**Safeguarding Policy Statement**

Version 1.1: 10th Mar 2026.

Version Control

| Version | Changes | Changes made by | Approved by / date |
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| 1.0 | Revised Document | Manuel Greenwood | 19/03/2025 |
| 1.1 | Revised Document | Manuel Greenwood | 10/03/2026 |
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This policy should be read in conjunction with the Telford Sailing Club Codes of Conduct and Safeguarding Referral Form

Telford Sailing Club is committed to safeguarding adults at risk and children taking part in its activities from physical, sexual or emotional harm, neglect or bullying. It is recognised that the safety, welfare and needs of the child are paramount and that any adult at risk or child, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, has a right to protection from discrimination and abuse.

Telford 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 children taking part in its events and activities.

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

## 1. Club Welfare Officer

The Club Welfare Officer is Glyn Jones.

Mobile: 07854 518755
Email: glyntjones@gmail.com

## 2. Staff and Volunteers

All Welfare Officers and those staff and volunteers who regularly instruct, coach or supervise adults at risk or young people, will be required to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

## 3. Good Practice

All members of the Club should follow the good practice guidelines set out below and agree to abide by the **Telford Sailing Club Code of Conduct** (available via the club website www.telfordsailingclub.co.uk/documents)

Those working or volunteering with adults at risk or young people should complete the RYA's Safe and Fun online training course; for details contact a Welfare Officer.

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.

The Club will seek written consent from parents/carers before taking photos or video of a child at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to a Club Welfare Officer.

## 2. Concerns

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the attached procedures (see RYA Flowcharts 1 and 2). Any member of the Club failing to comply with the Safeguarding policy or any relevant Codes of Conduct may be subject to disciplinary action under TSC Club Rules.

## RYA flowcharts

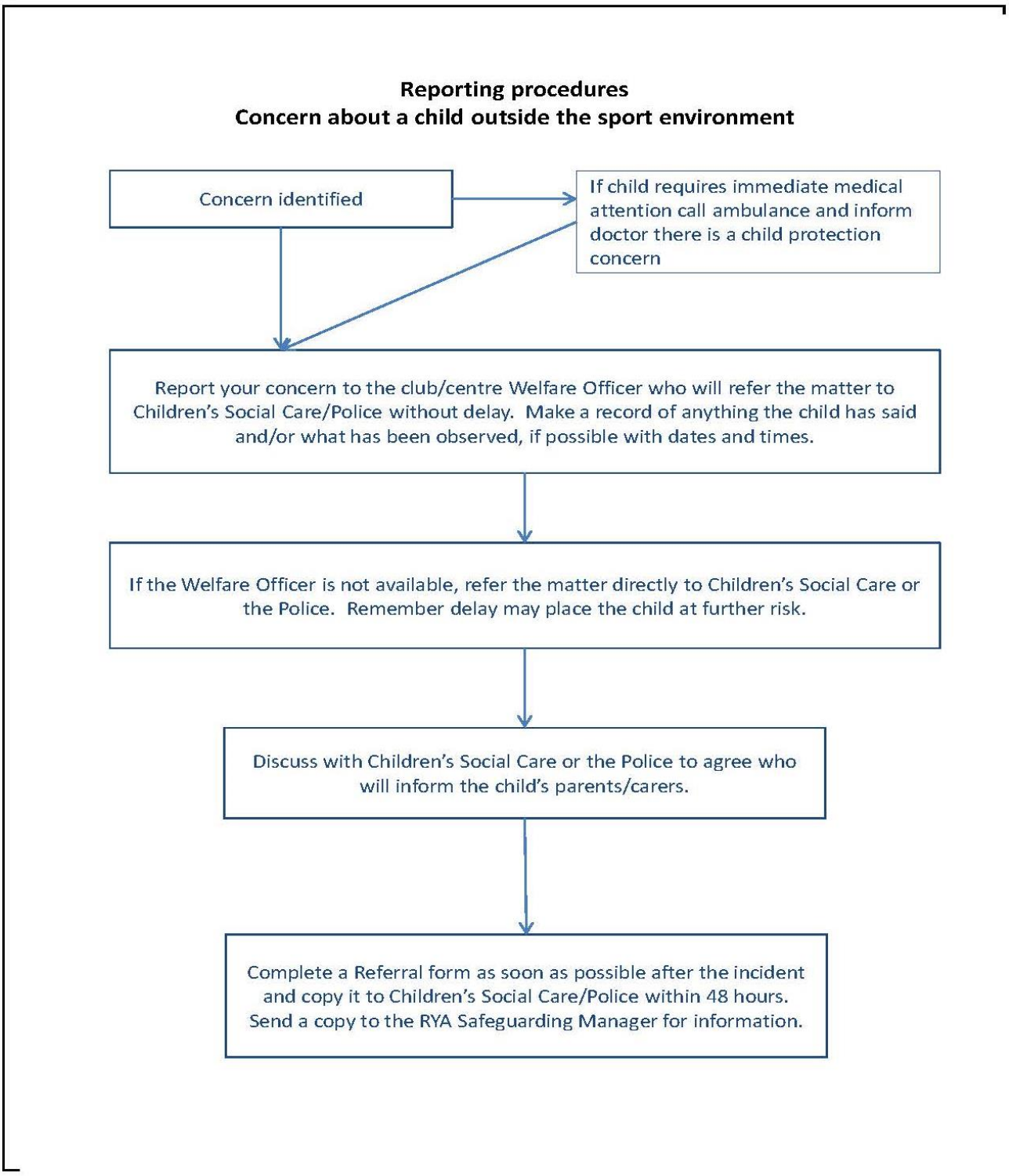
## Reporting Procedures

If you are uncertain as to what to do at any stage, contact:

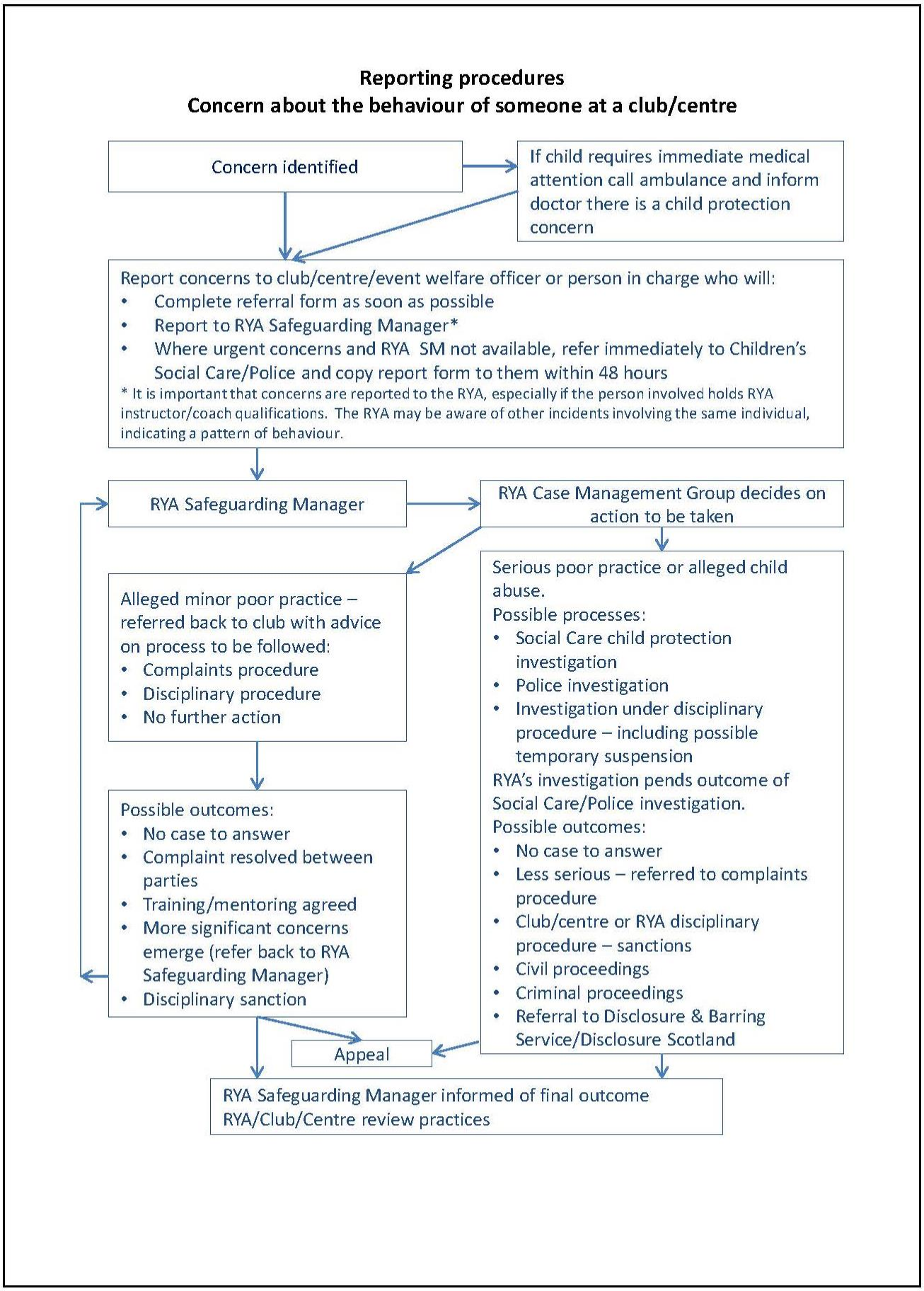
1. Club welfare officer: Tamsin Highfield 07792945737 or Rachel Smith 07771993007
2. RYA's Safeguarding and Equality Manager on 023 8060 4104 (if welfare officer unavailable)
3. NSPCC free 24-hour helpline 0808 800 5000 (if welfare officer unavailable)

**If a child is at immediate risk, call the Police.**

**Flowchart 1**



**Flowchart 2**


Reporting procedures
Concern about the behaviour of someone at a club/centre
Concern identified
If child requires immediate medical attention call ambulance and inform doctor there is a child protection concern
Report concerns to club/centre/event welfare officer or person in charge who will:
• Complete referral form as soon as possible
• Report to RYA Safeguarding Manager*
• Where urgent concerns and RYA SM not available, refer immediately to Children's Social Care/Police and copy report form to them within 48 hours
* It is important that concerns are reported to the RYA, especially if the person involved holds RYA instructor/coach qualifications. The RYA may be aware of other incidents involving the same individual, indicating a pattern of behaviour.
RYA Safeguarding Manager
RYA Case Management Group decides on action to be taken
Alleged minor poor practice – referred back to club with advice on process to be followed:
• Complaints procedure
• Disciplinary procedure
• No further action
Serious poor practice or alleged child abuse.
Possible processes:
• Social Care child protection investigation
• Police investigation
• Investigation under disciplinary procedure – including possible temporary suspension
RYA's investigation pends outcome of Social Care/Police investigation.
Possible outcomes:
• No case to answer
• Less serious – referred to complaints procedure
• Club/centre or RYA disciplinary procedure – sanctions
• Civil proceedings
• Criminal proceedings
• Referral to Disclosure & Barring Service/Disclosure Scotland
Possible outcomes:
• No case to answer
• Complaint resolved between parties
• Training/mentoring agreed
• More significant concerns emerge (refer back to RYA Safeguarding Manager)
• Disciplinary sanction
Appeal
RYA Safeguarding Manager informed of final outcome
RYA/Club/Centre review practices