



MKSC Safeguarding Policy 2025

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Safeguarding Policy Statement

This policy refers to a child as 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*.

Milton Keynes Sailing Club is committed to safeguarding all children, young people and adults at risk, from abuse and harm, and ensuring their wellbeing. Milton Keynes 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.

Milton Keynes Sailing Club recognises that **EVERYONE** has the right to be safeguarded and that all club members and everyone associated with the club have a responsibility to ensure this happens. Milton Keynes 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 the club's events and activities. Milton Keynes Sailing Club recognises that it has a legal duty of care¹ to safeguard children, young people and adults at risk.

Milton Keynes 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's name and contact details are known to all employees, 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; this includes the appropriate criminal records disclosure checks
- 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 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 regularly by the club's welfare officer, and by the club's committee at least every three years, or sooner if there are relevant changes to legislation or management.

¹ <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>



Milton Keynes Sailing Club Important Contacts:

Club Welfare Officer	Keith King 07813324204 adult.training@mksc.org.uk
Deputy Safeguarding Lead	Clare Butler Ellis 07815020160 membership@mksc.org.uk
MKSC Commodore	Mark Tufnell 07803623266 commodore@mksc.org.uk
RYA HQ Safeguarding Team	Tel: 02380 012796 Ext 1 02380604226 E-mail: safeguarding@rya.org.uk

Responsibilities:

- The committee at Milton Keynes Sailing Club have overall accountability for this Policy and for its implementation.
- The Club Welfare Officer is responsible for updating this Policy in line with legislative and organisational developments and for making instructors, volunteers and members aware of its contents.
- The Club Welfare Officer is responsible for assessing/ reporting 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.



Safeguarding Guidance

Guidelines for all club members:

- MKSC recognises that safeguarding is a whole-club responsibility.
- Where safeguarding is concerned, club members should be vigilant, and curious when something doesn't seem right.
- All club members must abide by the club's rules and the club's code of conduct (see appendix 5).
- MKSC requires any person under the age of **18** to be accompanied by an adult when using the club's facilities.
- Any breaches of these will be referred to the club's committee. All safeguarding matters will be passed to the club's welfare officer.

To safeguard young people and vulnerable adults, club members and visitors to the site should:

- Avoid spending any significant time alone with young people or vulnerable adults.
- Where possible, conduct conversations with young people in the presence of others.
- Avoid using a phone or social media to contact a young person.
- Not engage in rough or physical games.
- Avoid the use of inappropriate language or language of a sexually provocative nature, even in fun.
- Avoid unnecessary touching. MKSC recognises that from time to time, adults may need to touch young people to help them or to keep them safe (for example, when helping a child into safety-boat). **Safety must always be the over-riding principle.** However, if it has been necessary to, for example, grab a leg to help them into a boat, it is strongly recommended that (a) if there is time, ask if that is ok, gain the person's permission, and (b) tell another adult, or preferably the child's parent, after the event.

Changing Rooms:

- Sailing Club members should not use the changing rooms when unaccompanied young people are using them. As an alternative, the disabled toilet, or the toilet cubicles can be used to change. Failing that, adult members are respectfully asked to wait until the young people have finished in the changing rooms.
- If this is unavoidable it is advised that an adult be accompanied by another adult. If it is essential, in an emergency, 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 sex.
- If any dedicated Junior or Youth event is taking place at the Club all adult volunteers should arrive and use the changing rooms and consider removing any personal belongings that they might need to access, before the youth sailors are due to change.



Photography:

- Photography is not permitted in the changing rooms under any circumstances.
- Before taking photos or video, permission must be obtained from the youth sailors' parents/carers for their images to be taken and used.
- Published images need to be appropriate and should not include any information that might enable someone to contact the child.
- 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 Conduct.
- Care must be taken in the secure storage of, and access to, images.
- 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 could enable someone to contact, befriend or start to 'groom' the child.
- Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the organisation's child protection/welfare officer or the committee member on duty, and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

Youth Squad:

- MKSC requires any person under the age of **18** to be accompanied by an adult when using the club's facilities.
- Members of the youth squad are respectfully reminded that other adults may be waiting for them to vacate the changing rooms before using them themselves.
- The safety and behaviour of under 18's on the sailing club site is the responsibility of their parent, unless they are being supervised by an instructor.
- First aid is part of MKSC's normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer. If this is not possible, ensure there is another adult present. Keep the child informed about what you are always doing and inform the parents ASAP.
- The Club requires a parent to accompany their youth sailors to away events or training camps, and the competitors themselves to have a clear understanding of their responsibilities and the conduct expected of them.



Instructors and volunteers:

The following is guidance for all instructors, regarding child protection and the safeguarding of instructors when under 18s are on the premises:

- Avoid entering the changing areas without another adult, when young people are changing. An exception to this would be an emergency, when good and loud warning is given that an instructor is going to enter the changing rooms.
- Instructors may not use the changing rooms when young people are changing- either use the disabled toilet to change, the toilet cubicles, or wait until the young people have finished.
- Where possible, avoid 1:1 situation where you are out of sight of another adult.
- Avoid, where possible, 1:1 situation which might involve physical contact and which could be misunderstood. (e.g. when helping a young person out of the water into a safety-boat). If you need to touch the young person to help them, tell them what you are going to do before doing it and if time, get their consent. Inform their parents or another adult after the event.
- Maintain a professional relationship, as might be expected between an instructor and a pupil.
- Be thoughtful and professional in the language you use with young people, avoiding innuendo or other language which could be misunderstood or could bring the club into disrepute.
- Do not offer a lift to students in your car.
- Avoid contact with young people, using mobile phones, or social media.
- If for any reason, you are concerned about any situation which has occurred, contact a senior instructor or the welfare officer ASAP.

Handling Concerns and Disclosures:

Being the recipient of a safeguarding disclosure can be incredibly difficult, especially if the recipient is not a Safeguarding Lead. However, choosing not to respond to a disclosure must **never** happen, regardless of how uncomfortable the recipient is. The referral flowchart acts as a guide to the physical steps that can be taken if a referral or disclosure is received. 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, could a crime have been committed? Is the person at immediate and serious risk? Do you need to contact the emergency services?
- Listen carefully and patiently without interrupting if possible, and let the victim recount the details in their own time
- Use the victim's own words if you need to seek clarification
- If you need more information, use TED: Tell me... Explain to me... Describe to me...
- 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
- Let them know that you will do everything you can to help them
- Advise the victim what will happen next
- Make a written record as soon as you can (see appendix)
- Report the disclosure to the Club Welfare Officer ASAP
- Children and Young People: Gain consent from the parent / carer to share the information – Only speak with the parents / caregivers of the 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 victim
- Don't repeatedly ask the victim 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 Concern²
- Don't remove or contaminate any evidence that may be present
- Never dismiss your concerns – even a gut feeling is worth reporting

The well-being of all those involved in the disclosure is always a priority.

If there is an immediate and significant danger to an individual, contact the police directly.

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 Service³ for concerns / disclosures about a member of staff, consultant, coach, official or volunteer in a Position of Trust.

² Subject of Concern - The person to whom the complaint or concern has been raised against

³ Criminal Records Disclosure Service providers: England and Wales - Disclosure and Barring Service (DBS), Scotland - Protection of Vulnerable Groups (PVG) & Northern Ireland - AccessNI



The RYA Safeguarding Team for all Level 1 and Level 2 categorised concerns (see appendix).

Safe Recruitment: Criminal Records Disclosure Checks

As part of its safe recruitment practices, Milton Keynes Sailing Club carries out criminal records disclosure checks using the RYA as an umbrella body, for all instructors and volunteers, aged 16 or over who are deemed to be in regulated activity. This includes all instructors and volunteers over the age of 16, working with the Youth Squad. If a person is deemed to be in regulated activity, the Club Welfare Officer will initiate and carry out the required level of check with the RYA. This includes an Enhanced Criminal Records Disclosure, and Barred List check if appropriate.

Implementation and Reporting

Case Management:

All safeguarding records are categorised to a level accordingly (please refer to the flow charts below):

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 an 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 LADO or Adult Services. 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).

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



Template Safeguarding Reporting Procedure STAGE 1 – REFERRAL PROCESS

Concerns arise about the welfare of a child, young person, adult or adult at risk

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

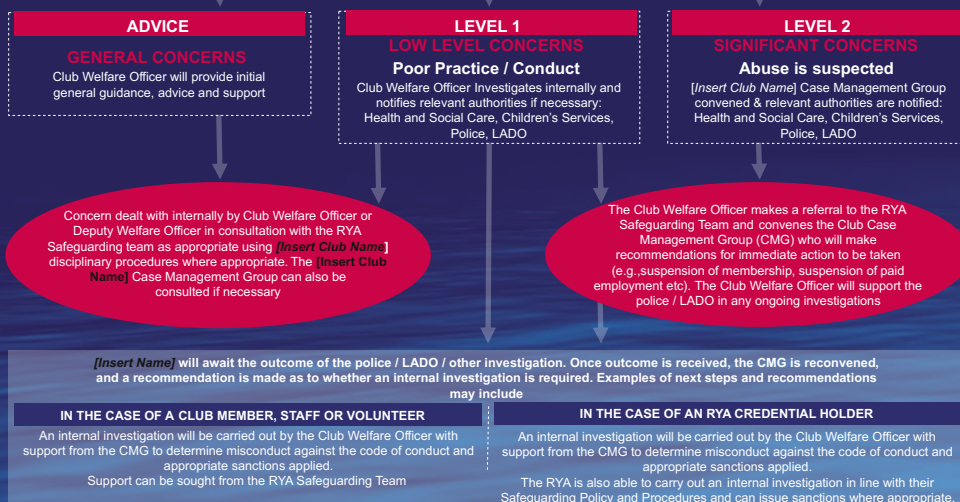


Where concerns are raised against
RYA STAFF MEMBERS, VOLUNTEERS OR CREDENTIAL HOLDERS
Please contact the RYA Safeguarding Team straight away



Template Safeguarding Reporting Procedure STAGE 2 – CLASSIFICATION, ASSESSMENT AND ACTION

Club Welfare Officer in conjunction with the Case Management Group (CMG) makes decision as to level of concern and acts accordingly



An appeals process can be initiated in line with the disciplinary policy and procedure and constitution





Data Storage:

All case records are stored in line with Milton Keynes Sailing Club's **Data Storage and Privacy Policies** and relevant national legislation and guidance.

Advice	All advice case data is stored for 5 years from the date the referral was received.
Level 1	All level 1 case data is stored for 10 years from the date the referral was received.
Level 2	All level 2 case data is stored for 90 years from the date of birth of the subject of concern.

Case records are deleted / destroyed after the retention period set out above, unless the Club Welfare Officer decides that there is a reason to retain the information for a longer period.

Appendix 1: Useful Safeguarding contact details:

Club Welfare Officer	Name: Keith King Number: 07813324204 Email: adult.training@mksc.org.uk
Deputy Welfare Officer / Additional Contact	Name: Clare Butler Ellis Number: 07815020160 Email: membership@mksc.org.uk
Police Emergency	Number: 999
Police non-emergency	Number: 101
Local Authority Children's Services	Name: Social work team Number: 01908 253169 and 01908 253170 <i>Out of hours service:</i> 01908 265545 Email: children@milton-keynes.gov.uk
Local Authority Adults Services	Name: Adult services Number: 01908 252835 Email: safeguardingadults@milton-keynes.gov.uk
RYA Safeguarding Team Office Opening hours: <ul style="list-style-type: none"> 09:00-17:00 Monday to Friday 	Number: 02380 012796 (Choose option 1 for Safeguarding and Option 3 for out of hours service). 02380 604226



Out of Hours Service (Urgent enquiries which cannot wait)	Email: safegaurding@rya.org.uk
<ul style="list-style-type: none"> • 17:00-22:00 Monday to Friday • 09:00-22:00 Bank Holidays 	
RYA Legal Team	Email: legal@rya.org.uk

External Organisations:

NSPCC	https://www.nspcc.org.uk/
NSPCC Whistleblowing Advice Line	0800 028 0285 / help@nspcc.org.uk
CPSU	https://thecpsu.org.uk/
Ann Craft Trust	https://www.anncrafttrust.org/
MIND	https://www.mind.org.uk/
Young Minds	https://www.youngminds.org.uk/
Children 1 st	https://www.children1st.org.uk/
Samaritans	https://www.samaritans.org/
Child Protection Scotland	https://www.childprotection.scot/
Emergency Services	999
Police non-emergency	101
NHS – non-emergency	111
NIAMH	https://www.communityni.org/node/45757
SAMH Scotland	https://www.samh.org.uk/



Appendix 2: Template Safeguarding Referral Form

This form is designed to report any safeguarding incidents or concerns. It should be completed by the person who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per the club's referral procedure

Name & role of person completing this form:

Club name:

Date form is completed:

Details of victim:

Name:

Address:

Contact number:

Gender:

Date of birth:

Any further information that may be useful to consider:

Parents/carers details:

Name:

Address:

Contact number:

Email address:

Have parents/carers been notified of the incident? Yes / No

If yes, please provide details:



If adult has capacity has consent been obtained? Yes/ No	If no, please provide details
--	-------------------------------

Details of person who received or witnessed the incident:		
Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	<input type="checkbox"/>
	Responding to someone else's concerns	<input type="checkbox"/>
If responding to someone else's concerns, please provide their details below:		
Name:		
Relationship to child, young person, or adult at risk:		
Email address:		
Contact number:		

Incident Details:	
Date/ Time:	Group name (if applicable):
Location of incident:	
Description of the incident or concern: (continue separate sheet if necessary & include reference number): <i>(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion, or hearsay)</i>	
Details of any previous concerns, incidents, or relevant safeguarding records:	



Victims account of the incident or concern: *(use their own words)*

Witness account of incident or concern: *(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)*

Details of any witnesses:

Name(s): *(Consider anonymising where this will not negatively impact the ability to take immediate response actions)*

Relationship to child, young person, or adult at risk:

Contact details:

Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:

Name(s): *(Consider anonymising where this will not negatively impact the ability to take immediate response actions)*

Relationship to child, young person, or adult at risk:

Contact details:



Outcome of incident & immediate actions taken: (tick box where relevant)		
<ul style="list-style-type: none"> Ambulance required? Y/N Name of hospital / medical facility attended if applicable: <p>Police/fire/rescue services attended? Y/N</p> <p>Notes:</p>	First aid treatment provided: and by whom	Medication given:
Any resulting change of plans or disruption to the programme, if applicable:	Disciplinary procedures enacted:	Were any immediate changes to risk management procedures made?
Signed By Author:	Name:	Date:



Reporting to the Designated Safeguarding Lead (DSL) section: (to be completed by Club Welfare Officer)

Date & time CWO notified of incident/concern:																				
Date & time this form passed on to CWO (if different from above):																				
CWO comments: <i>(actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required)</i> :																				
<p>External agency referral: (tick box where relevant)</p> <table border="1"> <tr> <td>Social services notified.</td> <td>LADO notified.</td> <td>Other referral made</td> </tr> <tr> <td>Date & time of referral:</td> <td>Date & time of referral:</td> <td>Agency:</td> </tr> <tr> <td>Name of contact person:</td> <td>Name of contact person:</td> <td>Date & time of referral:</td> </tr> <tr> <td>Contact number / email:</td> <td>Contact number / email:</td> <td>Name of contact person:</td> </tr> <tr> <td>Agreed action or advice given:</td> <td>Agreed action or advice given:</td> <td>Contact number / email:</td> </tr> <tr> <td></td> <td></td> <td>Agreed action or advice given:</td> </tr> </table>			Social services notified.	LADO notified.	Other referral made	Date & time of referral:	Date & time of referral:	Agency:	Name of contact person:	Name of contact person:	Date & time of referral:	Contact number / email:	Contact number / email:	Name of contact person:	Agreed action or advice given:	Agreed action or advice given:	Contact number / email:			Agreed action or advice given:
Social services notified.	LADO notified.	Other referral made																		
Date & time of referral:	Date & time of referral:	Agency:																		
Name of contact person:	Name of contact person:	Date & time of referral:																		
Contact number / email:	Contact number / email:	Name of contact person:																		
Agreed action or advice given:	Agreed action or advice given:	Contact number / email:																		
		Agreed action or advice given:																		



Signed By CWO:	Name:	Date:
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***CWO – Club Welfare Officer**

***LADO – Local Authority Designated Officer**

For Office Use Only:

Follow-up action required:		
Action:	Due date:	Whom responsible:



Appendix 3: Types of Abuse

Children and Young People⁴

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.

⁴ The definitions of harm were obtained from the Child Protection in Sport Unit Website:
<https://thecpsu.org.uk/help-advice/introduction-to-safeguarding/child-abuse-in-a-sports-setting/>



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.

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 2021⁵ 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 2011⁶).

Non-recent Abuse: Abuse that occurred a period 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.

Forced Marriage: A forced marriage is where one or both people do not or cannot consent to the marriage and pressure or abuse is used to force them into the marriage. Forced marriage is illegal in the UK and is a form of domestic abuse and a serious abuse of human rights.

Female Genital Mutilation (FGM)⁷: FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting' but has many other names. In the UK, this practice is illegal, but sadly still occurs and religious, social and cultural reasons are given to justify this practice.

⁵ <https://www.gov.uk/government/publications/domestic-abuse-bill-2020-factsheets/domestic-abuse-bill-2020-overarching-factsheet>

⁶ <https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

⁷ Definition taken from the NSPCC Website



Appendix 4: 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 need 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.
- **Toxic Masculinity:** Toxic masculinity refers to a collection of offensive, harmful beliefs, tendencies, and behaviours rooted in traditional male roles but taken to an extreme. This dangerous idea of "manliness" perpetuates domination, homophobia, and aggression and can be harmful to the mental health of all genders. It also can have serious social consequences, which is how it became known as toxic masculinity.
- **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 5: Code of Conduct

Code of Conduct

Creating a safe, respectful, and inclusive environment for all

1. General Behaviour

Treat all members with respect, dignity, and kindness.

Bullying, harassment, discrimination, or abusive behaviour will not be tolerated.

2. Child and Adult Protection

All adults share responsibility for safeguarding children and vulnerable adults.

Avoid being alone with a child or young person where not visible to others.

Physical contact must always be appropriate, necessary, and agreed.

Report any concerns to the Club Welfare Officer promptly and confidentially.

3. Changing Rooms and Toilets

If young people (or vulnerable adults) are using the changing rooms, please use the cubicle toilets to change, or the accessibility toilet. If it is unavoidable to change at the same time, we recommend that you get a second adult to accompany you.

The accessible toilet may be used by any member needing greater privacy, if necessary, but priority to those really needing the accessible toilet.

Cameras, phones, and recording devices are strictly prohibited in all changing and toilet areas.

4. Supervision and Responsibility

Parents/guardians are responsible for supervising their children or vulnerable adults when on club premises.

5. Breaches of Conduct

Breaching this Code may result in warnings, suspension, or expulsion from the club.

The committee reserves the right to act in the best interest of member's safety and wellbeing.

6. Welfare Officers

Keith King (king_keith@hotmail.co.uk)

Clare Butler Ellis (clare.butlerellis@gmail.com)

Be aware of the potential for abuse.

Be vigilant and inquisitive if you think something isn't right.

Never ignore a safeguarding issue - pass it on to the welfare officer



Reviews and adaptations of this policy:

Date	What was done?	By whom?
May 2025	Policy written	K King
Aug 2025	Adopted by MKSC	Committee