



## Sail Training International

### Safeguarding Policy, Procedures and Guidelines

#### Introduction

Sail Training International's purpose is the development and education of young people through the sail training experience, regardless of nationality, culture, religion, gender or social background.

Sail Training International is a registered charity (not-for-profit organisation) with worldwide membership and activities. Its purpose is achieved through a range of activities and services, including:

- Conferences and seminars
- Races and other events for sail training Tall Ships
- Publications and DVD presentations
- International research
- The Ships Council (whose membership of the Tall Ships Forum and Small Ships Forum are the operators of many of the world's sail training tall ships.)
- The Sail Training International Youth Council (whose members are under the age of 26 and represent the interests of young sail trainers around the world)
- Promotion and use of the 'Sail on Board' brand

#### About this document

This document sets out Sail Training International's Safeguarding Policy (known as The Policy). It sets out what trustees, paid staff, volunteers, sessional workers, agency staff, and contractors who come into contact with children or vulnerable adults in the course of their STI duties or visits **must do** when there are concerns that a child or young person is at risk, or has been abused. It also includes details of Sail Training International's duty to safeguard 'vulnerable adults'.

When there are concerns about the welfare of any person, **it is the responsibility of all participants and personnel in our organisation** to share those concerns with the Designated Safeguarding Officer, or the Proxy for Safeguarding if concern is *raised at sea or in a port outside the UK*. It is not your responsibility to decide whether or not child abuse has occurred. Concerns should be reported as per this policy.

The definitions of key terms used in this policy are set out in **Appendix A**.



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# Safeguarding Policy

## SAIL TRAINING INTERNATIONAL SAFEGUARDING POLICY STATEMENT

Sail Training International is committed to ensuring the health, safety, welfare and development of all participants by protecting them from harm, abuse, neglect and exploitation.

All those involved in Sail Training International's activities and services (trustees, paid staff, volunteers, sessional workers, agency staff, and contractors) have a responsibility to safeguard and promote the well-being of children, young people, and adults at risk. They are expected to show respect for, and understanding of, all people's rights and to conduct themselves in a way that reflects these principles.

### **Sail Training International (STI) actively seeks to:**

- Create a safe and welcoming environment for young people irrespective of their gender identity, disability, sexual orientation religion, culture or ethnicity where everyone is treated with respect, can develop their skills, celebrate their achievements and have fun;
- Run all STI activities to the highest possible standards of safety and welfare
- Listen to young people and take all reasonable practicable steps to protect them from neglect, physical, sexual and emotional abuse.
- Carefully recruit and select all personnel
- Ensure that all those involved in STI activities and services (participants, employees, volunteers, contractors and trustees) are well informed, supported, protected, and equipped to embed safeguarding within their day to day practice
- Provide effective management, supervision, support and training.

### **Sail Training International recognises that:**

- Living a life that is free from Abuse is a fundamental right of every person
- It has a responsibility to safeguard Young People and Vulnerable Adults from the risk of and / or actual abuse
- Safeguarding Young People and Vulnerable Adults from the risk of and / or actual Abuse is the responsibility of everyone involved in STI, not just those who work with directly with young people
- An effective approach to safeguarding requires people and organisations to work together to prevent and stop both the risks and experience of Abuse
- When Abuse does occur, it needs to be dealt with swiftly, effectively and in ways that are proportionate to the concerns raised, while at the same time making sure that the individual's wellbeing is promoted including having regard to their views, wishes, feelings and beliefs in deciding on any action.

Sail Training International will not tolerate abuse and exploitation by staff or associated personnel and expects all those involved in its activities to read, understand and be responsible for putting this policy into practice at all times. The Board of Trustees recognises the importance of safeguarding and their duty to act to safeguard children and young people from abuse and neglect, we strive to continually improve our key policies to ensure they align with industry best practice, and the constantly changing world we operate in. This policy will be reviewed (at least every 3 years and updated as necessary).



## Purpose and Scope of this policy

The purpose of this policy is:

- To ensure that the rights of children, young people and vulnerable adults are protected through staff, volunteer and organisational awareness and the following of statutory and local guidelines in the reporting of concerns.

This policy applies to anyone working on behalf of Sail Training International including the board of trustees, senior managers, paid staff, volunteers, sessional workers, agency staff, and contractors.

The Policy should be read in conjunction with the associated STI Policies

## Legal Framework

Sail Training International seeks to comply with the following UK legislation, definitions and such Government guidelines as may be varied from time-to-time.

- **The Children Act 1989** provides the legal framework for the protection of children in the UK.
- **The Protection of Children Act 1999** requires employers to carry out Criminal Record Checks before employees are allowed to come into contact with children and vulnerable adults.
- In line with the **Safeguarding Vulnerable Groups Act 2006**, an adult (who is over the age of 18) is considered 'vulnerable' if they receive extra health or personal care, social care service, assistance with general household duties or conveying.
- **The Counter-Terrorism and Security Act 2015** places a duty on certain bodies, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism".
- **Working Together to Safeguard Children 2018**, is a Government guidance document which sets out how all agencies and professionals should work together to promote children and vulnerable adults welfare and protect them from abuse and neglect.

Generally, in UK legislation and guidance the term Safeguarding applies to children (defined as under 18 years of age) and vulnerable adults (as defined above). However, Sail Training International recognises that vulnerability is a complex concept, and that people outside of these definitions could also be in a position where they are vulnerable, particularly in an unfamiliar environment. This safeguarding policy therefore applies to all persons involved in STI activities (children, those classed as vulnerable, and those who are not). The vulnerability of the victim (e.g. age/disability) along with any relevant legislation will be assessed on a case by case basis when planning a response to a safeguarding incident or concern.

## PROCEDURES

**Sail Training International commits to addressing safeguarding throughout its work.**

### Prevention of Harm

**The following are mandatory Safeguarding procedures for all staff and Associated Personnel involved in Sail Training Internationals' activities and services.**

#### **Sail Training International responsibilities**

Sail Training International will:

- Ensure all staff and associated personnel have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes, activities and services in a way that minimizes any risk of harm that may arise from their coming into contact with Sail Training International. This includes the way in which information about individuals involved in our work is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure all staff and associated personnel receive training on safeguarding at a level commensurate with their role in the organisation
- Respond promptly and follow due process on all complaints, concerns and allegations about poor practice, suspected or actual child abuse.
- Share information about safeguarding concerns with agencies in accordance with relevant legislation.
- Regularly review safeguarding procedures and practices in the light of experience or to take account of legislative, social or technological changes.

#### **Staff responsibilities**

##### **Safeguarding Children and Young People**

It is the responsibility of all Sail Training International staff and associated personnel to ensure that:

- Their behaviour is appropriate at all times.
- They observe policies established for the safety and security of young people.
- They follow the procedures following suspicion, disclosure or allegation of child abuse.
- They recognise the position of trust in which they have been placed.
- In every respect, the relationships they form with the young people under their care are appropriate.



## Prevention of Harm (cont.)

**Relationships:** Sail Training International staff and associated personnel **must not:**

- **Have sexual intercourse or participate in any form of sexual activity, including paying for sex, with any person under 18 years old** or under the local age of sexual consent (where higher). *This applies to all Sail Training International staff and associated personnel regardless of the age of consent locally. Mistaken belief in the age of an individual is not a defence*
- Allow or engage in inappropriate touching in any form
- Subject a child / young person to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children / young people including child labour or trafficking
- Allow a Young Person to use inappropriate language unchallenged, or use such language yourself when with them
- Let allegations a young person makes go unchallenged or unrecorded; always act

*It is an offence under the Sexual Offences Act 2003 for a person over 18 to have a sexual relationship with a Young Person where that person is in a position of trust in respect of that Young Person. The law uses the age of 18 to recognise that many young people, while over the age of consent for sexual activity (16), are still reliant on adults who hold some responsibility for their care and that young people are, therefore, vulnerable to the potential abuse of power by those adults.*

**Meetings involving a young person:** Sail Training International staff and associated personnel **should not** meet alone with a young person except in the case of an emergency. If there is no alternative;

- Discuss with your Line Manager where you are going and why, to ensure that the meeting is necessary and appropriate
- For young people under 18 years of age, discuss with parent / carer / guardian where possible that you will be meeting with the individual, inform of reason for the meeting and approximately how long the meeting will take

In addition to the above when undertaking a car journey alone with a young person;

- Ensure the correct driver insurance is in place
- Where a young person or vulnerable adult is distressed, take a colleague, who sits in the front of the vehicle with the driver

**Photography:** Sail Training International publicises and promotes itself through a broad range of articles and photos. Staff and associated personnel may wish to record their experiences however it is important to understand and minimise the risk of images being misused.

- Do not photograph or video young people, or publish their pictures, without the knowledge and consent of the young person and their parents/carers / guardian
- Young people's names and personal details will not be linked to photographs
- Storage and access to images will be secure and comply with GDPR



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- Young people pictured will be suitably dressed
- Any photographer or member of the press or media attending an event on behalf of STI will wear identification at all times and be fully briefed in advance on STI Safeguarding policies and the expectations with regard to their behaviour as covered by these guidelines
- Photographers must not have unsupervised access to young people at the event or to arrange photo sessions outside the event

This policy does not preclude personal photographic records of Sail Training International activities and services by young people and other participants, although everyone should recognise an individual's entitlement to privacy.

## **E-Safety, Safeguarding Children and Young People using Digital and Interactive**

**technologies:** Sail Training International uses websites, social media and other technologies to communicate with Ships and Crews; enable young people who sail to keep in touch; support interaction between crews and STI.

## **Sail Training International will**

- Ensure that the content and language on our sites and/or pages, including contributions to blogs, forums etc., is appropriate for younger visitors and content does not link directly to unsuitable material on other sites
- Provide a clear process to report inappropriate content or online bullying and to request that content is removed

## **Staff and Associated Personnel must:**

- Ensure they adhere to the Sail Training International Acceptable Use Policy (AUP). (See Appendix E) If any part of the AUP is breached it must be reported immediately as per AUP procedures
- Not access any illegal or inappropriate websites on equipment belonging to Sail Training International, your personal computer or mobile phone. This includes illegal or inappropriate images of children, certain other types of pornography or extremist websites. It is illegal to access or download material that promotes criminal behaviour;
- Ensure that young people are not exposed to any inappropriate images or web links
- Ensure that all communications are transparent and open to scrutiny.
- Not use social media/other communication technologies to make friends on-line with young people under 18, or with whom you may be in a position of trust.
- Be very careful when liaising with others in contact / web cam internet sites (for example chat rooms, message boards, social networking sites and newsgroups) so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as 'grooming' in the context of sexual offending.
- Comply with the STI policy on alcohol
- Use common sense and professional judgement and expertise at all times to avoid circumstances which are, or could be, perceived to be of an inappropriate nature. This relates particularly to social networking sites and mobile phone technology. This includes



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communications you make which are directed at or seen by friends, colleagues, other professionals or the wider public;

Should indecent images of children or a young person be found, the Designated Safeguarding Officer, Chief Executive and police must be immediately informed. Staff and associated personnel should not attempt to investigate the matter or evaluate the material themselves, as this may lead to evidence being contaminated which in itself can lead to a criminal prosecution.

If other unsuitable material is found, which may not be illegal but which raises concerns about a member of staff or young person, the Designated Safeguarding Officer and Chief Executive should be informed. Disciplinary procedures may be instigated

**Visiting Ships / Crew Parties:** Sail Training International staff and associated personnel may at times be directly involved with young people either through living on board as part of their responsibilities, supporting ships and crew or supervising activities ashore. In this instance they should follow the appropriate safeguarding guidelines in particular:

- Always be publicly open when working with young people, ensuring you are helping them in full view of others, preferably another adult
- Respect young people's privacy on board, particularly in sleeping and changing areas
- Do not do things of a personal nature that young people can do for themselves.
- Be aware of language and comments particularly where there is the potential for misinterpretation. (Do not make sexually suggestive comments to a young person, even in jest)
- Do not engage in rough, physical or sexually provocative games, including horseplay
- Staff and associated personnel should work in gender appropriate pairs when supervising shore based activities.
- If working alone then ensure young people are outside when checking facilities (ie. changing rooms, toilets etc)
- Maintain friendly but professional boundaries and deflect personal questions. Don't share any personal details with a young person i.e. phone number, surname, Facebook details, or email address. If a young person wants to communicate with you advise them to make contact via Sail Training International.
- Wear your STI ID badge
- Adhere to the STI Alcohol policy and local legal age limits relating to the consumption of alcohol.

Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of Designated Safeguarding Officer / Chief Executive or the young person's parents /carers / guardians.

## Vulnerable Adult Safeguarding

**Sail Training International staff and Associated Personnel must not:**

- Sexually abuse or exploit at risk adults
- Subject an at risk adult to physical, emotional or psychological abuse, or neglect



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**Protection from sexual exploitation and abuse**

**Sail Training International staff and Associated Personnel must not:**

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

**Additionally, Sail Training International staff and Associated Personnel are obliged to:**

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by a Sail Training International staff member or associated personnel to the appropriate staff member





## PREVENTION OF HARM - SAFER RECRUITMENT

Sail Training International will apply a 'Safer Recruitment' process to the recruitment of staff and associated personnel to help deter, reject or identify people who might abuse children or young persons, or who are otherwise unsuitable to work with them. Sail Training International:

- Recruits staff and associated personnel, and has policies in place for each of these recruitment processes.
- Ensures that all recruitment is carried out in a fair and transparent manner.
- Requires, where possible, for all UK staff working at STI to have a DBS/CRB check every three years as a minimum.
- Requires where necessary or is deemed appropriate given the nature of their role that, where possible, volunteers be DBS checked.
- Ensures the best appropriate checks equivalent to DBS / CRB for nationals of other countries (<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>)

Sail Training International is aware that a Disclosure should not be relied on in isolation and in some cases (for non UK staff or associated personnel) may not be available as a clear Disclosure is not a guarantee that the applicant has never done anything wrong, only that they have not been caught. Sail Training International will therefore run other background checks on all staff and associated personnel which will include the following enquiries:

- Information about their past career or relevant experience
- Reasons for leaving earlier posts, or moving area, ensuring that there are no unexplained gaps in their career history
- An exploration of their experience with and attitude towards working with young people.
- References, where the nature of the work is made clear to referees and at least one of the referees has first-hand knowledge of the applicants previous work with young people,

### Procedures for Induction, Training and Supervision of Staff and Associated Personnel

Sail Training International ensures that all staff and associated personnel understand and know how to share any concerns immediately with the Designated Safeguarding Officer or Proxy (if overseas).

#### The following applies to STI employed staff:

- Adherence to the Sail Training International Safeguarding Policy is required by all staff as part of the Contract of Employment.
- New staff shall be given a copy of the Sail Training International Safeguarding Policy and asked to sign a clause acknowledging they have read, understood and agreed to abide by the policy.

During their probationary period, new staff shall undertake safeguarding training commensurate with their position, participating in programs to improve their knowledge of safeguarding and best practice in responding to allegations of abuse and neglect. Everyone will be oriented in relation to:

- Understanding the Sail Training International Safeguarding Policy;



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- Understanding, recognising and responding to abuse and neglect; and
- Other important aspects of their role related to protecting the wellbeing of young people.

Any concerns in relation to their suitability to work with young people will be addressed in the Performance Management process.

### **The following applies to all Sail Training Associated Personnel. Sail Training International will:**

- Discuss the Code of Conduct as part of the induction / contracting process with associated personnel
- Ensure individuals understand their responsibilities and boundaries of their role.
- Ask associated personnel to sign the Code of Conduct clause acknowledging that they have read, understood and agree to abide by the Sail Training International Safeguarding Policy.

Associated personnel will be trained (commensurate with their position) about the Sail Training International Safeguarding Policy, including understanding, recognising and responding to abuse and neglect.

Any concerns in relation to the suitability of any associated personnel to work with young people will be addressed by the Designated Safeguarding Officer or Proxy (if overseas) in private discussion.

## DESIGNATED SAFEGUARDING OFFICER (DSO)

All organisations are required to have a Designated Safeguarding Officer (DSO) who is assigned to act upon young person and vulnerable adult protection concerns. Sail Training International DSO are listed **at Appendix D**. At Sail Training International these people have completed DSO training and have been appointed to complete this role. The role of the DSO is to ensure that:

- The organisation has an up-to-date policy with procedures to support it
- Staff and associated personnel receive appropriate training, information and support on all aspects of safeguarding where needed
- Recruitment practices are in line with safe recruitment practices
- Other policies reflect and express safeguarding needs and concerns

They are the:

- Initial contact point for any safeguarding concerns
- Key contact point for safeguarding concerns; receiving reports of concerns or allegations; overseeing the process and assessing the appropriate action to be taken (i.e. whether referrals to either the Social Services Child Protection Team or to the Police, are appropriate.)
- Responsible for maintaining a record of all information received

## Proxy Safeguarding Officer (PSO)

When Sail Training International activities and events are taking place outside the UK it may designate Proxy Safeguarding Officers (PSO). Proxy Safeguarding Officers have also completed safeguarding training and oversee the following:

- Act as a link between local activities / events and the DSO's
- Answer key questions about safeguarding whilst overseas
- Raise awareness of the safeguarding policy overseas

## ANNUAL TRUSTEE REVIEW

The Charity Commission's (2014) *Policy paper: Safeguarding children and young people* provides guidance on the role of trustees in safeguarding children and vulnerable groups: 'to make all reasonable steps to prevent harm ...to protect and promote the welfare of children'. The Trustees will nominate a member of the Board to lead an annual review of the effectiveness of this Policy and associated policies, which will include discussions with the DSO and other Safeguarding Officers as to numbers of safeguarding alerts raised, satisfaction as to how our reporting procedures work, outcomes, lessons learned and improvements required.

The outcome of that review will be reported to the Trustees to enable them to affirm that these policies and procedures fulfil the Trust's aims/ legal obligations and are aligned with current best practice.



## HANDLING CONCERNS, REPORTS OR ALLEGATIONS

A complaint, concern or allegation may come from a number of sources: a young person, their friend, parents, or someone else within Sail Training. An allegation may range from mild verbal bullying to physical or sexual abuse. It could be about the behaviour of a volunteer or employees, or something that has happened to the young person perhaps at home, a crew party or on-board. Young People may confide in adults they trust, in a place where they feel at ease.

You may be upset about what the young or vulnerable person has said or you may worry about the consequences of your actions. However, you cannot ignore it. If you are concerned that a Young Person or Vulnerable Adult may be being abused, it is **NOT** your responsibility to investigate further **BUT** it is your responsibility to act on your concerns and report in accordance with these with this policy.

## Immediate Response to a Person Disclosing Harm

Staff and associated personnel to whom a disclosure is made should use the following guidelines:

- Ensure the person is safe
- Stay calm – remember this is not an easy thing for them to do
- Listen carefully to what is said without interrupting
- Allow the person to continue at their own pace
- Reassure the young person or vulnerable adult, let them know you are glad they have spoken up and that they are right to do so
- Explain that it is likely that the information will need to be shared with others - do not promise to keep confidence or secrets, or say you will not tell anyone else. Every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated
- Always ask enough questions to clarify your understanding, do not probe or interrogate and avoid asking questions that suggest a particular answer. – no matter how well you know the young person or vulnerable adult – spare them having to repeat themselves over and over
- Tell them what you will do next and with whom the information will be shared. All information, however seemingly insignificant, about any situation that gives rise for concern that a person might be suffering harm must be passed on.

## When to Take Action & How

Once staff or associated personnel suspect or know of any abuse of a young person or vulnerable adult, they should **immediately** inform a DSO or PSO in person or by telephone. (This should be to the CEO, if the concern relates to the DSO or to Chair of Trustees if the concern relates to the CEO. Even if you have only heard rumours of abuse, or have a suspicion but no firm evidence you should still contact the DSO or PSO to discuss your concerns using Sail Training International policies and procedures. It is important to understand that your responsibilities extend to suspicion of abuse in any area of the child or vulnerable adult's life.

You must not try to investigate the matter on your own as you are not equipped or qualified to do so.



## Reporting

If it is decided that a matter should be taken further, a written report must be prepared. A written report is essential to prevent any misrepresentation of your allegations, and should be sent to the DSO within 24 hours of the suspicion arising. The report should:

- Be factual and not include opinions or personal interpretations of the facts presented.
- Contain as much detail as possible, including any apparent physical signs of abuse or other circumstances which led to the suspicions arising, or the account given to the employee of abuse by the child or vulnerable adult concerned, as accurately as the employee is able to record it.
- Use the words said to you; never interpret what was said and put it in your own words (this information could be used as evidence)
- Be signed, dated and a copy stored in a secure place. **(Template at Appendix C)**

## The Designated Safeguarding Officer Response - What Happens Next?

**For the avoidance of any doubt, if a young person or vulnerable adult comes to a member of staff or Associated Personnel with a report of apparent abuse, they must at the earliest opportunity involve the DSO or PSO.** The DSO/ PSO will be responsible for:

1. Receiving information, directly or indirectly, regarding safeguarding concerns, liaising with external agencies and recording essential information about each case, collecting reports and notes as appropriate
2. Assessing the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate (although no direct investigation with the person should take place)
3. In most cases seeking advice from the Local Authority Designated Officer (LADO), or appropriate equivalent outside of the UK and agreeing what further action is necessary, which may include:
  - Undertaking further investigation under the direction of the LADO;
  - Making a referral to the appropriate agency, as signposted
  - Reporting the incident to a designated Social Worker, as signposted
  - Reporting the matter to the police if a crime is suspectedThis can be done directly or by authorising proxy if concern is raised overseas.
4. Investigate breaches of the Code of Conduct and take appropriate action
5. Overseeing any investigations.
6. Acting promptly to protect the reputation of Sail Training International, in consultation with the Trustees, invoking disciplinary action in accordance with the procedure.
7. In conjunction with the CEO of Sail Training International and Chairman of Trustees, inform the Charity Commission in the instance where there is an allegation or suspicion of a serious incident that poses a serious risk to the charity's work, beneficiaries or reputation.

Any detailed information about a case will be confined to the DSO, (if not involved in the allegations) and any external agencies the DSO determines to engage. Those reporting the allegations will be kept informed of the progress of the case on a 'need to know' basis.



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If action is required, the DSO will support this process and the individual, in anyway practicable.

Taking into account all the information available, the DSO will decide on the next steps, which may include taking no further action.

If a referral is made, this must be confirmed in writing to the appropriate agency within 24 hours. If this timescale cannot be maintained then notes and documentation must be provided as to why.

## Confidentiality

Confidentiality and trust should be maintained as far as possible however Sail Training International staff and associated personnel must act on the basis that the safety of the young person and vulnerable adult is the overriding concern. The degree of confidentiality will be governed by the need to protect the young person or vulnerable adult. The young person or vulnerable adult should be informed at the earliest possible stage of the disclosure that the information will be passed on.

All conversations regarding a young person or vulnerable adult should always be held in private. Sail Training International complies with the requirements of the General Data Protection Regulation, which allows for disclosure of personal data where this is necessary to protect the vital interests of a young person or vulnerable adult.

Unless authorised to do so by the DSO, Sail Training International staff and associated must not discuss any ongoing case involving a young person or vulnerable adult that has been reported to the DSO. If staff have any concerns about the progress of the case or have any other concerns these must be discussed with the DSO.

## APPENDIX A – DEFINITIONS USED IN THIS POLICY

### What is safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect<sup>1</sup>.

In regard to Sail Training, we understand it to mean protecting people, including children, young people and at risk adults, from harm that arises from coming into contact with our staff or activities.

### Definitions of a child, young person and vulnerable adult.

**Child:** The legal term defines anyone under the age of 18 years old to be classed as a child.

This definition is recognised internationally as identifying a population who are particularly vulnerable and require additional safeguards to protect their rights.

The definition of a child for the purposes of Safeguarding and child protection should not be confused with the legal definition of a child or age limits set out in other relevant laws. The fact that a person under the age of 18 may have reached the age of majority, age of sexual consent, voting age or such like does not alter their inherent vulnerability as a child.

**Young Person:** For the purpose of this document within Sail Training International a person between the ages of 13 and 17 years old is defined as a young person.

**Vulnerable Adult:** Broadly defined, a vulnerable adult is any person aged over 18 years “who is, or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation”<sup>2</sup>.

Legally anyone aged 18 years old or over is considered an adult.

**Staff Member:** A Staff Member is anyone employed by Sail Training International or by any of its subsidiaries regardless of their work location or nationality. For the purposes of this policy this encompasses, but is not limited to, permanent staff, casual staff, paid Delivery Officers, Associates and Consultants as well as Secondees/Interns.

**Associated Personnel:** In this document the use of the phrase ‘associated personnel’ refers to trustees, volunteers, sessional workers, agency staff, and contractors regardless of their work location or nationality. As in the Disclosure and Barring Service (DBS) Glossary of Terms 2012, a Volunteer is a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than or in addition to a close relative.

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<sup>1</sup> NHS ‘What is Safeguarding? Easy Read’ 2011

<sup>2</sup> Definition taken from Statement of Government Policy on Adult Safeguarding May 2013, [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/194272/No\\_secrets\\_guidance\\_on\\_developing\\_and\\_implementing\\_multi-agency\\_policies\\_and\\_procedures\\_to\\_protect\\_vulnerable\\_adults\\_from\\_harm.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/194272/No_secrets_guidance_on_developing_and_implementing_multi-agency_policies_and_procedures_to_protect_vulnerable_adults_from_harm.pdf) accessed 17 April 2015 reviewed June 2017



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**Position of Trust:** Any person connected with Sail Training International who comes into contact with children or vulnerable adults in the performance of their role is subject to this policy.

## APPENDIX B

This section explains what Abuse is and how to recognise it

### What is Abuse?

Abuse is a term used to describe maltreatment of a Young Person or Vulnerable Adult. It refers to the damage done to a person's physical or mental health. Abuse may occur within or outside their family, at school, in work by Sail Training International staff and associated personnel and visitors, and in a sports or community environment. A person may be Abused by an adult or adults, or another child or children, by those they know and trust or, more rarely, by others. Intent is not an issue at the point of deciding whether an act or a failure to act is Abuse; it is the impact of the act on the person and the harm or risk of harm to that individual.

### Categories of Abuse

**Physical abuse** may involve adults or young people:

- physically hurting or injuring (e.g. by hitting, shaking, throwing, burning, shaking, squeezing, biting, scalding, drowning)
- attempting to suffocate,
- causing female genital mutilation (FGM)
- giving children or YP alcohol, inappropriate drugs or poison

or otherwise causing physical harm to a young person and vulnerable adult.

In a sail training environment, physical abuse may occur when the nature and intensity of the physical demands exceeds the Young Person or Vulnerable Adult's physical capacity.

**Psychological and Emotional abuse:** is the persistent emotional ill-treatment of a young person or vulnerable adult such as to cause severe and persistent effects on the young person and/or vulnerable adult's emotional development. Psychological and emotional abuse can take many forms for example:

- A persistent lack of love or affection
- Conveying a feeling of worthlessness and lack of value, belittling and persistent shaming
- Constant overprotection which prevents children from socialising
- Frequently shouting at or taunting young people, conveying an excessive feeling of fear,
- Solitary confinement and isolation
- The imposition of age/developmentally inappropriate expectations
- Radicalisation
- Bullying & Cyber bullying

*Emotional abuse in sail training environment might also include situations where a Young Person or Vulnerable Adult is subjected to constant criticism, bullying, ridicule or unrealistic pressure to undertake practical tasks that they do not want to do or cannot realistically be expected to achieve.*





**Sexual abuse:** involves forcing or enticing a young person (male or female) or vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not that person is aware of what is happening. The activities may involve:

- physical contact, including assault by penetration (for example rape or oral sex)
- showing young people pornographic books, photographs or videos, or taking pictures for pornographic purposes
- non-penetrative acts e.g. watching pornographic materials, watching, sexual activities,
- behaving in a sexually inappropriate way such as masturbation, kissing, rubbing and touching outside of clothing.

*In Sail Training environments the potential for physical contact (eg. supporting or guiding YPs on deck, aloft, in sleeping accommodations etc) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.*

**Neglect:** is the persistent failure to meet the young person or vulnerable adult's basic physical and/or psychological needs likely to result in the serious impairment of the young person or vulnerable adults health or development for example:

- failing to provide adequate food, shelter and clothing.
- consistently leave young people alone and unsupervised
- failure to give young people love, affection or attention

*Neglect in a sail training situation might also occur if a watch leader, or sea staff member fails to ensure young people are safe, exposes them to undue cold or risk of injury, or repeatedly excludes them from activities.*

**Financial abuse:** Some young people and vulnerable adults may be abused or exploited financially including fraud and extortion.

## Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child or YP has been abused. However, some of the more typical symptoms which should trigger suspicions could include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- Sexually explicit language or actions
- A sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- The Young Person describes what appears to be an abusive act involving him/her
- A change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt)
- A general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- An unexpected reaction to normal physical contact
- Difficulty in making friends or abnormal restrictions on socialising with others.



## **Sail Training International** **Signs of grooming**

# **Safeguarding Policy**

The signs of grooming aren't always obvious. Groomers will go to great lengths not to be identified. Young People may:

- have access to drugs and alcohol
- have new things such as clothes or mobile phones they can't or won't explain
- be very secretive, including about what they are doing online
- have older boyfriends or girlfriends
- go to unusual places to meet friends

In older children, signs of grooming can easily be mistaken for "normal" teenage behaviour, but you may notice unexplained changes in behaviour or personality, or inappropriate sexual behaviour for their age.

It is important to note that a Young Person could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that they are being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the Young Persons' behaviour, talk to them and if possible to their parents or carers. It may be that something has happened, such as a bereavement, which has caused them to be unhappy.



## APPENDIX C - DISCLOSURE RECORDING FORM

Please pass this form to your Designated Safeguarding Officer or PSO.

**Part 1 (for use by any Sail Training International Staff or associated personnel)**

<b>Name of Young Person or Vulnerable Adult:</b>	<b>Date of Birth:</b>
<b>Date and Time of Incident:</b>	<b>Date and Time (of writing):</b>
<b>Name of person recording the information:</b> ..... ..... <b>Print Name and Signature</b>  <b>Job Title:</b>	
<b>Record the information factually: (if recording a verbal disclosure by a young person use their words. Include any information about witnesses or visible signs of abuse i.e bruises)</b>   	
<b>Time, Date and location of the incident?</b>	
<b>Any other relevant information (distinguish between fact and opinion) i.e. Previous concerns, anyone else involved within Sail Training International.</b>	
<b>What needs to happen? Note actions, including names of anyone to whom your information was passed and when.</b>	



# Safeguarding Policy

**Sail Training International**

**Part 2 (for use by the Sail Training International Designated Safeguarding Officer)**

<p><b>Time and date information received, and from whom.</b></p>	
<p><b>Any advice sought – if required (date, time, name, role, organisation and advice given).</b></p>	
<p><b><u>Action taken</u> (referral to LADO), advice given to appropriate staff/Police) with reasons.</b></p> <p><b>Note time, date, names, who information shared with and when etc.</b></p>	
<p><b><u>Parent's informed?</u> Y/N and reasons.</b></p>	
<p><b><u>Outcome</u></b></p> <p><b>Record names of individuals/agencies who have given information regarding outcome of any referral (if made).</b></p>	
<p><b>Where can additional information concerning this incident be found?</b></p>	
<p><b>Signed</b></p>	
<p><b>Printed Name</b></p>	



## APPENDIX D – Sail Training International Safeguarding Officers

Sail Training International Designated Safeguarding Officer. If you are unable to contact the DSO please contact a Proxy Safeguarding Officer for advice and guidance.

Designated Safeguarding Officer			
Name	Role	Location	Contact details
Alan James	CEO	Gosport	T: +44 (0) 23 9258 6367 M: +44 (0) 7736 100007 E: alan.james@sailtraininginternational.org
Magda Makowska	Race Director	Gosport	T: +44 (0) 23 9258 6367 M: +48 501 025 799 E: magda.makowska@sailtraininginternational.org

Proxy Safeguarding Officers			
Name	Role	Location	Contact details
Laura Blyth-Brown	Race Administrator	Gosport	<a href="mailto:Laura.blythbrown@sailtraininginternational.org">Laura.blythbrown@sailtraininginternational.org</a> 07727 647 947



Sail Training International

# Safeguarding Policy

## APPENDIX E - Sail Training International Acceptable internet use policy

Use of the internet by employees of Sail Training International and its subsidiaries is permitted and encouraged where such use supports the goals and objectives of the business.

However, Sail Training International and its subsidiaries has a policy for the use of the internet whereby employees must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk to the company by their misuse of the internet

### Unacceptable behaviour

In particular the following is deemed unacceptable use or behaviour by employees:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to other users
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- hacking into unauthorised areas
- publishing defamatory and/or knowingly false material about Sail Training International or its subsidiary companies, your colleagues and/or our customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- revealing confidential information about Sail Training International or its subsidiary companies in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, staff and/or internal discussions
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of malicious software into the corporate network

### Company-owned information held on third-party websites

If you produce, collect and/or process business-related information in the course of your work, the information remains the property of Sail Training International and its subsidiaries. This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook and LinkedIn.

### Monitoring and Reporting

Sail Training International and its subsidiaries accepts that the use of the internet is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business.



# Safeguarding Policy

## **Sail Training International**

In addition, all of the company's internet-related resources are provided for business purposes. Therefore, the company maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

Any breaches of this policy should be reported to the Designated Safeguarding Officer and the Chief Executive Officer.

## **Sanctions**

Where it is believed that an employee has failed to comply with this policy, they will face the company's disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

## **Agreement**

All company employees, contractors, temporary staff or volunteers who have been granted the right to use the company's internet access are required to sign this agreement confirming their understanding and acceptance of this policy.

## APPENDIX F – SAIL TRAINING INTERNATIONAL OTHER USEFUL CONTACTS

Chief Executive Officer	Alan James	<a href="mailto:alan.james@sailtraininginternational.org">alan.james@sailtraininginternational.org</a>
Chair of Sail Training International	Jonathan Cheshire	<a href="mailto:jonathan.cheshire@gmail.com">jonathan.cheshire@gmail.com</a>
Trustee responsible for Safeguarding	Murray Henstock	<a href="mailto:murray.henstock@gmail.com">murray.henstock@gmail.com</a>