

SAFEGUARDING POLICY
CLYWEDOG SAILING & PADDLESPORT CLUB

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R e v i e w Due						

- **Safeguarding Policy Statement**

Clywedog Sailing and Paddlesport Club is committed to safeguarding all children, young people and adults at risk taking part in its activities from abuse and harm and ensuring their wellbeing. *Clywedog Sailing and Paddlesport 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

Clywedog Sailing and Paddlesport 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 *Clywedog Sailing and Paddlesport Club* events and activities. *Clywedog Sailing and Paddlesport Club* recognises that it has a legal duty of care to safeguard children, young people and adults at risk.

Clywedog Sailing and Paddlesport Club is committed to minimising risk and supporting venues, programmes, events and individuals to deliver a safe, positive and fun boating 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. *Clywedog Sailing and Paddlesport Club* will treat everyone with respect, celebrate their achievements, listen to their views and experiences and provide opportunities for everyone to fulfil their potential and be their authentic selves.

Clywedog Sailing and Paddlesport 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 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 and 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 where there is a change of management 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
- Where there are concerns that this safeguarding policy has not been followed, or there is a safeguarding concern, all members, volunteers, staff and participants are encouraged in the first instance, to contact the Club Welfare Officer. If further support or guidance are required, The RYA / Paddle Cymru Safeguarding Team can be contacted. Alternatively, the NSPCC Whistleblowing advice line can be contacted on 0800 028 0285 or help@nspcc.org.uk
- Breaches of this Safeguarding Policy and /or failure to comply with the outlined responsibilities within it may result in disciplinary action in accordance with the club's disciplinary procedure and constitution This policy will be reviewed by the *Clywedog Sailing and Paddlesport Club* committee at least every three years, or sooner if there are relevant changes to legislation or management.

Clywedog Sailing and Paddlesport Club recognises that **EVERYONE** has the right to be safeguarded and we must **ALL** take responsibility to ensure it.

- **Safeguarding Procedures & Contact Details**

Clywedog Sailing and Paddlesport Club Committee have overall accountability for this Policy and for its implementation

The Club Welfare Officer for *Clywedog Sailing and Paddlesport Club* is responsible for updating this Policy in line with legislative and organisational developments.

All staff, volunteers, members and participants are responsible for raising safeguarding concerns /disclosures with the Club Welfare Officer or senior club official as outlined in the Reporting a Safeguarding Concern Procedure.

The Club Welfare Officer with support from Senior Club Officials is responsible for ensuring appropriate safeguarding training is put in place, specifically for those deemed to be in regulated activity with vulnerable groups and kept up to date with any safeguarding developments.

Where there is a safeguarding concern /disclosure:

The individual who is told about, hears, or is made aware of the concern / disclosure is responsible for following the Reporting a Safeguarding Concern Procedure.

The Club Welfare Officer is responsible for assessing all safeguarding concerns / disclosures

that are reported to them and collaborating with the RYA / Paddle Cymru 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. Dependent on the concern / disclosure, a referral may be made to:

- 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 Service for concerns / disclosures about a member of staff, consultant, coach, official or volunteer in a Position of Trust.
- The RYA Safeguarding Team for all Level 1 and Level 2 categorised concerns

Record keeping

All records and information are stored in a secure place with limited access to the designated safeguarding officers and senior managers in line with data protection laws. All records will be recorded by the person with the concern within 24 hours, on headed paper or the safeguarding incident reporting form (appendix 1) and will be factual and non-judgmental. Records will be stored for an appropriate period as designated by law.

Reference: [Child protection records retention and storage | CPSU \(the cpsu.org.uk\)](http://the cpsu.org.uk) ‘Guidance on child protection records, retention and storage

Safeguarding and Welfare Team Contact Details

<i>Club Welfare Officer</i>	<i>Sarah Janes</i> <u>07794409383</u>
<i>Emergency services</i>	999
<i>Police non-emergency</i>	101
<i>NHS non-emergency</i>	111
<i>Local Authority Children’s Services</i> <i>(contact if there is a concern about a child or young person)</i>	<i>csfrontdoor@powys.gov.uk</i> online reporting form 01597 827666 (Monday to Thursday 8.45am - 4.45pm and Friday 8.45am - 4.15pm) out of hours please call - 0345 054 4847
<i>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)</i>	<i>Tel: 01597 827666</i> <i>Email: people.direct@powys.gov.uk</i>

<p>Local Authority Adult Services (contact if you have a concern regarding an adult)</p>	<p>Tel: 01597 827666 Email: people.direct@powys.gov.uk</p>
<p>RYA Safeguarding Team (Contact for help and support on safeguarding case management and to report concerns involving RYA qualification holders)</p>	<p>02380 012796 Ext 1 safeguarding@rya.org.uk</p>
<p>Paddle Cymru Safeguarding Team (Contact for help and support on safeguarding case management and to report concerns involving Paddle Cymru members and qualification holders)</p>	<p>Phone: 07908 683984 E m a i l : childprotection@paddlecymru.org.uk</p>

- **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**

- **Safe Recruitment**

As part of its safe recruitment practices, *Clywedog Sailing and Paddlesport Club* carries out criminal records disclosure checks using the RYA as an umbrella body on all staff and volunteers aged 16 or over who are deemed to be in regulated activity. If a person is deemed to be in regulated activity, the Disclosure Coordinator or Club Welfare Officer will initiate and carry out the required level of check. Further information on appropriate disclosure checks can be found on the following link

Clywedog Sailing and Paddlesport Club is committed to ensuring that only those with the right motivations and suitability are recruited into positions involving regular contact with children, young people and adults at risk within its work and volunteer force. *Clywedog Sailing and Paddlesport Club* understands its legal responsibility within the Safeguarding Vulnerable Groups Act 2006, to ensure that all its staff and volunteer recruitment practices are safe, fair and equal and allows it to identify, deter and reject staff or volunteers who may be at risk of abusing vulnerable groups.

Clywedog Sailing and Paddlesport Club **will:**

Ensure the best possible staff and volunteers are recruited based on their merits, abilities and suitability for the position.

Ensure that all applicants are considered equally and consistently, and that no applicant is treated unfairly based on any protected characteristics in compliance with the Equality Act 2010.

Comply with all relevant legislation, recommendations and guidance including the statutory guidance published by the DfE (keeping children safe in education, the PREVENT Duty guidance) and any codes of practice published by any of the disclosure service providers.

Meet its commitment to safeguarding and promoting the welfare of children, young people and adults at risk by carrying out all necessary pre-employment checks.

Clywedog Sailing and Paddlesport Club **uses the following safe recruitment practices when recruiting staff and volunteers:**

- Advertisements will make clear *Clywedog Sailing and Paddlesport Club* commitment to safeguarding children, young people and adults at risk.
- Application forms are used which contain questions surrounding employment and academic history and a person's suitability for the role which includes the requirement to explain any gaps or discrepancies in the employment or academic history.
- The application form has a declaration regarding convictions and working with vulnerable groups and will make it clear if the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All role descriptions are clear and concise and accurately set out the duties and responsibilities of the role
- Volunteers will be informed of the expectations of them in carrying out their role
- Where appropriate, three references are requested alongside an offer and a minimum

of two must be received and reviewed before the individual commences their role.

- Interviews are face-to-face where possible and will cover the person's suitability for the role.
- For paid roles, applicants who are offered the position will be required to supply proof of their ID in the form of original documents and confirm their right to work within the UK
- Where any position amounts to "regulated activity" with children and or adults at risk an appropriate disclosure check will be carried out which will include the Adults Barred List and Children's Barred List where appropriate, and an original certificate will be seen by the recruiting manager or HR personnel prior to the applicant commencing the role. Further information on Criminal Records Disclosures can be found in Part 4.
- Successful applicants in England and Wales will be encouraged to register with the DBS Update Service.
- Additional checks will be carried out if the applicant has lived or worked outside of the UK (certificate of good conduct, certificate of Sponsorship).

- **Information sharing, confidentiality & data storage**

The Welfare Officer may collect personal information for safeguarding purposes. This information may be shared with the RYA and other relevant authorities when it is necessary to do so. The legal basis for processing this information may be legitimate interest. The affiliate may keep personal information for safeguarding purposes in accordance with Clywedog Sailing and Paddlesport Club's Privacy Policy. Any information provided in connection with safeguarding will be kept secure and access shall be limited to those who need to know.

Confidentiality And Information Sharing

- Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and Human Rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
- Be open and honest with the individual (and / or their family where appropriate) from the outset about why, what, how and with whom information will, or could, be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- Seek advice from other practitioners, or RYA / Paddle Cymru Data Protection Officer, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the

GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, sharing falls within one of the specified lawful basis to do so, . You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear on the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared. If you are in any doubt, contact the RYA Data / Paddle Cymru Protection Officer.

- Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
- Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.
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Adults

Individuals may not give their consent to the sharing of safeguarding information for several reasons. For example, they may be frightened of reprisals, they may fear losing control, they may not trust social services or other partners, or they may fear that their relationship with the subject of concern will be damaged. Reassurance and appropriate support along with gentle persuasion may help to change their view on whether it is best to share information.

If a person refuses intervention to support them with a safeguarding concern, or requests that information about them is not shared with other safeguarding partners, their wishes should be respected. However, there are several circumstances where the person who has received the disclosure can reasonably override such a decision, including:

- the person lacks the mental capacity to make that decision – this must be properly explored and recorded in line with the Mental Capacity Act
- other people are, or may be, at risk, including children
- sharing the information could prevent a crime
- the alleged subject of concern has care and support needs and may also be at risk
- a serious crime has been committed
- staff are implicated
- the person has the mental capacity to make that decision, but they may be under duress or being coerced
- In cases of domestic abuse, if the risk is unreasonably high and meets the criteria for a multi-agency risk assessment referral
- a court order or other legal authority has requested the information.

If none of the above apply and the decision is not to share safeguarding information with

other safeguarding partners, or not to intervene to safeguard the person:

- support the person to weigh up the risks and benefits of different options
- ensure they are aware of the level of risk and possible outcomes
- offer to arrange for them to have an advocate or peer supporter
- offer support for them to build confidence and self-esteem if necessary
- agree on and record the level of risk the person is taking
- record the reasons for not intervening or sharing information
- regularly review the situation
- try to build trust and use gentle persuasion to enable the person to better protect themselves.

If it is necessary to share information outside the organisation:

- explore the reasons for the person's objections – what are they worried about?
- explain the concern and why you think it is important to share the information
- tell the person who you would like to share the information with and why
- explain the benefits, to them or others, of sharing information – could they access better help and support?
- discuss the consequences of not sharing the information – could someone come to harm?
- reassure them that the information will not be shared with anyone who does not need to know
- reassure them that they are not alone, and that support is available to them.

If the person cannot be persuaded to give their consent, then, unless it is considered dangerous to do so, it should be explained to them that the information may be shared without consent in some situations (as set out above). The reasons should be given and recorded. The safeguarding principle of proportionality should underpin decisions about sharing information without consent, and decisions should be on a case-by-case basis.

If it is not clear that information should be shared outside the organisation, a conversation can be had with the Data Protection Officer or the safeguarding partners in the police or local authority without disclosing the identity of the person in the first instance. They can then advise on whether full disclosure is necessary without the consent of the person concerned.

It is very important that the risk of sharing information is also considered. In some cases, such as domestic violence or hate crime, it is possible that sharing information could increase the risk to the individual. Safeguarding partners need to work jointly to provide advice, support and protection to the individual to minimise the possibility of worsening the relationship or triggering retribution from the abuser.

- **Associated Policies**

Relevant associated policies include:

- Club constitution
- Disciplinary policy
- Complaints handling process
- Safe recruitment
- Code of conduct
- Social media

- Changing rooms
- GDPR
- Taking & storing of photographs and video

- **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
- Let them know that you will do your best to help them.
- Advise the person who has given you the information what will happen next
- Make a written record as soon as you can – make use of the safeguarding referral form within the appendix.
- Report the disclosure to the Club Welfare Officer
- If a concern involves an RYA / Paddle Cymru credential holder (Instructor, Coach or Race Official) report it to the RYA / Paddle Cymru 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

APPENDIX

Safeguarding Referral Form

<p>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 clubs referral procedure</p>		<p>REFERENCE NUMBER</p>
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<p>Name & role of person completing this form:</p>	
<p>Club name:</p>	<p>Date form is completed:</p>

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):

(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)

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

<p>Name(s): (Consider anonymising where this will not negatively impact the ability to take immediate response actions)</p>	<p>Relationship to child, young person, or adult at risk:</p>	<p>Contact details:</p>
<p>Outcome of incident & immediate actions taken: (tick box where relevant)</p>		
<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>	<p>First aid treatment provided: and by whom</p>	<p>Medication given:</p>

Any resulting change of plans or disruption to the programme, if applicable:	Disciplinary procedures enacted:	Were any immediate changes to risk management procedures made?
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Signed By Author:	Name:	Date:
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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: (actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):
External agency referral: (tick box where relevant)

<p>Social services notified.</p> <p>Date & time of referral:</p> <p>Name of contact person:</p> <p>Contact number / email:</p> <p>Agreed action or advice given:</p>	<p>LADO notified.</p> <p>Date & time of referral:</p> <p>Name of contact person:</p> <p>Contact number / email:</p> <p>Agreed action or advice given:</p>	<p>Other referral made</p> <p>Agency:</p> <p>Date & time of referral:</p> <p>Name of contact person:</p> <p>Contact number / email:</p> <p>Agreed action or advice given:</p>
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Signed By CWO:	Name:	Date:
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***CWO – ClubWelfare Officer**

***LADO – Local Authority Designated Officer**

For Office Use Only:

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

