
Forth Corinthian Yacht Club

Safeguarding policy and procedure

September 2024

1. Introduction and purpose

This policy sets out how Forth Corinthian Yacht Club operates to keep adults at risk of abuse or neglect and children safe from abuse.

The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

We have a Duty of Care to our members, volunteers and service users. We are committed to the protection and safety of adults at risk and children whether they are volunteers and/or participants in our activities. We will protect and support the volunteers who work with us as well as users of our services.

All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. Children's legislation includes the Children's Act 1989 and 2004.

Safeguarding is everyone's responsibility. For our safeguarding policy to be effective every volunteer, and staff member who supports us whatever their role, will play their part in keeping people safe.

2. Definitions

Adult at risk of abuse or neglect

For the purposes of this policy, adult at risk refers to someone over 18 years old who:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, members, contractors and volunteers and will be used to support their work.

"Safeguarding and promoting the welfare of children" is defined as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in their lives

3. Persons affected by this policy

This policy applies to everyone working/ volunteering on behalf of Forth Corinthian Yacht Club or using their facilities, including the committee, members, paid staff or volunteers and guests.

4. Our Policy

- Forth Corinthian Yacht Club has a zero-tolerance approach to abuse.

- There are no excuses for not taking all reasonable action to protect adults at risk and children from abuse, exploitation, radicalisation and mistreatment.
- Forth Corinthian Yacht Club recognises that under the Adult Support and Protection (Scotland) Act 2007 (ASP Act) it has a duty for the care and protection of adults who are at risk of abuse. It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.
- The welfare of the child and/ or adult at risk is paramount and all adults have the right to protection from abuse.
- We are committed to working with appropriate agencies including Edinburgh City Council, local Safeguarding Teams and the police etc. to ensure the reporting of abuse is appropriate and in line with local and national requirements and Information Sharing guidance.
- We will create an environment where members, volunteers and staff feel able to raise safeguarding concerns and feel supported with their safeguarding responsibilities
- All members, volunteers and staff are given information on safeguarding by Forth Corinthian Yacht Club which includes awareness of their safeguarding responsibilities and procedures to be followed if they have a safeguarding concern
- Appropriate information on Safeguarding training is provided to members, volunteers and staff when they join the club.
- All members, volunteers and staff are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding including the reporting of people at risk of radicalisation and extremism.
- All members, volunteers and staff must be clear on appropriate behaviour and responses and follow our agreed Code of Conduct/ Behaviour. Where appropriate, failure to maintain standards will be dealt with using Forth Corinthian Yacht Club's Procedures.
- All members, volunteers and staff who come into contact with adults at risk of abuse, and children and their families as part of their Forth Corinthian Yacht Club activities will be alert to possible signs of abuse and consider whether there may be safeguarding concerns. They will discuss their concerns with the Designated Safeguarding Lead, to get appropriate support.
- There is Designated Lead for safeguarding at Forth Corinthian Yacht Club.
- The Designated Safeguarding Lead for Forth Corinthian Yacht Club will fulfil their safeguarding responsibilities in a way that ensures that adults and children are safeguarded from harm. The Safeguarding Lead is responsible for following up and reporting any suspected reports of abuse.
- The Forth Corinthian Yacht Club Council may decide, at its discretion, to require a member, employee or volunteer to provide a Disclosure Scotland Check.
- A council member will have leadership responsibility for Forth Corinthian Yacht Club's safeguarding arrangements
- This policy will be reviewed annually by the council.

Date	Changes made	Review date
September 2024	1 st issue	September 2025

FLOWCHART FOR REFERRAL FOR ACTUAL OR SUSPECTED ABUSE (2022)

See it. Recognise it. Report it.

If the matter is urgent because a child or adult at risk of harm is in immediate danger phone 999 for the Police.

See it.

Are they safe? If you are concerned about a child or Adult at Risk of Harm you could help stop abuse if you follow the safeguarding policy and procedure (use this flowchart)

It is not your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Safeguarding Lead and/ or appropriate authority

Recognise it.

- Share your concerns/ information with the Safeguarding Lead/ Deputy Safeguarding Lead.
- If you are still unsure whether a referral is appropriate consult the City of Edinburgh Council's website (contact details below)
- If there is immediate danger to the child or adult at risk call 999 for the Police.

Report it

If you have a concern about a child or an Adult at Risk and need to make a safeguarding referral use the relevant online contact information below.

Contact information

Safeguarding at The City of Edinburgh Council: <https://www.edinburgh.gov.uk/protect-someone-harm>

Police: 999 if it is an emergency

Safeguarding Lead:	Daniel Prince	tel.	07500 470807	email:	dnlprnc14@gmail.com
Safeguarding Deputy:	Jim Glass	tel.	07814 702163	email:	jimglass@icloud.com

Notes:

reporting for Children and Young People

- Parents/ carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring

Notes:

reporting for Adults at Risk

It is essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant.

However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts

Remember ALL notes will be disclosable should a formal or criminal investigation occur. *Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.*

Haringey Council have produced useful videos that explain safeguarding. You can watch them [here](#).