteers or others associated with the Organisation, that would/could cause reputational or direct harm or embarrassment to CYESC or those related to it, must not be discussed on email or Social Networking Sites.
- At all times, we should all remember that we are witnesses and ambassadors for Christ in all that we do, and as representatives of CYESC, we have an extra 'high profile' responsibility to ensure that we act in a manner that reflects this, to the best of our ability.
- Any photographs taken during CYE events may be used for marketing purposes. The term "marketing" is understood to include all posts on social networking sites and platforms (eg Facebook, Twitter, Instagram) and any email or hardcopy produced to advertise CYE events. The booking process for attending a CYE event includes the option to opt out of photos and all such requests are recorded and included in Event Leader briefings.
- Photographs are only to be taken using the CYE camera or by an approved and agreed photographer (eg for summer camps)
- No photos are to be removed from CYE (eg on emails, memory sticks or personal smartphones).

## 5) Best Practice Guidelines

### Duty of Care

- We have a duty of care to all children and young adults that are in our care at CYESC.
- This involves taking the welfare, comfort, emotional well-being and enjoyment of all our guests very seriously.
- We also have a Christian witness to uphold. This is expanded in the CYESC Staff Handbook.

### DO

- keep physical contact to a minimum. Demonstrating certain skills and activities may well warrant contact (eg the Assault Course) but be very careful where you support children/ adults at risk and ensure that anything you do is also 'perceived' as acceptable
- stop it immediately if a child/ adult at risk appears to be at all intimidated or uncomfortable with any form of physical contact
- let common sense prevail. If a younger child is clearly distressed about something and is crying a friendly arm around the shoulder is appropriate. As soon as the child is ok physical contact should cease
- treat all people with respect and dignity befitting their age; watch language, tone of voice and where you put your body
- control and discipline children without using physical punishment
- make sure another adult is present if a child needs special attention
- avoid all situations which could lead to damaging false allegations being made against members of staff (eg being alone in a one to one situation with a child)
- seek to lose any 'fan club' you may have attracted. Divert attention from yourself and encourage the 'fans' to spend time with other staff and young people
- give a strong lead where questions of morality are concerned
- be prepared to challenge any unacceptable behaviour observed in other staff
- be aware of conduct between young people/ adults at risk that raises concerns for their safety or wellbeing. This may include face-to-face bullying, scapegoating, purposeful exclusion or sexualised behaviours



## DON'T

- invade the privacy of children/ adults at risk when showering or toileting. CYE staff and volunteers may **not** use the guest changing rooms or toilets when a school or group is in residence
- make sexually suggestive comments about or to a young person/ adult at risk even in 'fun'
- engage in inappropriate and intrusive touching of any sort
- scapegoat, ridicule or reject a child or young person or adult at risk
- exercise favouritism
- let young people involve you in excessive attention seeking, especially if that is overtly sexual or physical in nature
- invite a child, young person or adult at risk to a situation where you are alone with them. Make sure other adults are around
- give lifts to children or young people on their own, unless absolutely necessary. If you have to travel alone with them, sit them in the rear of the car
- share sleeping accommodation with an individual child or young person
- participate in or condone any activity that in any way could be construed as inappropriate.
- physically restrain a young person or adult at risk unless to protect them, or others, from immediate risk of harm. Any restraint must be minimal, safe and immediately reported to the event leader and the safeguarding officer who will make a written record
- invite volunteers under the age of 18 to any staff accommodation unless with permission from the Centre Director.

## 6) Reporting of Suspected Abuse or Concerns

If you're in a situation where you suspect abuse of a child/ adult at risk but they haven't actually said anything to you, there are a number of steps you can take.

- **Use the incident report form** to make notes of what has led to your concerns detailing: who is involved, dates, times, places, and possible nature of abuse
- **Report your suspicions** to one of the safeguarding officers (see the **Flowchart** for more details) **as soon as possible**. They will take over responsibility for handling the situation.
- **Continue to talk to the child/ adult at risk** - most people who are being abused find it very difficult to talk about it. By having ongoing conversations, the time may come when they're ready to talk.
- Any suspicions you have should not be raised or discussed with anyone other than the Safeguarding Officers. This includes colleagues, friends and (if the child is on a school residential) teachers.
- No investigation should be carried out by a member of staff into any suspicions that have been raised.
- The term 'suspected abuse' includes suspicion about the behaviour of any member of staff or volunteer. All cases of suspected abuse should be taken straight to the Safeguarding Officers.

## 7) Reporting of Disclosed Abuse

- As soon as possible after the allegation, write detailed notes **using the incident report form**. Try to note the words used, the way they were said and the facts of who was concerned, the dates, times, places and nature of abuse
- **Give your notes to one of the CYE Safeguarding Officers** as soon as possible.
- The safeguarding officer will take over responsibility for handling the situation, but you may be required to provide further information at any stage.

### **Checklist for listening to an allegation**

- Find an appropriate space. If appropriate include a leader of the same sex as the child
- Treat the matter very seriously
- Listen very carefully and sensitively. Make affirming noises while listening and use affirming language like 'I am glad you have told me'
- Keep calm and do not appear shocked. Avoid making comments like, 'I can't believe it', 'Why, How?', 'Who?', 'Where?'
- Don't avoid eye contact if it is being given
- Never push for information or ask leading questions. Wait for the child/ adult to speak and don't provide words for them or finish their sentences
- Accept what the child is saying and reassure them that they were right to tell you
- Be aware that the child may have been threatened
- Watch for body language as well as spoken statements
- Do **not** promise to keep it secret. Explain that you will need to talk to one of the safeguarding officers.
- End on a positive note.

## 8) Allegations against a member of staff

To protect the children and adults at risk who come to CYE Sailing Centre, all staff who are employed or who volunteer here are required to have an enhanced Disclosure and Barring Service check (DBS).

### Scope

Where an allegation is made against any person working at or on behalf of CYE Sailing Centre that he or she has:

- Behaved in a way that has, or may have, harmed a child/ adult at risk
- Possibly committed a criminal offence against a child/ adult at risk
- Behaved towards a child or children in a way that indicates he or she is unsuitable to work with children/ adults at risk

these behaviours will fall within the four categories of abuse, namely:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

All concerns and allegations are taken seriously and investigated properly and in line with the following procedures:

### Initial Action

- The person who has received an allegation or witnessed an incident will immediately inform **one of the Safeguarding Officers (SO)** and make a record **using the incident report form**
- The SO will take steps, where necessary, to secure the immediate safety of children/ adults at risk and attend to any urgent medical needs
- The SO may need to clarify any information regarding the allegation, however no person will be interviewed at this stage
- Where the allegation may involve a Safeguarding Officer, the Safeguarding Trustee will be contacted.

## 9) Initial action by the Safeguarding Officer (SO)

When informed of a concern or allegation, the Safeguarding Officer will not investigate the matter or interview the member of staff, the child/ adult concerned or potential witnesses. He or she will:

- Obtain written details of the concern/allegation, signed and dated by the person receiving the allegation - **not** the child/adult making it.
- Countersign and date the written details
- Record any information about times, dates and location of incident(s) and names of any potential witnesses
- Record discussions about the child/ adult at risk and/ or member of staff, any decisions made, and the reasons for those decisions
- The person against whom the allegation has been made will be removed from the group until the allegation has been investigated and a decision about future action has been made.

### **Allegations:**

If the allegation is that anyone has:

- behaved in a way that has, or may have, harmed a child/ adult at risk
- possibly committed a criminal offence against a child/ adult at risk
- behaved towards a child or children in a way that indicates he or she is unsuitable to work with children/ adults at risk

and if this falls within the four categories of abuse, namely:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

then the following steps should be taken as outlined on the flowchart:

The Safeguarding Officer will report it to the **Local Authority Designated Officer (LADO)** within one working day. Referral will not be delayed in order to gather information as a failure to report an allegation or concern in accordance with procedures is a potential disciplinary matter.

The Safeguarding Officer will immediately inform the Safeguarding Trustee if these actions have been taken. If the allegation involves a member of CYE staff the Safeguarding Trustee will take responsibility for informing the Board of Trustees.

If an allegation requires immediate attention, but is received outside normal office hours, the Safeguarding Officer will consult the Multi Agency Safeguarding Hub (MASH) or the local Police and inform the LADO as soon as possible.

### **Concerns:**

Concerns raised will be reported, by the Safeguarding Officer, to MASH. If the concern relates to a pupil on a school trip, the Safeguarding Officer will inform both MASH and the Designated Safeguarding Lead of the child's school.

**Concern raised/observed OR Allegation made**

**Yes**

Is there an immediate risk?

**No**

**Contact a Safeguarding Officer without delay (see blue box below)**  
 If the Safeguarding Officer is not available, contact the Safeguarding Trustee  
 If the Safeguarding Trustee is not available, contact the MASH Team on 01403 229900 or out of hours on 0331 222 6664  
 If the MASH Team is not available, contact West Sussex Police on 101

### If it's an ALLEGATION

- **Listen** to the disclosure carefully. DO NOT use leading questions or agree to secrecy.
- **Write** detailed notes as soon as possible. Record the words used, the way they were said and any facts – who, when, where, nature of abuse. Date and sign your report.
- Immediately **contact** the Safeguarding Officers or the Safeguarding Trustee who will take responsibility for handling the situation.

### If it's a CONCERN

- **Write** down the nature of the concern. Use relevant details where possible. Date and sign your report.
- **Contact** a Safeguarding Officer or the Safeguarding Trustee immediately.

No allegation, concern or suspicion of abuse is to be discussed with **anyone** except the Safeguarding Officer or Trustee.

## CONTACTS:

### SAFEGUARDING OFFICERS



Mark Sheldrake  
07799 765846



Joel Mousley-Smith  
07770 409862



Debbie Uren  
07956 637302



Lou Callaghan  
07831 209586

### SAFEGUARDING TRUSTEE

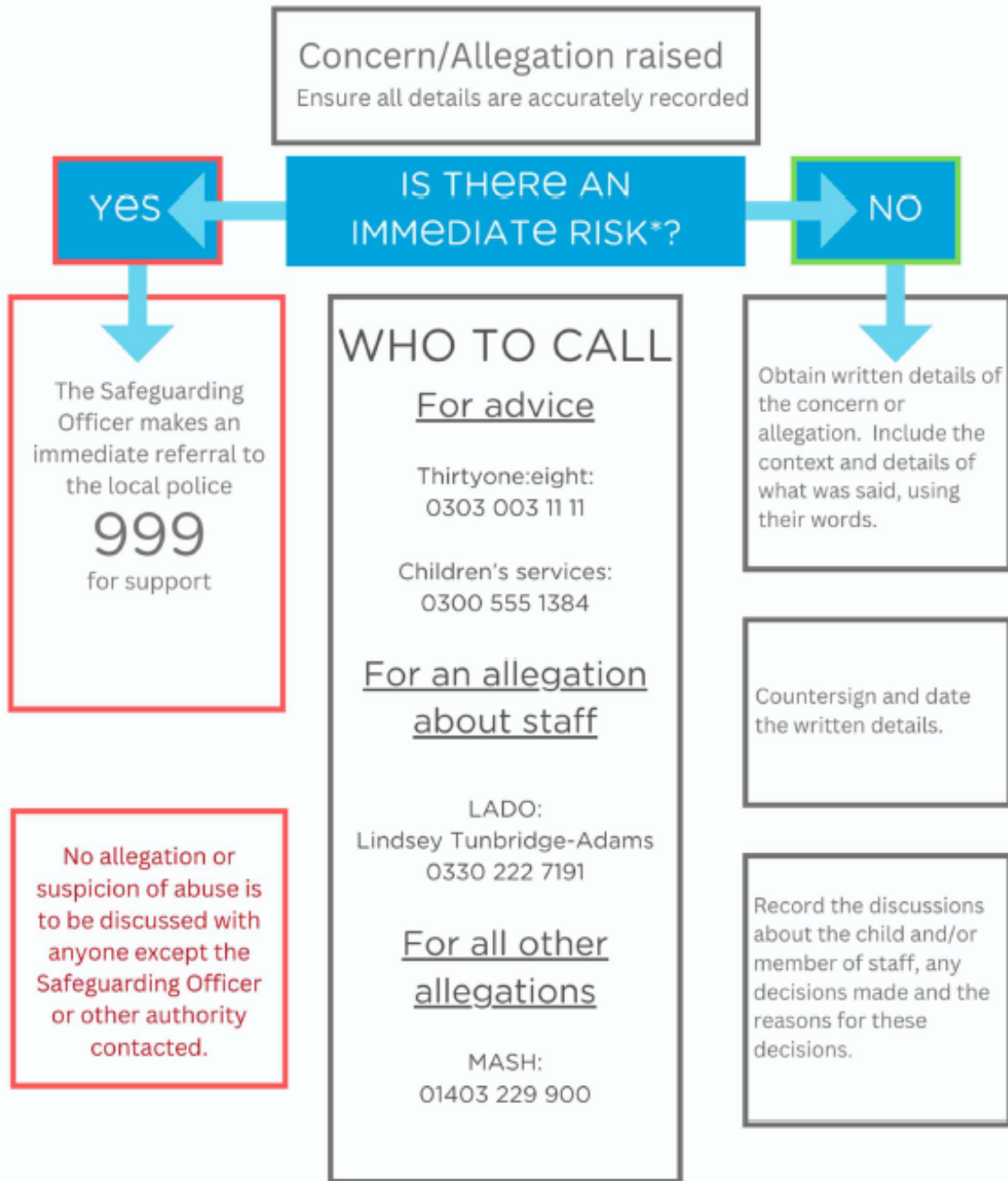


Liz Slinn  
07855 010474



# WHAT TO DO

## FLOWCHART FOR THE SAFEGUARDING OFFICER



\*Immediate is used to describe any situation where if the child/vulnerable adult were to remain in their current environment there would be ongoing risk of harm (i.e. posed by another person with whom they have contact). This also applies if a child/vulnerable adult were to leave or be taken from the environment by a person who may cause them harm.

## **Appendix 3**

### ***For use in the event of online camps***

#### **Parental Permission for online interaction**

Keeping everyone safe is a top priority for us at CYESC and we have robust policy and guidelines in place to ensure all online interaction with children and young people carried out in its name falls within the highest standards of Safeguarding Practice. All youth workers involved in online communication with young people, whether employed or volunteering, have completed our checking procedure as per our Safeguarding Policy.

We value the relationship with you as parents/carers and want to ensure we have clear communication channels to support the relationships between our Youth workers and your children/young people.

Permission for online interaction is given by parents during the booking process and is held on our database.

#### **Practical guidelines for parents**

If your children/young people are engaging with video calling or conferencing, please can you ensure that

- a) They are properly dressed before they access any video conferencing app
- b) Video conferencing takes place in a suitable environment – ideally in a communal area where you are not far away. Definitely not in a bathroom, ideally not in a bedroom, but certainly with appropriate thought to what else is captured in the video-shot
- c) You are aware of the timing and nature of the sessions and check-in from time to time regarding what is happening. The way you choose to do this will vary depending on the age of your child.
- d) You take time to follow up with your children/young people after any interaction.

Disclaimer – Please be aware that we are unable to regulate adverts online which may precede or accompany recommended content.



## Appendix 4

### Extract from the “Working Together to Safeguard Children 2018” document mentioned in the Policy Statement

Voluntary, charity, social enterprise, faith-based organisations and private sectors

57. Voluntary, charity, social enterprise (VCSE) and private sector organisations and agencies play an important role in safeguarding children through the services they deliver. Some of these will work with particular communities, with different races and faith communities and delivering in health, adult social care, housing, prisons and probation services. They may as part of their work provide a wide range of activities for children and have an important role in safeguarding children and supporting families and communities.

58. Like other organisations and agencies who work with children, they should have appropriate arrangements in place to safeguard and protect children from harm. Many of these organisations and agencies as well as many schools, children’s centres, early years and childcare organisations, will be subject to charity law and regulated either by the Charity Commission or other “principal” regulators. Charity trustees are responsible for ensuring that those benefiting from, or working with, their charity, are not harmed in any way through contact with it. The Charity Commission for England and Wales provides guidance on charity compliance which should be followed. Further information on the Charity Commission’s role in safeguarding can be found on: the Charity Commission's page on Gov.uk.

59. Some of these organisations and agencies are large national charities whilst others will have a much smaller local reach. Some will be delivering statutory services and may be run by volunteers, such as library services. This important group of organisations includes youth services not delivered by local authorities or district councils.

60. All practitioners working in these organisations and agencies who are working with children and their families are subject to the same safeguarding responsibilities, whether paid or a volunteer.

61. Every VCSE, faith-based organisation and private sector organisation or agency should have policies in place to safeguard and protect children from harm. These should be followed and systems should be in place to ensure compliance in this. Individual practitioners, whether paid or volunteer, should be aware of their responsibilities for safeguarding and protecting children from harm, how they should respond to child protection concerns and how to make a referral to local authority children’s social care or the police if necessary.

62. Every VCSE, faith-based organisation and private sector organisation or agency should have in place the arrangements described in this chapter. They should be aware of how they need to work with the safeguarding partners in a local area. Charities (within the meaning of section 1 Charities Act 2011), religious organisations (regulation 34 and schedule 3 to School Admissions) and any person involved in the provision, supervision or oversight of sport or leisure are included within the relevant agency regulations. This means if the safeguarding partners name them as a relevant partner they must cooperate. Other VCSE, faith-based and private sector organisations not on the list of relevant agencies can also be asked to cooperate as part of the local arrangements and should do so.

## Appendix 5

# CYESC SELF DISCLOSURE STATEMENT

By signing this statement I hereby declare:

- (a) I have read and understood CYESC Safeguarding Children and Adults at Risk Policy and agree to abide by its content.
- (b) I confirm I am not barred from working with children/adults at risk.

Please also answer the following questions:

- Have you ever been convicted of a criminal offence, or received a caution, reprimand or warning? YES /NO (delete as appropriate)
- Do you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*\*)? YES /NO (delete as appropriate)
- Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules\*\*)? YES /NO (delete as appropriate)
- To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work department (Children's or Adult Social Care)? YES /NO (delete as appropriate)
- Has there been any cause for concern regarding your conduct with children, young people, adults at risk? YES /NO (delete as appropriate)

Signed:..... Date.....

Name:.....

Address:

\*\*<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

If you have answered YES to any of the above questions please give details including the nature of the offences and the dates. Also include details of the court(s) where your conviction(s) were heard, the type of offence and sentences(s) received together with reasons and circumstances that led to the offence. Continue on the reverse of this form if necessary.


## Appendix 6

### CYESC Online Safety Policy

This policy applies to employees of CYESC and volunteers working with us. This should be read alongside our Social Networking policy, Acceptable Use policy, Mentoring guidelines and within the context of our Safeguarding Policy. It should be interpreted within its vision and aims.

#### Definition of 'online safety'

Online safety is the collective term for safeguarding involving the use of electronic devices and applications to communicate and access the internet. This includes email, social media, video calling and video conferencing. The policy should reflect and guide all communications between CYESC staff/volunteers and children (those under 18 years of age)

#### Key Principles

**Clarity** – The sharing of procedural details and expectations with children, parents and line managers facilitates straightforward understanding and good communication.

**Transparency** – If there are any concerns, errors or misunderstandings, (e.g. accidentally sending a direct message) these should be shared in the appropriate way to contribute towards a culture of openness.

**Accountability** – A clear structure for reporting concerns with appropriate monitoring and oversight. Staff and volunteers should know who they should speak to.

**Trust** – CYESC staff and volunteers are carefully selected and screened. They are valued and trusted.

#### Guidelines

- **Parental Permission** must be granted prior to engaging in online interaction with children. This should ensure clear understanding of the nature of the intended interaction – e.g. group discussion via video conference
- **Channels of communication** are important with parents should there be concerns or safeguarding issues. Ensure these are valued, open and that correct data is held.
- **Personal data** should be held and handled according to our Privacy Policy. Staff gathering new data should ensure it is appropriately added to our database. Phone numbers and email addresses of under 18s must be carefully looked after with explicit parental permission to hold it and use it. It must only be used for the purpose for which it was granted.
- **Good practice guidelines** will be sent to parents prior to any online interaction.
- **Communication** should be clear and explicit and use an appropriate tone – friendly but not over-familiar. Be aware of the possibility of misinterpretation, particularly of behaviour which could be construed as grooming. All communication with children should have a clear reason connected to the work of CYESC.

- **Age appropriate apps** should be used for any interaction. E.g. don't presume on use of or access to Instagram for children under 13 and be aware that parents will have their own rules around their children's access to social media.
- **Online video communication** should ideally take place within normal working hours and definitely not before 9am or after 9pm. Leaders should ensure they know how to mute participants and disable the 'chat' feature for practical reasons as well as to block inappropriate content.
- **A record** should be kept of all online meetings, including date, time, and names of those who took part. This is stored on event notes. Any issues or concerns should be recorded and stored separately. Safeguarding concerns will be reported to and stored confidentially by the Designated Safeguarding Lead.
- **Ratios** of leaders to children should be complied with in an online environment. E.g. If breakout groups are used on a video call there should be a minimum of two staff/volunteers over the age of 18 with each small group. No 1:1 meetings will be held.